



Research Data Protocol Faculty of Law

Introduction

This memorandum lays down the Research Data Policy for the SEP Institute Groningen Centre for Law and Governance (GCLG) of the Faculty of Law and for the research group(s) within the Faculty of Law that do not belong to this SEP Institute.

A great deal of research at the GCLG is carried out by consulting public sources, such as case law and legislation and regulations. The Research Data Protocol is not applicable to research limited to these sources.

Furthermore, there is research in which research data from sources other than public sources are involved. The Research Data Policy of the Faculty of Law focuses on the sustainable digital storage of research data from non-public sources.

When processing personal data, additional requirements apply to data handling in the context of the General Data Protection Regulation (GDPR).

Principles

1. In October 2014, the Executive Board of the University of Groningen (UG) drew up a memorandum titled *UG Research Data Policy* setting out the framework for the handling of research data and data management that faculties, research institutes, graduate schools and researchers must comply with.
2. The Netherlands Code of Conduct for Research Integrity, demands research data to be verifiable.
3. The UG has a Research Data Office (RDO) to support researchers in storing, processing and making accessible research data.
4. Funding programmes of institutions such as NWO and the European Commission increasingly require research projects to have a Research Data Management Plan (RDMP) in place.
5. The Standard Evaluation Protocol (SEP) 2015-2021 requires the SEP Institute to report on the handling of raw and processed data on the basis of the protocol.

Policies

- A. Applicants/researchers draw up a concise Research Data Management Plan prior to the start of a research project and submit it to the Research Ethics Review Committee Law (CETOR) for assessment.
- B. The Faculty provides a format for the Research Data Management Plan. If desired, researchers may, after consultation of the RDO and after approval by the CETOR, deviate from this format, by providing reasons for a possible deviation.
- C. The Research Data Office offers applicants/researchers support in drawing up the Research Data Management Plan and advises the CETOR in drawing up an assessment framework for these plans and, if necessary, in assessing complex cases.



- D. During the course of the project, raw and processed data relating to research carried out at the Faculty of Law will be stored digitally on a section of the drive Y (Y:\staff\jur\project name), specially set up for the researcher(s) involved. Researchers may, after consultation of the RDO and after approval by the CETOR, deviate from storage on the drive Y. The researcher is responsible for ensuring that the research data is stored in a manner that is properly assessed by the Research Data Office and the CETOR.
- E. The part of the drive Y referred to in D is only accessible to the researchers involved.
- F. At the end of the research, raw and processed data will be permanently digitally archived in the Data Repository of the University Library of the University of Groningen, in consultation with the researchers regarding the accessibility of the data and any embargoes.
- G. The archived data will be kept for at least ten years, or so much longer as deemed necessary by the Faculty Board in consultation with the CETOR and the researcher(s).
- H. In consultation with the CETOR, the Faculty Board is responsible for providing information about the Faculty's Research Data Protocol.
- I. The Groningen Graduate School of Law (GGSL) is responsible for training in Research Data Management for research master's students and PhD students who work with non-publicly available data. The RDO can support the training needs of this group.
- J. Where researchers want to share their data with people or institutions outside the UG, it should be considered whether sharing this data is desirable and whether there are no alternatives for achieving the same research goals without sharing the data by using online tools. Researchers should not use third party cloud services for sharing their research data. If researchers cannot avoid sharing their data via Internet, it is possible to do so via Unishare, which can be accessed via My University.

Where there is not only a need to share data but also to edit data jointly with third parties, the researchers must consult with the RDO to determine a suitable platform. The researcher is responsible for ensuring that, where appropriate, the research data is shared in a manner that is assessed as proper by the RDO and the CETOR.