Where named individuals are known, this should be given. In roles that are not yet occupied, 1
the role title should be used. It is the responsibility of all researchers who have access to the
data to comply with this policy for all research data that they process.

If the 'raw' data is not immediately stored on Teams but is captured on a separate device,
the data should be uploaded to Teams as soon as is practicable, which must be within two
weeks. If it is known before the research starts that this time scale will not be met, this
should be made clear on the Ethics application. Before data is transferred, it is the
responsibility of the individual to ensure that it is secured according to the legal standards to
which this policy adheres and to Staffordshire University IT regulations
(https://www.staffs.ac.uk/legal/it-regulations).

In the case of postgraduate research students, it is the responsibility of both the student and
their supervisor to ensure that their research data is stored in accordance with this policy.

5. If the principal investigator leaves the University, they must inform their line manager and
their School's Associate Dean for Research and Innovation of the name, description and
location of the data.

If the research study is still ongoing, a new principal investigator will be assigned, and they
will assume responsibility for the research data.

In the event that the research study has concluded, or that no one else remains employed at
the University, the Associate Dean for Research and Innovation of the School in which the
original principal investigator worked will assume responsibility until the data has exceeded
its retention period.

6. In the event that Staffordshire University is not the lead research organisation, it is
recognised that data may need to be transferred and/or stored according to other
University's policy and procedure.

Where another organisation's policy and procedure is put in place, the Staffordshire
University (via the principal investigator and copying in dataprotection@staffs.ac.uk) should
be notified in writing.

7. It is acknowledged that some research data may not be transferred to the University in
order to be compliant with legislation. Where this is the case, it should be clearly stated in
the study protocol, or within the research methodology before any research activity
commences and should be clearly stated in any ethics application documentation.

8. When creating a 'Team' to store research, a separate site should be created for each
research project. This enables appropriate levels of access and control to be applied to each
project, and simplifies compliance with any legal, contractual or regulatory requirements.

9. When creating a Teams site:

The site must be given a meaningful name and include the reference number from the
ethics application. If the title contains the word "Research" then a default data
retention policy is applied to the team site to preserve all files stored on the "File" tab
for 3 years.

Privacy levels must be set to "*Private – only team owners can add members*". This
restricts access to just the individuals that have been authorised by the owner of the
site.

Site owners should undertake at appropriate intervals reviews of who has access to the
site, and remove access from individuals or add access to individuals as appropriate.

10. To allow researchers to retain data for a specified period of time, Staffordshire University 2
has implemented a policy that detects key words within SharePoint sites' description and
applies corresponding data protection policies.