Policies and guidelines for research data management at the University of Oslo (UiO)

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Data Management at UiO

Research data management includes, among others, data documentation, organization, licensing, sharing and archiving data. The websites are a collaborative project between the University Library, the IT department and the Department for Research and Innovation Administration. For questions, contact **research-data@uio.no**

https://www.uio.no/english/for-employees/support/research/research-data-management/index.html

Policies and guidelines for research data management

The University of Oslo's policy follows the "open as standard" principle in terms of access to research data. UiO will contribute to making research data openly available, but exceptions can be made for data that cannot and should not be made available.

https://www.uio.no/english/for-employees/support/research/research-data-management/policies-guidelines.html

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The University of Oslo aims to manage research data according to international standards, such as [the FAIR principles](), [CARE principles]() and thereby supports the development of a global research community in which research data is widely shared. This should contribute to:

- Improved quality of research by building on previous works and compiling research data in new ways
- Transparency in the research process and better opportunity for verifiability of scientific results
- Increased cooperation and less duplication of research work
- Increased innovation in the private and public sectors
- Efficiency improvement and better utilisation of public funds

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Research data should be:

- Accurate, complete, genuine, and reliable
- Findable, accessible, interoperable and reusable
- Securely stored and/or archived, either on institutional storage and archival solutions or in national/international/domain-specific archives
- Maintained in accordance with legal and research-ethical obligations
- Shareable with others in line with relevant ethical principles for sharing of research data.

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Research data should be archived for as long as they are of value to the researcher and the wider research environment, and as long as specified by the funding agency, patent rules, legislation, embargo requirements and other regulatory requirements. The shortest storage period for research data is three (3) years after publishing/publication unless otherwise determined by law. In most cases, research data will be kept longer than the minimum three-year requirement. In general, research data should be made accessible at the earliest possible time, but only after the research team's first right of use period.

Research Data UiO Guidelines

1. Research data shall be made openly available for further usage

- Research data shall be made openly available, on equal terms, provided there are no legal, ethical or security reasons not to do so

Research Data UiO Guidelines

2. Research data should be made available at an early stage

- The data that forms the basis of academic articles should be made available as soon as possible, and never later than the time of publication
- Other data that may be of interest for other research should be made available within a reasonable time, and no later than three years from completion of the project

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Research Data UiO Guidelines

3. Research data shall be provided with a data management plan

- The data management plan is a document that describes how the data is to be managed both during the research project and after it has been completed
- The data management plan shall describe how the data should be made available in accordance with international standards
- The scientific staff shall have a conscious attitude as to how research data considered as not having long-term value should be managed or destroyed after a certain period of time

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Research Data UiO Guidelines

4.Research data shall have metadata and be documented

- The metadata and documentation shall enable others to search for and make use of the data
- The metadata shall follow international standards if such exist
- Metadata should include a description of the data quality

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Research Data UiO Guidelines

5. Research data must be securely archived

- The data must be archived, either in institutional archives or in national/international archives

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Research Data UiO Guidelines

6. Research data shall be provided with licenses for access, reuse and redistribution

- Licenses should be internationally recognized
- The licenses should include as few restrictions as possible in respect of access, reuse, and redistribution of the data

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Research Data UiO Guidelines

7. Research data should be made freely available, but the actual distribution cost should be covered

- Metadata shall be made available free of charge and published so that it can be harvested and used in searches for research data

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University staff and students

Scientists and students are responsible for managing research data according to the principles and requirements stated above. Supervisors of Ph.D candidates and students have a special responsibility for ensuring that candidates and students attend courses and manage research data according to the above guidelines. This means that all scientists and students must develop and document clear procedures for gathering, storing, archiving, using, reusing, accessing and storage or destruction of research data in connection with their research. This should include division of responsibilities in collaborative projects with other institutions. The information should be described in a data management plan. Legal framework conditions and funding agency requirements must be adhered to.

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Exceptions to sharing research data open access 1

Security considerations

Data sets shall not be made openly accessible in the event that data disclosure might threaten personal or national security.

Sensitive personal data

In the event that data disclosure cannot be anonymized to comply with the applicable personal privacy regulations, the data sets will not be made openly accessible.

Exceptions to sharing research data open access 2

Other legal provisions

Data sets shall not be made openly accessible in the event that data disclosure is in conflict with other legal provisions.

Commercial conditions

Data which has commercial value and that is generated in projects where a company has a contract with UiO may be exempted from the general principle of open access. In such cases, it is recommended that the research data be made available after a specified period, for example after three or five years.

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Exceptions to sharing research data open access 3

Other factors

In cases where data disclosure has significant financial or practical consequences for those who have generated/gathered the data, or for UiO, the data sets may be exempted from the general principle of open access if a satisfactory argument can be presented for this.

