SCHOOL OF ECONOMICS

DEPARTMENT OF DATA SCIENCE AND ECONOMIC POLICY

UNIVERSITY OF CAPE COAST

MSC. (DATA MANAGEMENT AND ANALYSIS) SANDWICH PROGRAMME

DMA 820: DATABASE CURATION AND MANAGEMENT

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SE/DMD/23/0003

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NAME OF DATA ORGANISATION: CENTRE FOR COASTAL MANAGEMENT (CCM), UNIVERSITY OF CAPE COAST
DATA MANAGEMENT POLICY/PLAN

Brief Introduction

Rationale for the Policy: The goal of this Policy is to support academic freedom, excellence and innovation to translate knowledge and research into sustainable technologies for development. The Policy is meant to guide data management, data monitoring and data use practices at the Centre for Coastal Management of the University of Cape Coast, Ghana.

Research, and for that matter, data that never gets shared has limited benefits and therefore, are not worth obtaining. Research dissemination involves sharing research findings with the relevant audiences so the research's impact and utility can reach its full potential. Data Dissemination therefore, is the transmission and distribution of data to end users. Thus, how an organisation releases data to the public or users.

1. Structure for Data Dissemination of CCM

Persons accessing data and information, processed or in raw form, from CCM:
- shall agree to share personal data before accessing data.
- shall agree to the terms of use of the data.
- are obliged to obtain the data lawfully using prescribed means or protocols.
- shall agree to process the data lawfully.

Also,
- All data collected through CCM or with support from CCM are considered to be owned by CCM, and by extension the University of Cape Coast as stipulated in UCC Intellectual Property Policy (Section 6 of the Policy Guideline).
- Data collected within national exclusive economic zones (EEs) through CCM or with support from CCM are owned by CCM; Representative of respective countries may be given access upon request.
- Data collected in areas beyond national jurisdiction through CCM or with support from CCM will be owned by CCM. Individuals and organisation may be given access upon request.

2. Format for Data Dissemination

Data Dissemination formats are the forms data are transmitted. These forms are either in hard copy and softcopy format. The CCM adopts both the hard and softcopy formats. Therefore, the CCM Data Policy structure applies to:
- all data and information, processed or in raw form, stored on all CCM infrastructure, including on-campus equipment, offsite locations and equipment, and in the cloud.
- all data and information, processed or in raw form, collected with the support of CCM.
- Data shall be transferred in a secured manner using approved authorisation both on-premises and in the cloud.
- Data shall be encrypted where applicable.

3. Data Sharing Protocols and Procedures

The Protocols include the following:

- Accessed data may not be disclosed unless required by law or in the course of a legal duty.
- Users shall share data with third parties only with the prior knowledge or authorisation of data authors/providers.
- No commercial use of data is allowed without prior knowledge or authorisation of data authors/providers.
- Appropriate measures shall be taken to clarify circumstances under which personal information is shared with third parties such as service providers, business partners, research collaborators or regulatory authorities.

4. Data Visibility

Data hosted on our platform could be accessed or visible via:
Website: https//acecor.ucc.edu.gh
Twitter Block: @ccm_ucc
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Note: Cookies or tracking technologies may be deployed when necessary, particularly for system improvement and performance.

Data Improvements Strategies

The following interventions/strategies are proposed to further enhance these data curation activities:

- Preserve sustainable copies of all key data and document files collected during the data collection process.
- Conduct effective disclosure analysis to protect respondent's confidentiality.
- Develop finding aids to guide users to easily locate documents they need.
- Intensive training on best security practices, potential risks, and roles as well as responsibilities of stakeholders in maintaining data security should be embarked on for data handlers.
- Security warnings should be displayed on all sensitive and critical data storage points to enhance user satisfaction.

References

University of Cape Coast Website: www.ucc.edu.gh

African Union Data Policy Framework, 2022, endorsed by the African Union Executive Council Decision with reference EX.CL/Dec.1144(XL).

UNESCO's Intergovernmental Oceanographic Commission guidelines for research data management (IOC/2016/MG/73).