



Research Data Governance & Materials

Purpose

The UNSW *Research Data Governance & Materials Handling Policy* covers principles related to maintaining the integrity, security, quality, and proper usage of research data and materials ('research data') at UNSW. The UNSW *Research Data Governance & Materials Handling Policy* covers principles related to maintaining the integrity, security, quality, and proper usage of research data and materials ("research data") at UNSW.

The purpose of this Policy is to:

- Outline the requirements and roles and responsibilities associated with access, retrieval, storage, disposal, and backup of UNSW research data and materials
- Provide best practice measures to enable compliance with the requirements
- Ensure that UNSW complies with applicable laws, regulations, and operational standards.

Scope

This Policy applies to:

- All UNSW researchers (including visiting and conjoint appointees), research trainees, staff, contractors, consultants, and external parties engaged in research activities associated or affiliated with UNSW
- All research data and materials used or generated at UNSW or during UNSW affiliated research
- Research data and materials in any form, including but not limited to, print, electronic, audio visual, backup and archived data.

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Introduction

Research data are a strategic asset of UNSW, making the appropriate governance regarding management and use of research data critical to our operations. Lack of governance could expose the University to unwanted risks and may lead to improper management of UNSW assets.

Research data and material allow research findings to be validated and have long-term value as a potential resource for future research and teaching. Good practice in research data governance and materials handling benefits the wider research community by enabling future researchers to publish, share, cite and reuse the

UNSW Health Research Materials & Data Procedure

1. Research data storage, retention and disposal

1.1. Everyone responsible for research at UNSW must ensure that research data and materials, as well as registers of these data and materials, must be kept in a format, and for a period, that conforms to the requirements of the State Records Act 1998 (NSW), funding agency or publisher guidelines, or in accordance with discipline norms, whichever is the longer period. A table outlining minimum retention periods for the various classes of research data is at: <https://www.unsw.edu.au/planning-assurance/records-archives/recordkeeping/destroying-records>.

1.2. Research materials are stored and used in an appropriate Biosecurity Containment (BC) or Physical Containment (PC) facility as required by the relevant Commonwealth and NSW Biosecurity Acts, as well as UNSW Health and Safety policies and procedures.

1.3. Wherever relevant, research data and materials stoosecur000008871 0 595.32 83.32 83.32 83.32 83.32 83.32 8

The Research Data Management Lifecycle refers to the process for planning, creating, managing, storing, implementing, protecting, improving and disposing of all institutional research data of UNSW.

Legislative compliance



Definitions and acronyms	
Security	Refers to the safety of University data in relation to the following criteria: Access control; Authentication; Effective incident detection, reporting and solution; Physical and virtual security; and change management and version control.

Version history

Version 1.0 approved by President and Vice-Chancellor on 18 April 2019 effective 18 April 2019. New Policy.

Version 1.1 approved by Deputy Vice-Chancellor Research and Enterprise on 17 July 2024 effective 17 July 2024. Administrative updates to document format, including grammar, structure and references. This version supersedes