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Open science and research

DATA POLICY
OF THE UNIVERSITY OF TURKU
2016

INTRODUCTION

The **data policy** of the University of Turku describes the University level principles and policies that are related to the collection, use and management of research data. The policy programme for the data policy directs and regulates the practical implementation. The data policy of the University includes digital data, so-called raw data, primary data and the data processed from the primary data. Digital research data can be very versatile and include measurements, statistics, digital images, recordings, transcriptions of interviews, survey data or observations based on fieldwork, among other things.

Data management is a key component in good scientific practice. However, the data policy does not apply to physical and biological materials and the University's practises related to them are presented in the research infrastructure policy of the University of Turku. The use of physical research materials is also directed by the instructions for document archiving, i.e. filing plan, as well as the preservation criteria for research material drafted together with Finnish universities. The use of biological materials in research is governed by separate legislation and permit procedures.

The group preparing the data policy of the University of Turku utilised the data policy of the University of Helsinki, the Concordat on Open Research Data coordinated by the Research Councils UK, and the training sessions of the Open Science and Research project of the Ministry of Education and Culture. The terms used in this policy are consistent with the glossary of the Open Science and Research project (**http://avointiede.fi/keskeinen-sanasto**). The data policy has been prepared openly, the community has been informed about it and it has been presented. The University community has also commented on the draft.

The data policy of the University of Turku has two sections: 1) the policy section, which includes the policies of the data policy and 2) the policy programme, which includes the practical measures of the policies, responsible units and follow-up of the measures. The implementation and policies of the data policy are consistent with the strategy of the University of Turku.

The leading theme in the data policy is openness. The goal is to open research data as it advances science and promotes knowledge capital as well as the utilisation of information resources for the benefit of society. The opening of research data has a positive effect on research and on the creation of new knowledge. In addition, the effectiveness of research increases when the information resources are used for the benefit of society. The openness of data increases the reliability of research and therefore it also ensures public support for research funding.

STARTING POINTS FOR DATA MANAGEMENT

1. Producing open research data is part of achieving academic merit.
2. Research data attached to published research results is principally available for shared use and open.
   - The discoverability and citability of research data must be ensured. The metadata and file storage of research data must be easily reachable.
   - According to good scientific practice and legislation, the attribution of authorship must be followed when using research data, and the University of Turku must be indicated as the source of such data.
   - A fee may be charged for data sets processed for the use of business and society.

3. The data management plan must cover the essential information, such as the collection and processing of data, ownership and rights of use, (long-term) storage and preservation, reuse and publishing, planned disposal and particularly the associated resource needs.
   - The metadata of the research data must always contain the owner of the data and any legal restrictions on its use.
   - The processing and preservation of personal data and other sensitive material must be taken into account in data management plans.

4. The creator's right to the primary use of research data is taken into account when opening data.

5. The commercial utilisation of research data and results and the related protection of rights is taken into account when implementing the principles of open science. The openness of data can be limited but only for justified reasons.

EACH UNIVERSITY COMMUNITY MEMBER MUST ACT RESPONSIBLY

6. In the management and opening of research data, everyone at the University must
   - comply with legislation, good scientific practice, ethical research guidelines, good data management practice, and the University's instructions and regulations.
   - ensure the protection of confidential information, data security as well as the data protection of their own data.

LEGAL AND ETHICAL ISSUES HAVE TO BE TAKEN INTO ACCOUNT

7. Support is offered for researchers and research groups for identifying and solving legal and ethical issues related to research data.
   - The premise is that the University has at least the rights of use related to research data. However, the rights of use to the data have to be clarified in each case.
   - The principal investigators are responsible for concluding contracts on the ownership and user rights of research data at the earliest possible stage, and, where applicable, before the beginning of the research project.

THE UNIVERSITY MAINTAINS A FUNCTIONAL DATA MANAGEMENT INFRASTRUCTURE

8. The University provides researchers and research groups with a research data management infrastructure that includes tools and services for supporting the production, use, and sharing of data as well as with the capacity for storage, computing and processing.
   - The data infrastructure is built and developed together with national and international parties, taking into account the services and infrastructures that they offer.
   - The University's instructions on procurements have to be taken into account when acquiring procurements related to data infrastructure

UNIVERSITY PROVIDES TRAINING, ORIENTATION AND INSTRUCTIONS

9. Research data management is incorporated into the orientation of researchers.
    *   Faculties, departments and principal investigators are responsible for familiarising students and research staff with good data management practices.

10. Researchers are provided with training and support in creating data management plans and in data management throughout the research life cycle.
    *   Training is offered both as part of studies and as staff training.

ACTIVE COMMUNICATIONS

11. The University community is informed about data management and the media visibility of our data is followed.

UNIVERSITY FOLLOWS THE REALISATION OF DATA POLICY

12. The realisation of the data policy is followed with indicators and, if necessary, the data policy and its implementation are developed.