

Research Data Management Policy

Position statement

LSE has a long-term commitment to the principles of open access and recognises that data sharing is an integral part of making research open and discoverable. For more information on the School's stance on open access please see the [Open Access Policy](#).

LSE recognises that data generated by researchers are valuable assets in their own right and effective management of research data for long-term preservation and re-use is an integral part of research practice. LSE will seek to embody this good practice wherever practicable and will at a minimum meet research funders' contractual obligations.

LSE also recognises that there are a number of ethical, commercial and security concerns that can limit the sharing of research data. Because of this we work on the principle that research data should be made as open as possible and as closed as necessary.

The Research Data Management Policy has been written in conjunction with the [Research Data Toolkit](#). The Toolkit is intended to provide practical guidance and examples to support this policy.

Scope

The full policy applies to all academic and research staff, visiting staff and research students. The sections on responsibility for data management, data management plans and data security applies to undergraduate and postgraduate students.

Benefits of the policy

There are a number of benefits to good research data management and data sharing, both for individual researchers, the research community and wider society:

- In accordance with the [UKRI Open Data Policy](#), 'Public funded research data are a public good.' Funded research is produced in the public interest and therefore research outputs should be shared as widely as possible.
- Sharing research data has been shown to increase citations which maximises the impact of scholarly outputs.
- Facilitates the reuse of data by researchers and reduces data collection duplication.
- Subjects research findings to greater scrutiny which affirms validity of research.
- Secures the long-term preservation of research data through sustainable storage practices.
- Following best practice for backing up and secure storage minimises the possibility of catastrophic data loss.

Responsibility for data management:

Researchers who use or create data in the process of their research have a responsibility to manage effectively and securely the data they create, whether original or derived. Primary responsibility for design and implementation of effective research data management lies with the Principal Investigator.

For undergraduate/ postgraduate and PhD students the Principal Investigator will be the student themselves, except in cases where a secure data proposal has been submitted to a relevant data supplier that stipulates the PI must be the dissertation or PhD supervisor.

LSE encourages appropriate allocation of resources in funding proposals to support the management and sharing of research data and recovery of the direct costs of managing research data from the research funder.

Data management plans

Effective Research Data Management is underpinned by the design and implementation of Data Management Plans. A Data Management Plan will provide information and address responsibilities for the collection, integrity, confidentiality, retention, sharing, reuse, and long-term preservation of data or any other fields as defined by the School or relevant funding body.

Where research staff are working on funded projects they should use the funder's template where possible. Templates for all major funders are available at [DMPOnline](#).

The data library also provides specialised templates for non-funded research via DMPOnline. These templates are for the use of research staff, research students and undergraduate and postgraduate students and all are encouraged to use them as the first step in effective data management.

Data management plans are strongly advised for all research involving human participants and are mandatory for funded research projects, projects where a commercial data supplier has requested a plan, projects involving individual level microdata or 'secure data', as well as internal LSE data. The Research Ethics Committee may also request a data management plan in cases of higher risk research involving human participants.

Draft data management plans for funded research should be submitted to the data library for advice and assistance during the funding application stage. A final copy of the data management

plan should then be sent to the data library for archiving once funding has been received, any subsequent updates to the plan will also need to be submitted to the data library.

Data security

All data will be stored, processed and managed within the boundaries of LSE's [Information Security Policy](#). There is no specific time period that determines how long research data should be kept but there are a series of factors you will need to consider when making decisions on data retention and deletion. The [Research Data Retention Guidance](#) table can help you decide how long you should keep research data for your project.

All tools used in research should meet the standards outlined in the [Minimum Standards for Research Tools](#) policy. If researchers are unsure if a tool meets the standard required for use in research at LSE it is their responsibility to contact the data library and ask for the tool to be investigated.

