

# Guildhall School Research Data Management Policy

This policy is of relevance to students, staff, and applicants

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24<sup>th</sup> April 2018

## Research Data Management Policy

### Background and Purpose

1. Research data is a valuable resource: it validates research findings and has potential as a resource for future research and teaching. This policy outlines the School's commitment to good practice in research data management, taking into account legal and funder requirements, and sector best practice. The Guildhall School is committed to the principle of making research data "as open as possible, as closed as necessary"<sup>1</sup>.
2. This policy applies to all staff and students conducting research at the Guildhall School.

### Principles

3. Research data will be managed to the highest standards throughout the research data lifecycle as part of the School's commitment to research excellence.
4. Research data management plans should be developed by the Principal Investigator (PI) of externally funded research projects, outlining data capture, management, integrity, confidentiality, retention, sharing, and publication.
5. Research data must be managed in compliance with legal, ethical, regulatory, contractual, and intellectual property requirements and considerations.
6. Where appropriate and under appropriate safeguards, research data will be made available for access and re-use through appropriate research data repositories or archives. The legitimate interests of the subjects of research data must be protected.
7. The School will provide training and advice on research data management planning and provide mechanisms for storage and backup of research data.

### Policies, Legislation, and Guidance

8. Internal policies

[Employee Data Protection Policy \(City of London Employee Handbook\)](#)

[Governance Framework for Good Practice in Research](#)

Research Ethics Guidance and Procedures (see intranet)

[Intellectual Property Policy](#)

[IT Acceptable Use, Security and Best Practice of IT and Telecommunications](#)

[Equipment Policy](#)

9. Sector Practices & Guidance

[UK Concordat on Open Research Data](#)

[UKRI Research Councils Common Principles on Data](#)

[Digital Curation Centre](#)

10. Legislation

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<sup>1</sup> European Commission (2016) Open Access and Data Management, Horizon 2020 Online Manual  
[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-dissemination\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-dissemination_en.htm)

[Data Protection Act 1998](#)

[Freedom of Information Act 2000](#)

[EU General Data Protection Regulation \(GDPR\)](#)