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Good data management practices at HAMK

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The objective of the Häme University of Applied Sciences (HAMK) is to be profiled as a higher education institution specialised in applied research and expertise that renews working life, carrying out open research, development and innovation activities (RDI). Good data management practices at HAMK promote openness and meet the demands of society and funders on the processing, preserving, accessibility and usability of RDI project materials.

As part of promoting the openness of operations, HAMK requires good life cycle management of research data in RDI projects. As a result of active research activities, HAMK's RDI projects continuously produce new data (below, data collected/generated in RDI projects will be referred to as RDI data). HAMK's RDI data are as open as possible while being as restricted as necessary.

Good data management practices at HAMK define and guide the collection, preservation, use and management of HAMK's RDI data. The practices are based on current regulations [1] as well as European [2] and Finnish [3] guidelines on planning research data management. Research data produced with public funds has been outlined to be opened whenever possible. In addition, the good data management practices at HAMK comply with national guidelines for open science and research [4].

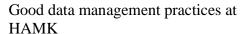In accordance with HAMK's good data management practices:

1. As a rule, RDI data related to published RDI results are shared and open. The methods, materials, results and products of RDI projects are available to all interested parties in accordance with the principles of research ethics and legislation. Research data and methods are managed, opened, and used responsibly and appropriately.

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[1] Key regulations are the Copyright Act (404/1961, Copyright Act) and the Act on the Openness of Government Activities (621/1999)

[2] Science Europe's guide on research data management, https://www.scienceeurope.org/wp-content/uploads/2018/12/SE_RDM_Practical_Guide_Final.pdf

[3] General Finnish guidance on data management plans, https://zenodo.org/record/2386541#.XGvDyDaP6Uk

[4] Guidelines by Open Science, https://avointiede.fi/en

2. An exception to the openness can be made for a justified reason, for example, if opening the data jeopardises the protection of personal data and privacy or the commercial utilisation of results and the protection of related rights. Funding conditions and non-disclosure agreements related to RDI projects may limit openness.

3. The production, preservation, distribution and opening of RDI data follows the legislation, good scientific practice, and agreements made regarding research cooperation [5]. RDI projects implemented in cooperation promote an open operating culture and respect the activities of others.

4. The ownership and use rights of RDI data are always agreed before the start of the research process, in consideration of legislation, and the terms, conditions and limitations posed by agreements and funders when data is processed, published or transferred.

5. Data management planning is required for each RDI project that has received a positive funding decision. The data management plan will be supplemented and specified during the project. Data management plan has to be prepared for every beginning RDI project. The data management plan considers the needs of the industry and field of study in question as well as the life cycle of the research data. The data management plan will be supplemented and specified during the project. DMPTuuli-tool should be used for preparing the data management plan.

6. The data management plan describes the purpose of use, collection methods, processing, ownership and access rights, storage (including long-term preservation), reuse, opening and planned deletion (if necessary) of the data. In addition, the requirements for the data and the data management plan set by the project funder, will be complied with. The necessary ownership, use and confidentiality agreements are specified in the data management plan. HAMK offers help with questions regarding licenses and rights of use of research data.

7. Ensuring that RDI data are appropriately managed is the responsibility of each one handling the material. The main responsibility for the data rests with the project's responsible researcher / project manager.

8. HAMK provides support for preparing and managing data management plans and for identifying and solving legal issues related to data. HAMK staff and students can use infrastructure and services which enable responsible data management. Those infrastructure and services are developed to meet researchers' needs. In HAMK, data control services have been provided in a multi-professional cooperation since 2017.

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[5] Responsible conduct of research, TENK https://www.tenk.fi/en/responsible-conduct-of-research

9. Data protection and data security will be taken into consideration already in the preparation phase of the research. The collection, processing, storage and deletion of material and the storage of document data generated in RDI activities is implemented in accordance with legislation and the guidelines of the university of applied sciences. Special attention will be paid to the processing of data containing (sensitive) personal data. In addition, the registered persons are informed in accordance with legislation, utilizing data protection notices of the research, for example. Wherever possible, personal data will be anonymised or pseudonymised.[6] [7] [8] [9]

10. Data will be managed appropriately, aiming for the FAIR-principle. HAMK recommends national [10] and international tools and services for the management of RDI data to improve the discoverability and sharing of data. HAMK offers appropriate saving and storage solution and services which also take into account the life cycle of the research data to research data produced in HAMK.

11. RDI data produced in HAMK will be documented so that the documentation supports the opening, reuse, discovery, interoperability, and accessibility of the research data. The key description data (metadata) of RDI data produced at HAMK are made open whenever possible within the limitations set by legislation and the principles of research integrity. Appropriate descriptions of RDI data are produced with CSC's Qvain to enable the discovery of and references to the data. The key description data will be produced in collaboration between the project's responsible researcher / project manager and HAMK data services. The descriptions of RDI data mention the owner of the data and possible legal restrictions on the use of the data.

12. When using HAMK's RDI data, the authors must be mentioned according to national guidelines [11].

13. At the end of the project, the responsible researcher / project manager is responsible for confirming whether the data can be made available for open use. The resources needed to make the data open are taken into consideration in the research and funding plan.

14. In HAMK's theses, data management planning is required[12].

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[6] HAMK's data classification instructions https://blog.hamk.fi/ohjeet/tiedon-luokittelu/

[7] Data Protection Act 1050/2018, https://www.finlex.fi/fi/laki/alkup/2018/20181050

[8] EU General Data Protection Regulation (2016/679), https://eur-lex.europa.eu/legal-content/FI/TXT/?uri=CELEX%3A32016R0679

[9] Data protection in research, https://hameenamk.sharepoint.com/tietohallintopalvelut/it-palvelut-henkilokunnalle/SitePages/Tietosuoja-tutkimus.aspx

[10] National Fairdata services, https://www.fairdata.fi/
Decision of the National Archives of Finland 12 September 2017 on the permanent storage of data in the information systems of universities of applied sciences in electronic format only AL/20757/07.01.01.03.02/2016

[11] Data citation roadmap, http://www.doria.fi/handle/10024/153328

[12] Ethical recommendations for theses at universities of applied sciences, http://www.arene.fi/julkaisut/raportit/opinnaytetoiden-eettiset-suositukset/