

Research Data Management Policy at the University of Vienna

1. Preamble

The University of Vienna recognises the fundamental importance of research data for maintaining quality research and academic integrity. The University of Vienna acknowledges that correct and easily retrievable research data are the foundation of and integral to a wide range of research activities. Access to research data is also necessary for the verification and validation of research processes and results. Research data have a long-term value owing to their potential for widespread use in academia and society.

This Research Data Management Policy has several objectives. Researchers should be supported in processing (i.e. collecting, storing, changing, using, spreading, deleting, etc.) research data in the best possible manner, and the risks inherent in processing the data reduced. Specific services should be offered to researchers to enable them to archive the research data on which their publications are based. These archiving services should ensure storage of research data for a defined period of time or for the long term so that they can be accessed and used. Researchers are given advice and support when publishing their research data, or sharing or archiving them for academic purposes. Any funding guidelines requiring open access to research data take precedence over this Research Data Management Policy. The University of Vienna is committed to compliance with the FAIR Principles¹ and to participation in the European Open Science Cloud. For more information on the Policy, there is also a website with definitions, Frequently Asked Questions (FAQs) and details of support offers and contact persons.²

2. Scope

This Research Data Management Policy applies to all researchers active at the University of Vienna. In cases where research is funded or data for research provided by a third party, any agreements made with that party take precedence over this Policy, specifically in relation to intellectual property rights, access rights and rights to store research data.

Research data may only be processed in accordance with applicable national and international law.

¹ Cf. Wilkinson, M., Dumontier, M., Aalbersberg, I. et al. The FAIR Guiding Principles for scientific data management and stewardship. *Sci Data* 3, 160018 (2016). <https://doi.org/10.1038/sdata.2016.18>; [Guidelines on FAIR Data Management in Horizon 2020](https://www.force11.org/group/fairgroup/fairprinciples); <https://www.force11.org/group/fairgroup/fairprinciples>

² rdm.univie.ac.at

3. Rights of Use

The University of Vienna is, as a rule, entitled to use research data. These rights of use may be laid down in the law³ or in related provisions in the employment contracts entered into between researchers and their employers. Rights may also be defined through further agreements, e.g. funding contracts, grants or consortium agreements.

The University of Vienna endorses publication of research data under open licences, provided no legal, contractual, ethical or other documented reasons prohibit it.

University of Vienna staff are entitled to publish their research data in repositories under open licences and licences for scientific use, thus making that data accessible. This right applies for as long as licensing and publication are not prohibited by legal, contractual, ethical or other reasons, such as any commercial interests of the University of Vienna. However, access to the data for research and teaching purposes must be provided without restriction at all times.

Researchers who are considering storing their data in repositories for the first time should always seek appropriate advice first.⁴

4. Handling Research Data

All research data on which publications are based and that are required for the reproducibility of research results should be archived, unless otherwise made permanently available and reusable. Research data whose archiving is of public interest or of continued academic or historical research interest, or that is needed for statistical purposes, should also be archived. Researchers determine which research data are required for reproducibility or subsequent use, taking best practice within their respective academic disciplines into account. Researchers may use the services provided by the University of Vienna to archive research data and any related records.

Research data should be made accessible in a suitable form, ensuring that at least all researchers at the University of Vienna with a legitimate interest in that data have access to them (e.g. members of a research group) in order to be able to answer questions (e.g. in relation to further research, validation, reproducibility and quality assurance).

³ For example, § 76d (concerning protected databases) and §40b (concerning computer programs) of the Austrian Copyright Act.

⁴ Further information about existing consulting services can be found on our website rdm.univie.ac.at.

Research data should be stored or provided in a suitable repository or archiving system; this may be an established repository for a specific discipline (e.g. AUSSDA for social sciences), an institutional repository (e.g. PHAIDRA at the University of Vienna) or another free generalist repository.⁵

Published data should be provided with persistent identifiers. It is important to preserve the integrity of research data. Research data should be stored in a correct, complete, unadulterated and reliable manner. The University of Vienna also advocates making research data findable, accessible, interoperable and, where possible, reusable in accordance with the FAIR Principles.

Unless legal, contractual, ethical or other documented reasons prohibit it, research data should be assigned a licence for open use. Metadata should be released into the public domain as far as possible, for example by means of a Creative Commons CC0 1.0 Universal Public Domain Dedication.

The minimum retention period for research data and related records is usually 10 years from publication.⁶ To enable sustainable research activities, longer retention periods without deletion periods are favoured.

In the event that research data and related records are to be deleted or destroyed for legal or ethical reasons or after expiry of the required retention period, such action must be carried out in compliance with all legal provisions and requirements imposed by the University, and taking transparency into account. The interests of other stakeholders (e.g. funders) and confidentiality and security aspects must also be taken into consideration.

Personal data are also processed in the course of research activities at the University of Vienna. Personal data are strictly protected by data protection laws, with processing only being lawful under certain legal conditions.⁷ They therefore need to be processed diligently and properly in line with the legal provisions.⁸ In general, the processing of personal data must always be carried out in accordance with the European General Data Protection Regulation (GDPR), the Austrian Data Protection Act (DSG) and the Austrian Research Organisation Act (FOG), as well as all other relevant laws. Additional, enhanced data protection provisions apply to the processing of special categories of personal data.⁹

5. Responsibilities, Rights and Duties

The responsibility, rights and duties in relation to research data management during and after a research activity lie with the University of Vienna and its researchers. Processing should be carried out in

⁵ AUSSDA and PHAIDRA are both maintained by the University of Vienna.

⁶ See the FAQs for further information on different retention periods.

⁷ Article 6 GDPR.

⁸ See also § 2f FOG as legal basis for data processing.

⁹ Article 9 GDPR.

compliance with the guidelines on good scientific practice. The term 'research data' henceforth always refers to those research data that fall under the requirements set out in Section 4.

5.1. Responsibilities of Researchers

- a. Management of research data in adherence with the principles and requirements contained in this Policy. These responsibilities include the collection, documentation, archiving, access and storage or proper destruction of research data and related records, as well as the definition of protocols and responsibilities within a joint research project.
- b. Data management plans (DMP) or protocols should specifically record administrative details, data characteristics, processing of documentation and metadata (where necessary in compliance with standards), plans and implementations in relation to publication and storage, as well as legal and ethical parameters of the data used.
- c. Any requirements of funders and the University of Vienna must be complied with; specific requirements in relation to projects and their implementation should also be documented.
- d. It should be possible for research data to be reused even after the completion of projects or termination of employment at the University of Vienna. This includes defining rights of use for the phase after completion of the project or termination of employment, and the clarification of data storage and archiving in the event that the collaboration in the project or employment at the University of Vienna comes to an end.
- e. Backup and compliance with all organisational, regulatory, institutional and other contractual and legal requirements, in relation to both research data and the administration of related records (for example contextual or provenance information).

5.2. Responsibilities of the University of Vienna

- a. Empowering organisational units, providing and maintaining appropriate means and resources for research support services.
- b. Supporting good and established scientific practices. This is enabled through the drafting and provision of data management plans, monitoring and support measures.
- c. Providing initial training and continuing professional development in the field of RDM.
- d. Providing instruments, services and infrastructures for the collection, storage and long-term archiving of research data and related records to enable access to research data during and after the completion of research activities.
- e. Providing access to services and infrastructures enabling researchers to meet their responsibilities and duties arising from this Policy and contracts with third-party funders or other sources of law.

6. Validity

The Rectorate of the University of Vienna signed this Policy on the 8th of September 2021.