

UNIVERSITY OF COPENHAGEN

FACULTY OF HUMANITIES



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# Data management policy

## Preamble

The Faculty of Humanities, University of Copenhagen is dedicated to a data management policy<sup>1</sup> which respects the principles of FAIR data management (FAIR, i.e. findable, accessible, interoperable and reproducible data) of research data

Research data at a classic university such as the UCPH is produced in countless ways. One important distinction is between those data which is produced by human informants and those which are not

- As to research data stemming from human informants the UCPH is committed to strict adherence to the principles of informed consent. In addition, the data policy will balance the principle of open access to research data by taking into account the privileged relationship between informants and researchers such that no data are more open to access than explicitly given permission to by informants
- As to research data stemming from other sources, the UCPH is committed to strict adherence to the general data protection regulation

Furthermore, the Faculty of Humanities

- \* aspires to become a significant node in the European and global system of FAIR data managers
- \* actively supports the development of standards based on research communities (bottom up driven research data management standards, i.a. of interoperability)
- \* handles internal data with strict adherence to protocols that ensure that sensitive data are fully protected against misuse

It follows from the above that The Faculty of Humanities

- \* will service its researchers by placing at their disposal sufficient storage capacity to store securely both data which are open and data which are restricted in access in structured and retrievable repositories
- \* in principle will ensure that research data produced by researchers affiliated with the Faculty of Humanities will be handled by the Faculty while the researcher(s) responsible will retain access even after having left the Faculty.
- \* will formulate standard contracts on reuse of research data which takes as their point of departure that reuse should be both possible and encouraged for the benefit of progress in research

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<sup>1</sup> For national and European references cf/For nationale og europæiske henvisninger se: Deff og DeiC: National strategi for forskningsdata management 2015-2018, København, den 30. januar 2015

## Introduction

Within the above mentioned general framework, the Faculty of Humanities is committed to support research staff, students and other employees in upholding the highest standards for responsible research conduct as defined by national and international legislation and practices. In the Danish Code of Conduct for Research Integrity<sup>2</sup>, *honesty*, *transparency* and *accountability* are the guiding principles of research integrity. In accordance with the Danish Code of Conduct, the faculty wishes to support all research activities conducted at the faculty in striving actively for the highest possible degree of integrity, trustworthiness, and transparency.

Responsible conduct of research includes proper management of research data. Proper management of research data ensures that research is credible, transparent and accountable. Furthermore, proper research data management enables research to be optimally open. The Faculty of Humanities actively encourages researchers to make their data and results freely accessible, except when this is in conflict with legal or contractual obligations or current regulations on for example ethics, confidentiality or privacy.

As the field of research data management is continuously evolving, this policy, formulated by a cross-departmental task-force at the faculty, will be assessed regularly in order to ensure its validity and implementation. The Faculty of Humanities' Coordination Committee for Data management will oversee this assessment and (if necessary) suggest any revisions to the Faculty management.

### Definitions

*Research data* consists of the material which will eventually feature as evidence for any research finding. At the Faculty of Humanities the following types of data are traditionally recognized as such: Written records and texts, artefacts and cultural objects, audio- and/or audiovisual material, pictures and moving images. The records or data may have any storable form; the important criterion is exclusively its function as the basis of research within the humanities.

*Research data management* is planning for and organizing the collection, analysis, description, storage, reuse and disposal of research data.

### Scope and Purpose

The policy applies to all staff, students, visiting researchers, and honorary and adjunct appointees undertaking or supporting research activities at the Faculty of Humanities (in the following referred to as researchers). The policy outlines the management of research data at the Faculty of Humanities in order to support researchers, students, administrative staff and management working and dealing with research data to:

- promote the visibility, honesty and recognition of research
- work in accordance with best practices of their respective research fields and ethical protocols on questions of confidentiality, privacy and other legal requirements;

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<sup>2</sup> <http://ufm.dk/publikationer/2014/the-danish-code-of-conduct-for-research-integrity>

- to support the dissemination, accountability and transparency of research findings and to contribute to other research projects (when appropriate);
- align research data management practices with requirements from national and international legislation and funding bodies.

This policy applies to all research data that has been collected and/or used and/ or will be collected and/or used during research activities at the Faculty of Humanities, including all materials, data, records and datasets, held in any formats and any media.

