



Research Data Management

Policy

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1. Introduction

1.1 Statement of Intent

- This policy is intended for use by Employees conducting research (externally or internally; and particularly for funded research projects) and Post Graduate Research (PGR) students. This policy does not apply to Taught students.
- 1.1.1 The University of the Built Environment produces a variety of research data and wishes to ensure the widest possible access to its research. The value of research outputs increases the more broadly they are available to, and used by others, including scholars, businesses, and charities, as well as the general public. Open Data and shared research data will also help scholars and students, foster collaboration, and enhance public engagement with research, as well as maximise the intellectual, social, cultural, and economic impact of research. It is our belief that this should be available as quickly and widely as possible.
- 1.1.2 The University aims to meet the [Concordat on Open Research Data \(opens new window\)](#) and the [UK Research and Innovation \(UKRI\) general policies and guidance on research data \(opens new window\)](#) which encourages members of the UK research community to make openly available research data they have gathered and generated so that it is available for use by the public and other researchers. The University is committed to reviewing new initiatives in this area as they arise as deemed appropriate.
- 1.1.3 The University also recognises that good practice in data management is key to an efficient and effective research process. It is essential for enabling and safeguarding the digital preservation and continuing intelligibility of data, and for ensuring that sensitive data is handled in compliance with all relevant ethical and legal requirements. Preserving the data that underpins research outputs, whether it is shared or not, is integral to research integrity and reproducibility of results.

1.2 Purpose

- 1.2.1 Many funders have requirements for researchers to effectively preserve their research data with the intention of sharing it publicly, while at the same time respecting concerns in relation to privacy, safety, security, and commercial interests; this is under the assumption that the outputs of the University research are a public good, produced in the public interest and for societal benefit.

This policy aims to establish the measures required to facilitate the appropriate curation and management of data, ensuring that it can be retained in a shareable and usable manner.

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1.2.2 This policy is intended to help promote good practice around research data, with note to ensure that it is stored securely and preserved in order to ensure long term accessibility and utilisation, this includes ensuring that it remains identifiable and retains contextual information alongside the raw data. All of this is subject to ensuring that it follows all laws and governance relating to the relevant jurisdictions, this will always include compliance with relevant UK Data Protection legislation but may also cover laws in the countries where the data was collected and any contractual requirements of the funder.

This policy's purpose is to ensure research data is to be made available to others in line with appropriate ethical, data sharing and open access principles, especially when the data underpins published research.

This policy outlines the responsibilities of both the University and its researchers in relation to research data management and sets out the support and guidance that is available.

1.3 Definition of Research Data

- Researcher – A Researcher references any individual engaging in research as part of their employment or PGR studies at the University.

1.3.1 Research data ([UKRI-020920-Concordat on Open Research Data \(opens new window\)](#)) – UK Research and Innovation (UKRI) defines research data as '*Research data are the evidence that underpins the answer to the research question and can be used to validate findings regardless of its form (e.g. print, digital or physical).*

These might be quantitative information or qualitative statements collected by researchers in the course of their work by experimentation, observation, modelling, interview or other methods, or information derived from existing evidence. Data may be raw or primary (e.g., direct from measurement or collection) or derived from primary data for subsequent analysis or interpretation (e.g., cleaned up or as an extract from a larger data set), or derived from existing sources where the rights may be held by others.

Data may be defined as 'relational' or 'functional' components of research, thus signalling that their identification lies in whether and how researchers use them as evidence for claims.

They may include, for example, statistics, collections of digital images, sound recordings, transcripts of interviews, survey data and fieldwork observations with appropriate annotations, an interpretation, an artwork, archives, found objects, published texts or a manuscript.'

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Research data can be divided into three categories:

- **Active** research data (e.g., live digital project data in the research data storage platform)
- **Archived** research data (e.g., 'finished' / 'end of project' data prepared for long-term preservation. This may contain sensitive personal information. This is archived for legal, regulatory, or contractual purposes and is not publicly accessible)
- **Reusable** research data (e.g., a dataset that has been made findable, sharable, and available for reuse through the most appropriate repository / data archive.

For the purposes of this policy 'research data' refers to active, archived, or reusable data, that is created, collected, generated, processed, or destroyed by any researcher at the University.