Storage and organisation of active data

UiO has several types of solutions for storing live research data, ranging from small amounts of data (Long Tail Data) to large amounts of data (Big Data). [Read more about storage solutions at UiO.](#) Read more [about how to classify data and information](#) and [about the data storage guide.](#)

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How to classify data and information
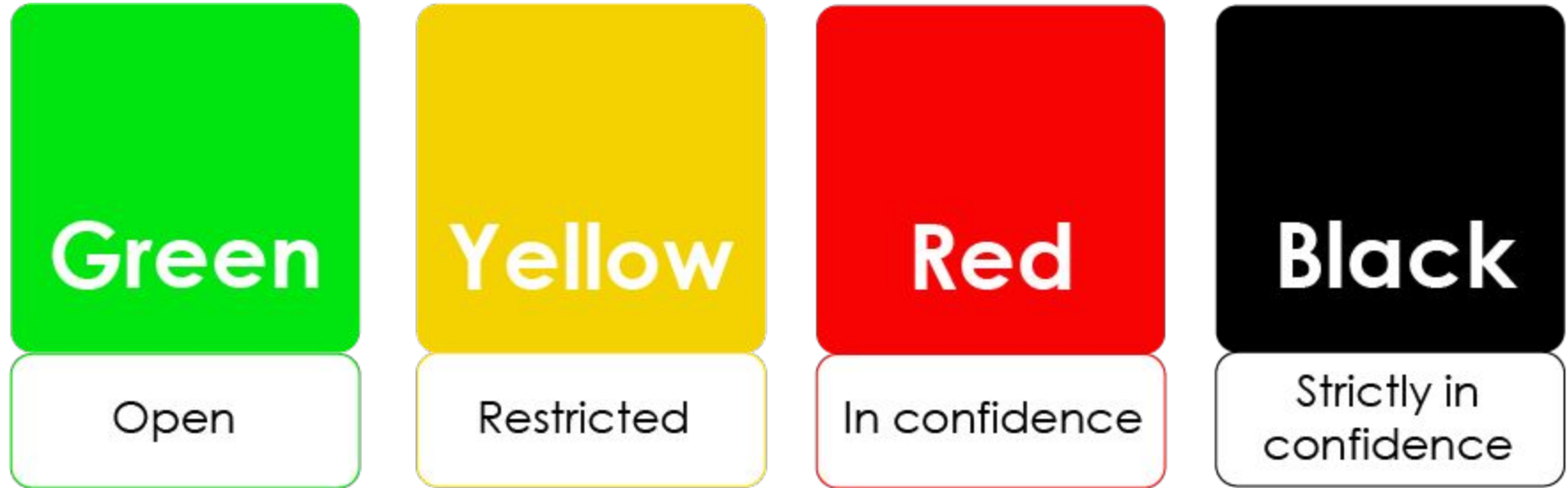
Green Data (Open)

Information that may or should be available to the general public, with no special access restrictions. This class is to be used if the university or its partners are not subject to any harm if the information is exposed to third parties.

- A webpage presenting a department or a class, published openly.
- Material for a course which is openly published, but marked with a certain license and/or copyright.
- Research data that does not need any protection (the researcher is responsible for this assessment).
- Teaching material that does not need any protection (the teacher is responsible for this assessment).

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Yellow Data (Restricted)

This is basically information which is not open for everyone. There are no laws or regulations saying that the information should be open. This is all information which is not classified as «open», «in confidence» or «strictly in confidence».

The information needs a certain protection, and may be accessible to people both within and outside the university, provided that the access is limited and controlled per user. This class is to be used if the university or its partners may be subject to limited harm if the information is exposed to third parties.

- Certain work documents,
- Information which is to be kept from the public
- Many types of personal data
- Grades, work by students, examination answers
- Unpublished research data

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Red Data (In Confidence)

This is information which the university is obliged to protect by law, agreements and other regulations. This corresponds to the information class «In confidence» in the official Norwegian instructions for information protection. «In confidence» is used if the university, its partners, public interests, or individuals, may be subject to harm if the information is exposed to third parties.

- [certain types of sensitive personal data](#)
- Personnel files
- Information about e.g. protection and safety of buildings and IT systems
- information about a person's health

Black Data (Strictly In Confidence)

This category encompasses the same type of information as «In confidence (red)», but where special circumstances makes it necessary to protect the information even more. Demands on protection and safety are to be written down in agreements or other written documentation. This corresponds to the information class «Strictly in confidence» in the official Norwegian instructions for information protection. «Strictly in confidence» is used if the university, its partners, public interest, or individuals, may be subject to considerable harm if the information is exposed to third parties.

Placement of data and information in this category should be done in cooperation with the lawyers at USIT and the IT security manager.

- large amounts of sensitive personal data
- large amounts of data about people's health
- research data and datasets of huge economic value

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Where can I get help at UiO?

Digital Scholarship Center

UiO's Digital Scholarship Center (DSC) can help you take advantage of digital tools and methods in your research and assist you with navigating the university's complex digital ecosystem. The center is in the early phase of development. The main focus in this phase is to develop an advisory service for Research Data Management.

Contact at research-data@uio.no

https://www.ub.uio.no/english/writing-publishing/dsc/index.html

Where can I get help at UiO?

Data Management related material from the UiO Library

https://www.ub.uio.no/english/?vrtx=search&query=data+management

Research data course web page:

https://www.ub.uio.no/english/courses-events/courses/other/research-data/

Keep an eye also on the FAIR@uio project from USIT

https://www.usit.uio.no/english/about/news/fair.html

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