

7. RESEARCH DATA MANAGEMENT

7.1 Research Data Management description

Research data is all data arising from a research project. This includes raw data, analysed data, and data gathered during the course of research which is later translated into another form or destroyed, such as audio and video recordings. Research data can be in any form, for example, electronic or hard copy, video, audio, artefacts or machine readouts. It can include survey/questionnaire data, consent forms, laboratory log books, videos of artistic performances, audio records of interviews and their transcripts, physical samples (including biological samples of animal or human origin), photographic images, environmental or habitat data and observational data (of humans or animals). Research data management refers to all aspects of data management concerned with research, from developing a data management plan at the inception, through the life of the project, to the archiving and making available, where appropriate, of research data. Inadequate attention to research data management can result in serious research misconduct, including breaches of confidentiality, breaches of the law, loss of valuable data or errors in reported data. For this reason, the University regards research data management as an essential aspect of good research practice.

7.2 UWE requirements

- 7.2.1 The UWE Research Project Manager is responsible for ensuring that there is sound research data management practice in relation to the project, and all researchers are required to familiarise themselves with the University's research data management requirements. Mandatory online training modules on Data Protection and Information Security must be completed by researchers.
- 7.2.2 The University's policies on Data Protection and Security, Acceptable Use, Records Management, Information Handling and Remote Access can be accessed at: <https://www.uwe.ac.uk/about/structure-and-governance/policies>.
- 7.2.3 The University's Research Data Management Policy and guidance, including research data security guidance, can be found at: <https://www.uwe.ac.uk/research/policies-and-standards/resources-for-researchers/research-data-management>.
- 7.2.4 The University's Guidelines for Staff and Students on Research Data Protection can be found at: <https://intranet.uwe.ac.uk/people-groups/Service/data-protection-office>. The GDPR Research Governance Standard can be found at: <https://www.uwe.ac.uk/-/media/uwe/documents/about/policies/gdpr-research-governance-standard.pdf>.

It is a GDPR (General Data Protection Regulation) requirement that records of processing must be kept in relation to personally identifiable information for which UWE is the Data Controller. For research data, UWE complies with this requirement by means of the UWE Research Data Management Plan.

- 7.2.5 It is a requirement that a UWE Research Data Management Plan (RDMP) is completed, and uploaded to the UWE Research Governance record (or equivalent), for all staff and doctoral research, whether funded or unfunded. The template and guidance notes can be found at: <https://www.uwe.ac.uk/study/library/research-support/manage-your-research-data/planning-your-project/create-a-data-management-plan>.

It is the responsibility of the UWE Project Manager to complete and upload the RDMP, review and amend it as appropriate throughout the course of the Project and ensure that all those involved in managing the research data are aware of the provisions within the RDMP. Whilst the DoS is the UWE Project Manager for doctoral research, it is clearly anticipated that the production of the RDMP will be a joint effort between the student and the DoS. Whilst it is not a requirement that a full RDMP should be completed for Programme level student research, it is strongly recommended that a proportionate RDMP is produced to assure that arrangements for the appropriate handling of research data are in place, understood and agreed by both Supervisor and student and documented for future reference. This can be particularly important should any difficulties arise in relation to data handling during the course of the project, as the RDMP provides a clear record of what was agreed.

- 7.2.6 The UWE Bristol Research Data Management training module provides detailed guidance to support the production of research data management plans and can be accessed at: <https://mylearning.uwe.ac.uk/learn/course/internal/view/elearning/375/uwe-bristol-research-data-management-training> (for staff) and [here](#) for students.