In projects where an external consultant outside of the European Economic Area, European Union and United Kingdom, has been engaged to conduct research on behalf of a research team or individual researcher based at LSE, it is the responsibility of the PI to ensure that they comply with the minimum standard for individual [consultants](#). It would be best practice in cases like this for a formal data sharing agreement to be drawn up between the School and the consultant which outlines what the consultant can do with the data, how it is to be stored and shared and outlines a data deletion schedule.

All researchers must complete [Cyber Security Awareness Training](#) and all devices used in LSE research should meet the [minimum standards](#) outlined by DTS.

Data sharing and discovery

As soon as possible after original or derived data is created or collected it will be accompanied by sufficient information to identify what it is, who created it, when, and its sensitivity and how to access it. Any data deposited elsewhere will be registered with LSE Library repository (LSE Research Online). It is the responsibility of researchers to inform the data library when data outputs have been deposited and where they're discoverable.

All UKRI funded publications must be accompanied by a data access statement which outlines where the underlying data can be found in accordance with the [UKRI Open Access Policy](#). Where there are reasons to limit data sharing, these should be expounded upon in the data access statement.

LSE recognises that there are a number of ethical, commercial and security concerns that can limit the sharing of research data. Because of this we work on the principle that research data should be made as open as possible but as closed as necessary. In practice this means that data will be open to the fullest possible extent unless covered by overriding commercial, contractual, legal, or ethical obligations. Researchers should liaise with funders as early as possible in the life of the research project if they foresee any issues with sharing data outputs.

Where data is shared, we strongly encourage researchers to share in line with the [FAIR Data principles](#), ensuring that data is findable, accessible, interoperable and re-usable.

Requirements for data sharing only apply to research staff and do not apply to undergraduate and postgraduate students.

Service Delivery

Researchers will be supported in this by an embedded School-wide Research Data Management Support Service coordinated by the Library and drawing on services across LSE to help researchers meet the requirements of this policy by:

- Providing advice and support to researchers involved with data management planning
- Offering training and guidance to researchers actively involved with the creation and management of research data
- Providing adequate working storage for data
- Providing adequate preservation storage for data and supporting researchers in the process of preserving and sharing data through a suitable data archive or repository, including support on applying appropriate licences to data.
- Supporting researchers in depositing datasets directly through the LSE's [Zenodo community](#).
- Supporting researchers in the creation of data access statements to accompany published research in order to meet UKRI funding obligations.
- Supporting staff and students to ensure legal compliance with all relevant data protection legislation

Details of the service will be made available to staff through the [Research Data Toolkit](#).

Data ownership and intellectual property

Ownership of research data will be determined in accordance with the law and the School's [Intellectual Property Policy](#). Intellectual Property Rights information indicating ownership and permitted use of research data will be clear and unambiguous. Researchers will not assign rights to publishers or other external agencies without retaining rights to make the data available for reuse under an appropriate licence. In any formal agreements made between external consultants and research staff at the school terms of ownership of data will be clearly outlined in accordance with the IP policy.

Policy ownership

This policy will be overseen by the Research Committee. The policy will be owned by the Pro Director for Research.

This policy will be reviewed at the end of the 2023/24 academic year, and every third year thereafter.

Review schedule

Review interval	Next review due by	Next review start
2023	2024	March 2024

Version history

Version	Date	Approved by	Notes
1	5 March 2015	Research Committee	
2	25 May 2023	Research Committee	

Links

Reference	Link
Research Data Toolkit	Research Data Toolkit
Research Data Management & Open Data webpage	Research Data Management & Open Data webpage
Research Data Retention Guidance	Research Data Retention Guidance
London School of Economics Records Management Policy	London School of Economics Records Management Policy
LSE Intellectual Property Policy	LSE Intellectual Property Policy
LSE Research Ethics Policy & Procedures	LSE Research Ethics Policy & Procedures
LSE Information Security Policy	LSE Information Security Policy
LSE 2030 Strategy	LSE 2030 Strategy
Open Access Policy	Open Access Policy

Contacts

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Communications and Training

Will this document be publicised through Internal Communications?	Yes
Will training needs arise from this policy	No
If Yes, please give details	

