



Research Data Management Policy

pol-055	Version: 1.01	Approved By: Academic Board
	Last amendment: Oct 2014	Date: 1 Oct 2014
	Next Review: Oct 2017	Contact Officer: Director of Research

INTRODUCTION

The University recognises that accurate and retrievable research data, primary materials and records are an essential component of any research project and necessary to verify and defend, when required, the process and outcomes of research. Research data and primary materials are valuable to researchers for the duration of their research, and may have long-term value for research, teaching and for wider exploitation for the public good, by individuals, government, business and other organisations, as a project develops and after research results have been published.

The University acknowledges its obligations to ensure that data is managed in a way that addresses ownership, storage, retention, and appropriate access by the research community in accordance with:

- [Australian Code for the Responsible Conduct of Research \(2007\)](#)
- Research funders' data-related policies; and
- Other relevant legislative and regulatory requirements.

STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003 \(NT\)](#) part 3, section 15.

INTENT

The University seeks to promote the highest standards in the management of research data, primary materials and records as fundamental to both high quality research and academic integrity.

RELEVANT DEFINITIONS

In the context of this document:

Australian Research Council (ARC) means the statutory agency under the Australian Government responsible for policy, programs and funding for Australian research and innovation;

Data management means all the processes and actions required to manage datasets using good practice throughout the research life-cycle for current and future research purposes and users;

National Health and Medical Research Council (NHMRC) is the statutory body of the Australian Government responsible for research funding directed towards the maintenance and promotion of public and individual health;

Researcher means any staff member, person awarded honorary or academic status by the University, student, or person otherwise associated with the University, who conducts research in the course of employment, study or a research affiliation with the University;

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Research data and primary research materials means all data which is created by researchers in the course of their work, and for which the institution has a curatorial responsibility for at least as long as the Code and relevant archives/record keeping acts require, and third-party data which may have originated within the institution or come from elsewhere;

Staff member means anyone engaged by or associated with the University and includes all permanent, casual, adjunct, honorary or contracted staff (whether full-time or part-time), volunteers or those holding University offices or who are members of a University committee; and

Student has the same meaning that ‘Student of the University’ has in the [Charles Darwin University \(Student of the University\) By-laws](#).

POLICY

Research data management is a shared responsibility. Researchers, staff members and students must work in partnership to implement good practice in research data management compatible with the University’s commitment to the highest ethical standards in research, protecting the rights, dignity, health, safety and privacy of the community.

Compliance with this policy, associated procedures, and with any legal, contractual, privacy or cultural restrictions, including the [Australian Code for the Responsible Conduct of Research](#) will ensure University research data, primary materials and records are:

- Accurate, complete and in sufficient detail to enable verification of research results and to reflect what was communicated, decided or done;
- Appropriate for the discipline and methodology, for example, lab notes for chemical science work, audio recordings and samples for linguistics, field notes for anthropology must be retained to substantiate published claims and research results;
- Recorded (including hard and digital data) in a durable and retrievable form, appropriately indexed and comply with relevant protocols;
- Retained intact for a period of at least five (5) years from the date of any publication which is based upon the data or longer if discussion of results continues, if there are regulatory or sponsor requirements, or if the data has historical or archival value;

In implementing this policy, the following steps need to be taken into consideration:

- In the case of identified personal data, the consent obtained with regard to retention, confidentiality, access and reuse must be adhered to;
- Where external service providers are used for a project and identified personal information is involved, the contract must include adequate safeguards for the security of the data and records and for notification of any breaches of their security;
- Organisational units must establish procedures for the secure retention of data and must maintain a register of the data and records and their location; data and records will normally be kept in the organisational unit where the research was conducted;
- Subject to ethical, contractual and legal limitations, researchers are encouraged to make available to other researchers data, records and materials for wider use;
- Data forming the basis of publications must be available for discussion with other researchers; where confidentiality provisions apply, the data should be kept in a way that allows reference by third parties without breaching confidentiality; and

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- When data are obtained from limited access databases, or via a contractual arrangement, written indication of the location of the original data, or key information regarding the database from which it was obtained, must be retained by the researcher.

Failure to comply with this policy and the requirements of funding bodies such as ARC and NHMRC may jeopardise the University's future research funding. Failure to comply with this policy and any legal requirements, such as those that safeguard the privacy of participants in medical research, may lead to prosecution. Other non-compliance may lead to disciplinary action.

ESSENTIAL SUPPORTING INFORMATION

Internal

[Animal Ethics Committee Clearance \(AEC\) Procedures](#)

[Code of Conduct](#)

[Human Research Ethics Committee Clearance \(HREC\) Procedures](#)

[Information Privacy Policy](#)

[Intellectual Property Policy](#)

[Records Management Policy](#)

External

[Australian Code for the Responsible Conduct of Research 2007](#) (Commonwealth)

[Copyright Act 1968](#) (Commonwealth)

[Information Act 2002](#) (NT)

[National Health and Medical Research Council Act 1992](#) (Commonwealth)

Policy Sponsor: Vice-Chancellor
Policy Contact Officer: Director Research

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Document History and Version Control

Version	Date Approved	Approved by	Brief Description
1.00	1 October 2014	Academic Board	Creation of original document and posting to CDU website.
1.01	10 Sep 2015	Governance	Corrected Approved by and Date in header as they were in reverse order

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