

## Guidelines for developing institutional data management policies

*Asger Væring Larsen, Line Slemming, Kåre Lehmann Nielsen, and Claus Vesterager Pedersen (2015)*

### Recommended content for a DM policy

A university-level policy should comprise the following sections:

1. Purpose of the policy
2. Definitions of concepts, the “who” and “what” of the policy (e.g. the entire institution, researchers, and/or students or broader disciplinary clusters)
3. Description and assignment of responsibilities to the researchers and the institution respectively, including:
  - a. Data Management Plans (what are the institution’s requirements)
  - b. Data management (how should data be managed – honestly, openly, responsibly, securely)
  - c. Storage and preservation of data (where and for how long should data be stored and archived)
  - d. Sharing and publishing of data, including use of persistent ID and licenses (should/should not be used, where and how, relation to specific contracts/circumstances)<sup>1</sup>
  - e. Payment of data management-related costs (who is responsible for post-project data preservation costs etc.)
  - f. Embargo periods (these may be specified)
  - g. Reporting (ethical concerns in relation to data reporting, conflicts of interest)
  - h. Reuse of data (reference to current rules concerning citations, acknowledgements, intellectual property right)
  - i. Drafting and updating of the data management policy (the university is responsible for drafting and updating the policy)
4. Reference to relevant laws, ethical principles (Code of Conduct), and rights in relation to the abovementioned areas of responsibility, intellectual property right, management of sensitive data, etc., including legitimate reasons as to why data may not be shared. Data ownership should be clarified (if possible) as should procedures in the event that a researcher leaves the institution.

Faculty- or department-level appendices, sections, or guidelines should comprise:

1. Reference to internal and external infrastructures that researchers should use (can also be mentioned under 3.c)
2. Reference to relevant data or metadata formats and standards
3. Guide to data selection procedures
4. Guide to Data Management Plans

### Developing a DM policy

All relevant stakeholders should be involved in developing an institutional DM policy. These are:

- University
- Researchers
- Research support
- Funding support
- IT
- Library
- Legal

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<sup>1</sup> According to open access policies, sharing is a possibility by default; however, this will in many cases not mean that everybody has free or perpetual access rights. These should be specified for all data sets. Specific contracts/circumstances should always take precedence.

- Financial services
- Tech Trans
- Data centres and archives

### **Implementing a DM policy (not part of the policy)**

A **roadmap** should be drawn up to describe the services, support functions, infrastructures, and activities already available and those planned for.

**Organisation.** The organisation and funding of both existing and future services etc. should be outlined.

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