




DOCUMENT TYPE	P	
ACADEMIC	1	
RESEARCH AND RESEARCH TRAINING	3	
RESEARCH DATA MANAGEMENT POLICY	4	
NUMBER	004	
		Policy Data base Document Reference Number 134004P

RESEARCH DATA MANAGEMENT POLICY

Purpose/ objectives	<p>This policy states the requirements for the management of research data that La Trobe University places on its departments and researchers.</p> <p>The objectives of this policy are:</p> <ul style="list-style-type: none"> • To establish and reinforce a culture of best-practice data management in La Trobe University's research community, so fostering greater efficiency in the management of research projects. • To facilitate collaboration and inter-disciplinary research by promoting the use standardised practices for data management. • To ensure data management practices in research support as much as possible the open scrutiny of research methods and results. • To ensure data from research projects will become and remain an asset enriching both the university and the broader community. • To minimise La Trobe University's exposure to risks arising from the poor management of research data. • To ensure researchers can comply with all the policies, codes and regulations of which adequate data management is a contributing factor.
Scope/ Application	<p>This policy applies to:</p> <ul style="list-style-type: none"> • All campuses. • All University researchers. • All University research projects. • All information created, gathered and processed in the conduct of the research at the university. • All systems and procedures employed in the management of research data and records.
Policy Statement	<p>Subject to the accompanying policies on the retention and ownership of research data, as well as all policies and regulations governing the conduct of research, all research projects and participating university researchers will:</p> <ul style="list-style-type: none"> • Comply with the <i>Australian Code for the Responsible Conduct of Research 2007</i> • Document at the outset of each project a plan for the management of data through the life of the project. • Ensure research data is formatted and stored in a manner that renders it open to scrutiny and review and available for reuse in further research and analysis. • Ensure research data and records are maintained in a condition adequate • for the verification and provenance of research results and in accordance • with the <i>University Records Management Policy</i> • Ensure research data are accurate, complete, authentic and reliable.

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	<ul style="list-style-type: none"> Retain research data intact and in a fixed state for the term as required by the University's <i>Standard for the Retention and Disposal of Research Data and Primary Materials</i>. Apply data management practices in research projects that enable compliance with the University Privacy Policy and all regulations attending the privacy and confidentiality of data. Secure research data against all unauthorised access and manage all research data in accordance with the <i>University Information Security Management Policy</i>
Supporting Procedures	
Responsibility for implementation	The Primary Investigator of each project shall be responsible for the establishment of practices and resources for data management that adhere to the principles of this policy.
Responsibility for monitoring implementation and compliance	Responsibility for ensuring compliance with this policy will rest with the body that assumes ownership of research data for each project.
Status	New policy.
Key stakeholders	Research and Graduate Studies Committee Research Computing Advisory Committee
Approval Body	Academic Board, 13 May 2009; Council 1 June 2009
Initiating Body or person(s)	Research and Graduate Studies Committee
Definitions	<p>Data Management: Data management are those activities that control how data is collected, organised, used, disseminated and disposed of. It includes the explicit monitoring, auditing and measuring of all those activities.</p> <p>Data management excludes the use of data in research. Neither operations on data used in analysis or preparations for analysis, nor processes used to create or acquire data for research are considered to be part of data management.</p> <p>Record: A record is defined by the international standard, <i>ISO 15489-1:2001 Information</i></p>

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	<p><i>and Documentation - Records management - Part 1: General, as:</i></p> <p>"Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business"</p> <p>Records are a subset of information, and are fully included in the definition of the term "information" provided above. The key distinguishing characteristic of records is that they are fixed. Records retain their value as information only when they are secured from tampering and unauthorised destruction, thereby assuring they are authentic evidence of particular actions.</p> <p>Research:</p> <p>The careful study and investigation of new information concerning a particular subject.</p> <p>Research Data:</p> <p>Research data are facts, observations or experiences on which an argument, theory or test is based. Data may be numerical, descriptive or visual. Data may be raw or analysed, experimental or observational. It includes laboratory notebooks, survey forms or any other records including computer code that are necessary for the reconstruction and evaluation of reported results of research and the events and processes leading to those results, regardless of the form or the media on which they may be recorded</p> <p>Researcher:</p> <p>In this policy the term researcher refers to anyone undertaking or piloting research in association or affiliation with La Trobe University including but not limited to academics, students, higher degree candidates and third party associates.</p>
Related legislation	<p>The Commonwealth Archives Act 1983</p> <p>The Copyright Act 1968</p> <p>The Copyright Amendment (Digital Agenda) Act 2000</p> <p>The Victorian Public Records Act 1973</p> <p>The Commonwealth Privacy Act 1998</p> <p>The Victorian Charter of Human Rights and Responsibilities Act 2006</p> <p>The Victorian Information Privacy Act 2000</p> <p>The Victorian Health Records Act 2000</p> <p>The Victorian Freedom of Information Act 1982</p> <p>The Victorian Public Records Act 1973</p> <p>The Commonwealth Privacy Act 1998</p>
Related policy and other documents	<p>The Commonwealth National Privacy Principles</p> <p>The ARC/NHMRC Australian Code for the Responsible Conduct of Research</p> <p>The NHMRC National Statement on Ethical Conduct in Research Involving Humans</p> <p>The La Trobe University Records Management Policy</p> <p>The La Trobe University Privacy Policy</p> <p>The La Trobe University Health Privacy Policy</p>

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	<p>The La Trobe University Information Security Management Policy The La Trobe University Policy on Intellectual Policy La Trobe University Guidelines for the Conduct of Research Australian Research Council Act 2001 Linkage Project Funding Rules 2009, Dissemination of Research Outputs.</p> <p>Planned:</p> <p><i>The La Trobe University Data Retention and Disposal Policy</i> <i>The La Trobe University Information Management Policy</i> <i>The La Trobe University Policy on the use of External Data Services</i></p>
Date Effective	1 June 2009
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Owner/Sponsor	Director, Research Services
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