2. Responsibilities of the University of the Built Environment

2.1 In order to support and enable this policy, the University is committed to *Research data*: the recorded information (regardless of the form or the media in which it may exist) necessary to support or validate a research project's observations, findings, or outputs, or which is required for legal or regulatory compliance. The University will work in partnership with researchers to fulfil mutual responsibilities, and to provide the following:

- support, advice and information to researchers on all aspects of research data management.
- suitable infrastructure to facilitate the appropriate management, archiving and sharing of research data. Currently this is enabled within our institutional repository which can be accessed via [Welcome to University of the Built Environment Repository - University of the Built Environment Repository \(opens new window\)](#).
- training and guidance to promote best practice in research data management.
- review of data management plans, as submitted by the Principal Investigator and/or PGR student and as part of the Research Ethics Review process, to ensure that appropriate considerations have been made for handling data before, during and after the research is completed.

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2.2 The University has set an archiving period of no less than 10 years for all externally funded research data.

3. Responsibilities of the researcher

3.1 Before any data collection takes place, –the Principal Investigators (PI) and/or PGR student is required to prepare a data management plan (DMP) which describes the data management lifecycle for the data to be collected and processed by a research project. **For ease, the DMP template has been incorporated within our Research Ethics Review process and policy.** DMPs are usually required as part of research proposals for external funding and the University encourages similar best practice for internally funded projects. DMPs should include information on:

- the handling of research data during and after the end of the project;
- what data will be collected, processed, and/or generated;
- which methodology and standards will be applied;
- whether data will be shared/made open access, and
- how data will be curated and preserved (including after the end of the project).

3.2 Researchers hold day-to-day responsibility for the effective management of research data generated within or obtained from their research, including by their research groups. This shall include understanding and complying with the requirements of any relevant contract with or grant to the University that includes provisions regarding the ownership, preservation, and dissemination of research data.

3.2.1 Where data ownership may be ambiguous (e.g.in collaborative projects with external organisations), the researcher will be responsible for clarifying responsibilities.

3.3 Researchers will protect confidential, personal, and sensitive personal research data in accordance with legal and ethical requirements related to the research they conduct.

3.4 Researchers will make every reasonable effort to keep an accurate and comprehensive record of their research, including documenting clear procedures for the collection, storage, use, reuse, access and retention or deletion of the research data associated with their records. Where appropriate, this should include defining and documenting protocols and responsibilities in collaborative research projects.

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- 3.5 Researchers will make every reasonable effort to recognise Intellectual Property arising from their research activities and manage that Intellectual Property according to any funder requirements or contractual obligations.
- 3.6 Researchers will preserve and provide appropriate access to their research data supporting outputs after the end of their project for as long as it has continuing value, in accordance with legal and funder requirements and paying due regard to discipline norms and cost. Notwithstanding, the minimum retention period for research data and records is ten years after publication or public release of the work of the research.
- 3.7 Researchers should deposit their data in an appropriate data repository along with sufficient descriptive metadata (a data record) to ensure that it can be found and understood. Presently, researchers are encouraged to deposit data in the University's institutional repository which can be accessed via [Welcome to University of the Built Environment Repository - University of the Built Environment Repository \(opens new window\)](#).
- 3.7.1 This may include redacting identifiable information and presenting data in a way, which when viewed as a whole, will ensure that participants cannot be identified.
- 3.7.2 The data will usually be in a format that can be easily accessed and interrogated in the University repository, however if the lead partner is publishing this elsewhere this can be linked to instead.
- 3.8 Published papers which rely on data generated by the authors should include a data access statement even where there are no data associated with the article or the data are inaccessible, in line with the [UKRI open access policy \(opens new window\)](#). Authors should also apply good data citation principles and formally cite data which has directly informed the conclusions drawn in their papers.
- 3.8.1 The researcher is responsible for destroying data that cannot be retained due to legal requirements or that is not of long-term value as specified in the DMP.

4. Rights and Restrictions

- 4.1. It is not always possible or appropriate to make research data open, but any restrictions to access must be justified. Such as where the costs of preserving or supplying the data are disproportionate.
- 4.2. Access to research data via the University's research repository can be restricted where necessary to comply with contractual, ethical, legislative, or regulatory requirements.

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- 4.3. The legitimate interests of research subjects must be protected. When gaining informed consent, researchers should include provision for data sharing and be fully transparent in how the data are to be used. Any personal data must be anonymised prior to publication and access to sensitive or confidential information must be carefully controlled.
- 4.4. All research data at the University are subject to [Intellectual Property Policy \(opens new window\)](#).
- 4.5. Researchers involved in the creation of original research data retain the right to exclusive first use for an appropriate and well-defined period. Any period of exclusive use should be set out in the DMP and should be balanced against the public interest in release.

5 Relationship with existing policies

- IT Security Policy
- [Intellectual Property Policy \(opens new window\)](#)
- [Code of Practice for Research \(opens new window\)](#)
- [Research Ethics Approval Policy \(opens new window\)](#)
- Open Access Policy