### General principles

This policy is based on the following general principles. Research data should be:<sup>3</sup>

- recognised as valuable;
- managed and planned for (when commencing a new research project);
- managed in line with state-of-the art ethical protocols, including confidentiality;
- compliant with legal requirements, such as privacy and data protection.
- stored securely and appropriately;
- retained in accordance with disciplinary traditions, at least for the minimum period of five years after publication or public release of the research;
- when required, appropriately disposed of or destroyed so that reconstruction is not possible

### Responsibilities

The Faculty of Humanities acknowledges the importance of ensuring that all research data is managed so that it is secure, accessible and, where appropriate, reusable, including adherence to any and all requirements concerning ethical, confidential and privacy matters. To live up to this ambition, the Faculty of Humanities acknowledges that the responsibility for proper data management is shared between researchers, Departments and Faculty.

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<sup>3</sup> As FAIR (Findable, Accessible, Interoperable and Reusable (FAIR) as possible. The EU FAIR Data project is recognized as a strategic aim in this document, but at this stage, it is not yet applicable as a general principle of practical data management at the Faculty of Humanities.

## Researchers

1. *Research Data Management:* Researchers, both in their roles as PIs of research projects and as independent researchers, ensure that research data is managed in line with best practice in their field. This includes planning the management of their data and working according to the general guidelines provided by the Danish Code of Conduct for Research Integrity, following best practices in their field of study.
2. *Protect sensitive data:* Researchers comply with existing legal requirements established by The Danish Data Protection Agency in case of sensitive research data, containing e.g. personal sensitive information. All researchers will be supported by research support staff at the Faculty of Humanities when planning to collect, analyze, or store *legally sensitive* data.
3. *Storing research data:* Researchers ensure that research data are retained, stored and managed in a clear and accurate form that allows results to be assessed, procedures to be re-traced and, when relevant and applicable, research to be reproduced.
4. *Duration of storage:* Researchers are, unless otherwise regulated, responsible for storing their research data for a minimum of five years.
5. *Disposal:* Researchers should plan for the appropriate disposal of research data when required.
6. *Access and sharing:* Researchers personally manage, or make arrangements for Faculty units to manage, access to their own research data. They are encouraged to make their research data accessible, except when this will conflict with contractual legal obligations or current regulations on for example ethical, confidentiality or privacy matters as well as intellectual property rights.

## The Department

7. *Expenses and storage solutions for new projects:* Before the start of any research project The Head of Department will, in close collaboration with the relevant researcher organize an analysis of the life cycle of the project/application including all relevant expenses for data management. The Head of Department will on the basis of this analysis decide whether to go forward or not and inform the researcher of his/her decision.
8. *Maturing already existing projects for data management:* In cases where personal projects demand data management the Head of Department decides which expenses and/or induced expenditures with regards to data management and storage of a given research data set are to be contributed by the department.

9. Managing data at the Faculty: For those departments which enter into a contract with the Faculty to manage a specific type of data, the Head of Department has the responsibility to ensure that the unit works according to the present policy.

### The Faculty of Humanities

10. *Data storage:* The Faculty of Humanities provides a storage system that allows researchers to manage their data responsibly. This storage system includes: storage space, access control, and back-up.
11. *Research Data Management Support:* The Faculty of Humanities provides (1) education and training opportunities; (2) counselling on practice, legal issues and infrastructures; and (3) common systems and infrastructures for research data management.

### Contact

For any questions regarding this policy, including queries regarding The Danish Data Protection Agency and ethical guidelines and approvals (The Faculty of Humanities' Research Ethics Committee), please contact [forskerville@hum.ku.dk](mailto:forskerville@hum.ku.dk)

For questions regarding specific technical and data security issues please contact, [forskerville@hum.ku.dk](mailto:forskerville@hum.ku.dk)

For the Danish Code of Conduct for Research Integrity, see: <http://ufm.dk/publikationer/2014/the-danish-code-of-conduct-for-research-integrity>

### You may also want to read:

The Faculty of Humanities' Research Ethics Committee: [http://humanities.ku.dk/research/ethic\\_committee/](http://humanities.ku.dk/research/ethic_committee/)

University of Copenhagen's data management guidelines and policy (KUnet, in Danish): <https://intranet.ku.dk/FORSKNING/FACILITETER/FORSKNINGSDATA/Sider/default.aspx>