

Monash University Policy

Policy Title	Research Data Management Policy
Date Effective	24-November-2010
Review Date	25-November-2013
Policy Owner	University Librarian
Category	Academic Quality and Standards
Version Number	1.1
Content Enquiries	Research Data Management Coordinator researchdata@monash.edu.au
Scope	All Monash University staff, adjuncts, visitors and students engaged in research ('researchers') in all disciplines, irrespective of their location; and All research data, regardless of format, and subject to the provisions of any relevant contracts or funding/collaboration agreements
Purpose	The purpose of this policy is to ensure that research data is stored, retained, made accessible for use and reuse, and/or disposed of, according to legal, statutory, ethical and funding bodies' requirements.
POLICY STATEMENT	

Monash University acknowledges that research data management must be consistent with relevant legislation, codes and guidelines. This policy and its associated procedures first and foremost support its commitment to comply with the [Australian Code for the Responsible Conduct of Research \(2007\)](#) ('the Code'), 'Section 2: Management of Research Data and Primary Materials'. The Code states that all individuals and institutions engaged in research have a responsibility to manage research data well, by addressing ownership, storage and retention, and access, over and beyond the end of the research project.

In addition to the Code, this policy is guided by the Monash University Information Management Principles. Monash University also supports the guidelines and initiatives designed to improve access to publicly funded research data, including the [OECD Principles and Guidelines for Access to Research Data from Public Funding \(2007\)](#).

Monash University recognises significant value in the data generated by its large investment in research. Research data is valuable to researchers for the duration of their research and may have ongoing value. Durable research data is essential to justify, and defend when required, the outcomes of the research. Research data may also have value for other researchers or the wider community.

Monash University is committed to achieving research data management standards for secure data retention, and to optimising the benefits of research through collecting, storing and making research data accessible in such a way that it can be used in future by members of the community. The management of research data should be compatible with the University's commitment to the highest ethical standards in research, protecting the rights, dignity, health, safety and privacy of the community, including research subjects, and with its commitment to the welfare of animals and the integrity of the environment.

Monash University recognises that access to research data can raise the research profile of individuals and institutions, increase returns on public investment, promote open inquiry and debate, and enable innovative uses of data that may not have been foreseen by the researchers at the time of its creation.

To optimise research outcomes, data must be stored, retained, documented and/or described, made accessible for use and reuse, and/or disposed of, according to legal, statutory, ethical and funding bodies' requirements. Research data must be retained according to the periods specified in the Code and archives and records legislation. In general, the minimum retention period for research data is five years post-publication: however, the specified period can vary depending upon the discipline and type of research.

Research data must be disposed of according to [Monash retention and disposal guidelines](#). Research data and materials must be stored securely to protect against theft, misuse, damage or loss. Research data must be held in appropriate facilities that allow access to be managed as required.

Research data management is a shared responsibility. Researchers, academic units and central administrative units should work in partnership to implement good practice.

While this policy and associated procedures establish the minimum requirements for all Monash staff, adjuncts and visitors, additional requirements may be imposed on staff at the South African and Malaysian campuses, where required by local legislation.

Where a conflict exists between the provisions in these policy and procedures at Sunway Campus, Sunway policies will apply.

Supporting Procedures	Research Data Management: Staff, Adjuncts and Visitors Procedures Research Data Management: HDR Candidates Procedures
Responsibility for implementation	Deputy Vice-Chancellor (Research) Monash Research Committee Monash University Human Research Ethics Committee Monash University Library Monash e-Research Centre Monash eSolutions Records and Archives Services Monash Research Office University Solicitor Copyright Adviser University Privacy Officer Heads of academic units Researchers Research supervisors and managers
Status	New
Approval Body	Name: Academic Board Meeting: 6/2010 Date: 24-November-2010 Agenda item: 14.1
Endorsement Body	Name: Monash Research Committee Meeting: 7/2010 Date: 26-October-2010 Agenda item: 6.1
Definitions	
Legislation Mandating Compliance	Australia Monash University (Vice-Chancellor) Regulations Part 5

	<p><i>Privacy legislation, including:</i></p> <p>Privacy and Data Protection Act 2014 No.60 (VIC) Health Records Act 2001 (Vic) Freedom of Information Act 1982 (Vic)</p> <p>Malaysia</p> <p><i>Intellectual property legislation including:</i></p> <p>Patents Act 1983 (Act 291) Copyright Act 1987 (Act 332)</p> <p><i>Privacy legislation:</i></p> <p>Personal Data Protection Act 2009</p> <p>South Africa</p> <p>Intellectual Property - see Intellectual Property Law Rationalisation Act, 1996 Copyright Act of 1978 (Act 98 of 1978, including subsequent amendments) Promotion of Access to Information, Act 2000 Number 2 of 2000 National Health Act, Number 61 of 2003 Guidelines on Ethics in Medical Research: General Principles Guidelines on Ethics in Reproductive Biology and Genetic Research Guidelines on Ethics in the Use of Animals in Research Guidelines on Ethics in HIV Vaccine Trials</p>
<p>Related Policies</p>	<p>Electronic Information Security Policy and Procedures IT Security and Risk Policy Intellectual Property Policy (Malaysia) Intellectual Property Framework Recordkeeping Policy Ethical Research and Approvals Policy</p>
<p>Related Documents</p>	<p>Monash University Retention and Disposal Procedures Australian Code for the Responsible Conduct of Research, 2007 OECD Principles and Guidelines for Access to Research Data from Public Funding NHMRC National Statement on Ethical Conduct in Human Research 2007 [especially Section 3.2: Databanks] AIATSIS Guidelines for Ethical Research in Indigenous Studies, 2000 Public Records Office of Victoria, Higher and Further Education Institutions General Records Retention and Disposal Authority (PROS 02/01)</p>