

Staffordshire University Research Data Management Policy¹

Preamble:²

Good research data management enables the University and its researchers to meet the standards and responsibilities set out in the University's Code of Conduct for Research and Research Integrity (<https://www.staffs.ac.uk/research/docs/pdf/research-code-of-conduct.pdf>) and to meet funder, ethical, legal and other responsibilities. This policy is binding on all University members engaged in research, including staff, research students, and affiliates, and others who conduct research on behalf of the University. The policy is guided by and adheres to the UK General Data Protection Regulations (GDPR) and the Data Protection Act (2018).

Policy⁴

1. Staffordshire University recognises the importance of establishing appropriate systems, policies and processes to govern the ways in which research data generated as part of the University's research activity are managed.
2. This policy applies to all those undertaking research (including staff and postgraduate researchers) and those managing and supporting research; and to all research, whether externally funded or not.
3. This policy requires that all those undertaking research store unpublished University research data within Microsoft SharePoint through a Microsoft Teams Team¹.
4. It is the responsibility of the principal investigator of the research study to ensure the data for their studies is stored according to this policy.
It is assumed that research data obtained will be digital, or can be digitised and then stored according to this policy. It is expected that only in very rare cases will it be impossible to digitise the data, in which case the principal investigator should make this clear on the Ethics application, and furthermore make clear how the data will be stored.
The principal investigator should further ensure that personal data is stored as required by the University's Code of Conduct for Research and Research Integrity, and Annex 1 to that code, the 'Framework for Good Research Practice'²; furthermore, a separate Teams channel, or private channel, should be used for personal data. Personalised data and anonymised data should be stored in separate locations.
The principal investigator is the named lead researcher at Staffordshire University responsible for delivery of the research, or the component of research assigned to the University.
The principal investigator must describe in the study protocol (or within the research methodology) the name of the Microsoft Teams Team that will be used to store the data, who will have access to the data and what Microsoft Team authority they will have (member or owner).

¹ Data shared within Microsoft Teams is stored in SharePoint.

² Code of Conduct for Research and Research Integrity available at :
<https://iris.staffs.ac.uk/Utilities/Uploads/Handler/Uploader.ashx?area=composer&filename=research-code-of-conduct.pdf&fileguid=d2008685-3e39-4954-9216-15e6c21236d6>

Annex 1 Framework for Good Research Practice available at:
<https://iris.staffs.ac.uk/Utilities/Uploads/Handler/Uploader.ashx?area=composer&filename=framework-for-good-research-practice.pdf&fileguid=65b48305-e658-417e-b8ce-20524d369182>