

## Research Data Management information for taught students

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This is a short summary of some issues in research data management that apply to taught students (PGT and undergraduate).

### What policies govern data management?

Research practices across the University are governed by the [Code of Good Practice in Research](#). Anyone conducting research should familiarise themselves with the Code – it contains lots of useful advice as well as explaining the University's policies.

### How should data be stored during a project?

You should always aim to use the University's authenticated storage areas for research data. These are Microsoft OneDrive or OwnCloud (access arranged via your supervisor if necessary). When we return to campus, the shared drive (normally J:\) will be available, or your department may also have its own servers that are suitable for you to use for research data. We don't recommend that you use free cloud storage services for research data.

Any personal data, or data that is otherwise confidential, should not be stored on the local (C:\) drive of your computer, and it should be encrypted if you need to put it on portable media or devices for any reason. See the Information Security Team's [guidance on handling confidential data](#) for more information.

### When should taught students plan to deposit data?

The Code of Good Practice in Research says that all data of 'long-term value' should be deposited in an appropriate repository where it will be stored for at least ten years after the conclusion of a research project. Data of 'long-term value' are those which underpin a publication or a PhD thesis, or which might be used as the basis of a future funding application.

Given this definition, **taught students are not normally expected to deposit their data at the end of a project**. Taught students will only be expected to deposit their data in the exceptional circumstance that their supervisor suggests that their dissertation should be written up into an article to be submitted for publication.

### How long should taught students plan to keep their data?

Taught students should plan to keep their data at least until their degree is awarded, in case someone needs to check the quality or integrity of their research.

Remember, if you plan to destroy any data, it needs to be done properly and securely. This would normally apply to any data collected from human participants, or any data that belongs to a third party who has given permission for it to be stored only for the duration of a project. If your dataset is clearly organised it will help you to be sure about which of the data must be destroyed.

### **Should I write a data management plan (DMP)?**

We would recommend that any project which involves data should have a data management plan (DMP). A DMP will help you to understand exactly what will happen to your data during the lifetime of the project. This is especially useful if you will be handling any personal data or applying for ethical approval, as you'll need to seek explicit consent from your participants for everything that will happen to the data while it's in your care.

You can find DMP templates at <http://eprints.gla.ac.uk/179057/> and guidance notes at <http://eprints.gla.ac.uk/179058/>. Bear in mind when completing the document that it is unlikely that you would be expected to deposit data at the end of your project.

DMPs are an essential part of starting a research project. Learning to write a DMP now will help you to prepare for further postgraduate study.

### **Ethics and GDPR**

All projects involving human subjects need to have ethical approval from the appropriate ethics committee (School, College, University or NHS). The wording on your ethics form can be tricky for taught students to get right, especially in terms of dealing with the unlikely event that your supervisor recommends that you publish your research. Your local ethics officer can advise you on appropriate wording that you can use in your information sheet and consent form.

All projects involving human subjects need to have ethical approval from the appropriate ethics committee (College, University or NHS).

All projects involving human subjects need to comply with the legal requirements of GDPR. You will need to provide participants with a Privacy Notice and complete a Data Protection Impact Assessment. If you are sharing data outside the University, you will need to arrange a Data Sharing Agreement with any partners.

You can read more about the process of starting a project, taking into account data management planning, ethics and GDPR, in the [Project Initiation Workflow](#).

### **Additional support and training**

For advice on all aspects of research data management, you can use our guides available at <https://www.gla.ac.uk/myglasgow/datamanagement/>.

We are happy to arrange training for taught students; if you'd like to enquire about training, or if you've got any other questions, please contact us at [research-datamanagement@glasgow.ac.uk](mailto:research-datamanagement@glasgow.ac.uk).