

# Research Data Management Policy

Version 1.0

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## Document Information

Reference	IRC RDM P
Category	ISMS Documents
Title	Research Data Management Policy
Purpose	Policy for managing research data in the IRC
Version	1.0
Status	Approved, External
Owner	IRC Information Governance Management Group
Author	Samantha Crossfield
Compliance	ISO 27001 for scope defined in <a href="#">IRC Framework of the Information Security Management System</a>
Review plan	Set in the <a href="#">IRC IS Documentation Procedure</a>
Related Documents	<a href="#">University of Leeds Information Protection Policy</a> IRC Framework of the Information Security Management System

## Version History

Version	Date	Change description
0.1	27/06/2016	Initial version
1.0	20/10/2016	Submitted for sign off

## Sign-Off

Name	Date	Role
Barry Haynes		Chair of IGMG and Head of Enterprise Architecture, University of Leeds

Master version:

Signature.....

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## 1. Purpose

The Integrated Research Campus (IRC) is a University of Leeds Central IT provision. It provides secure technical infrastructure and services for research data handling, analytics, application processing and development. This document is part of the IRC Information Security Management System (ISMS).

The [IRC Framework of the Information Security Management System](#) sets the IRC IS objectives and which of these are met through the procedures defined in this document.

This document sets the policy for **Research Data Management** within the IRC. The policy ensures that data is appropriately managed in accordance with any legal, ethical and governance requirements. It sets the requirement for research data management plans and the allocation of responsibility and costs. It covers the University of Leeds data registry and the submission of derived (publication-supporting) datasets into repositories.

## 2. Applicability

This policy applies to all research projects using IRC infrastructure and services during the research data lifecycle. It is applied by IRC Users and the IRC Data Services Team and support staff. The IRC Information Governance Management Group maintain and oversee this policy.

## 3. Policy on Research Data Management

The [University of Leeds Research Data Management Policy](#) applies to all research projects conducted using IRC services and infrastructure. This requires projects to develop a research data management plan that covers all stages of the research data lifecycle. It ensures that any publication and data sharing requirements are considered during the project planning stage. This reflects an appreciation of research data, research excellence and ethico-legal obligations.

Research projects abide by the IRC ISMS policies and procedures during the management of research data on IRC infrastructure. This includes the following:

- [IRC Risk Assessment Procedure](#)
- [IRC Data Classification Procedure](#)
- [IRC Access and Usage Procedure](#)
- [IRC Policy on Data Transfer](#)