

Research Data Management Policy

1. London School of Economics and Political Science recognises data generated by researchers are valuable assets in their own right.
2. Effective management of research data for long-term preservation and reuse is an integral component of good research practice. LSE will seek to embody this good practice wherever practicable and will as a minimum meet research funders' contractual obligations.
3. 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.
4. 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 licenses to data.
5. Details of the service will be made available to staff through the School's intranet¹. 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.
6. 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.

¹ See <http://www.lse.ac.uk/library/usingTheLibrary/academicSupport/ManagingResearchData.aspx> (accessed 27 April 2015)

7. Data will be open to the fullest possible extent unless covered by overriding commercial, contractual, legal, or ethical obligations.
8. All data will be stored, processed and managed within the boundaries of LSE's Information Security Policy. Unless legal or funder requirements specify otherwise, data will be retained for seven years from the end of the project or the publication date of any research findings based upon them, after which retention will be reviewed.
9. 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. Any data considered to need long-term retention will be accompanied with freely accessible information allowing others to understand what research data exists, why, when, and how it was generated, how to access it, the terms and conditions under which it can be used, and how it can be cited in order to recognise the intellectual contributions of researchers.
10. Any data deposited elsewhere will be registered with LSE Library repository (LSE Research Online) with freely accessible information allowing others to understand what research data exists, why, when, and how it was generated, how to access it, the terms and conditions under which it can be used, and how it can be cited in order to recognise the intellectual contributions of researchers.
11. Ownership of research data will be determined in accordance with the law and the School's [forthcoming] 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 license.
12. This policy and any subsidiaries applies to LSE researchers including Masters students, doctoral students, and those who are not members of LSE but who are conducting research at LSE premises or using LSE facilities.
13. This policy will be overseen by the Research Committee. The policy will be owned by the Pro-Director for Research.
14. This policy will be reviewed at the end of the 2017/18 academic year, and every third year thereafter.

Appendix: This Policy should be read in conjunction with:

- [LSE Strategic Plan 2011-2015](#) and [Strategic Review: Final Report](#)
- [LSE Research Ethics Policy and Procedures](#)
- [Standard Information Security - Information Classification](#)
- [LSE Intellectual Property Rights policy](#)
- [London School of Economics Records Management policy](#)

Review schedule

Review interval	Next review due by	Next review start

Version history

Version	Date	Approved by	Notes
1	5 March 2015	Research Committee	

Contacts

Position	Name	Email	Notes

Communications and Training

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