

The Research Council of Finland (former The Academy of Finland): Data Management Policy (RIFs)

Data management policy

1. General description of the administrative data of the RI

Guidance:

- What administrative data is processed within the RI?
- What administrative [personal data](#), e.g., user names, contact information, does RI process?
 - Provide a link to all the privacy policies/notices of the organization(s) or RI where it is explained how RI processes administrative personal data.
 - How are the roles and responsibilities for the use of RI's administrative personal data defined in the case of a multi-organizational RI?

2. General description of research data managed within RI

Guidance:

Important note: This section, it is recommended to partially present the information, e.g., in table or figure format.

- What type of research data, such as numerical values, images and texts, does the RI process? What are the most common file formats?
- What are the sources of the research data?
- If research data from different data sources are combined into larger entities, i.e. datasets, mention this and explain how it is done.

3. Ethical and legal compliance for personal or sensitive research data

Guidance:

Important note: This section can be left blank, if RI does not process personal or sensitive research data (e.g., health, genetic and personal information, location of endangered species or other conservation efforts, or trade secrets).

- Does RI process personal research data?
 - Provide a link to the privacy policy/notice(s) where it is explained how personal research data is processed.
 - How are the roles and responsibilities for the use of RI's personal research data defined in the case of a multi-organizational RI?
 - If the user needs a research permit(s) to collect data, will RI verify that?
- Does RI process sensitive research data?

4. Agreements on research data rights

Guidance:

- What has been agreed about usage rights, e.g. access to pre-existing data, ownership, intellectual property rights, merging files, resharing, administrative use, opening, use for training and awareness, disposal?
- Does the RI have documents for agreement on rights of use? If not, consider preparing one.
- How should the RI be cited by the user?

5. Documentation and metadata

Guidance:

- What kind of tools and guidelines, e.g. [OpenAIRE Guidelines for documentation](#), does RI provide for documentation or metadata collection of research data? If possible, please provide links to research data documentation guidelines.
- How does RI implement and guide quality control, e.g., automatic data validation, manual checks, to ensure data quality, consistency and integrity?
- Does the RI use any recommended metadata standards or README files or other documentation guidelines for data(sets)? What disciplinary vocabularies or classifications does RI recommend or require to be used in metadata?

- Does RI provide unique and persistent identifiers (PID), e.g. DOI, URN for data(sets), records or other digital objects? Or which services RI will use to provide them?

6. Access control, backup, storage, and disposal of the administrative and research data

Guidance:

- Who will be responsible for controlling access to RI's data, and how will secured access be controlled?
- Estimate roughly how much research data is produced or received in RI over a given period of time (e.g., daily, monthly, yearly). Use GB, TB, or other units.
- Does the RI provide the users with backup or with instructions for it?
- What kinds of data storing services does the RI provide or recommend for data?
 - How long is the data stored and does RI provide long term preservation? Or does the RI recommend that data are preserved in the long term by the user?
- Does the RI or its host organization have procedures or recommendations for the data disposal (when and how)?

7. Opening research data and/or metadata

Guidance:

- Describe briefly the plans of actions that the RI or its host organization promote openness of research data.
- Please justify if the research data or its parts cannot be made openly available.
- Does the RI or its host organization have any guidelines for the users on how and where to make the research data or the metadata openly available?
- What license(s) (e.g. CC Licenses) does RI or its host organization recommend or require for making the data openly available?