

## Open Research Data Online (ORDO): Live Research Data Management Policies

ORDO is the Open University's research data archive. Two types of material may be stored in the archive; archival research data and live research data.

Archival research data:

- are selected for long term storage on the basis of their continuing value to the wider community
- are made openly available, except where ethical, legal, commercial or other legitimate restrictions may apply
- may not be overwritten or changed, but may be reverted, and newer versions be given separate identifiers.

Live research data:

- are not shared openly, but may be shared with invited collaborators
- are subject to change
- may not have long term value, and may be deleted.

The policies below define the management of live research data; researchers interested in using ORDO for the storage of archival research data should consult the [ORDO: archival research data management policies](#).

### Permitted users

Current Open University staff and doctoral students may use the service. They may create collaborative project workspace within ORDO, then invite external collaborators to share that workspace. University staff and students remain responsible for the conduct of external collaborators they have invited to share project workspace.

### Pricing policy

Currently research staff and OU students may store up to 50 GB of research data for free. Users may request additional storage space within ORDO once logged in, which will generate a request to the system administrator. There may be a charge for storage above 50 GB.

### Research Data Management Principles

ORDO users are expected to be guided by OU [research data management principles and policies](#).

### Data Protection

Where personal data (as defined by the current data protection legislation) are processed for research purposes in the course of a researcher's employment or doctoral student's registration at the Open University, the University will be the data controller under the Act for those data. This will include where personal data are stored in ORDO.

### Management of risk

However, in all circumstances, the individual researcher will be personally responsible to the University for ensuring the proper administration and management of any data they have stored in ORDO. This will include the individual researcher providing such information as is reasonably

required by external funders and the University to make an adequate risk assessment for data storage, and to meet the University's legal and ethical obligations.

### Duration of storage

Depositors will be required to review deposited data within one year after a project has ended, to decide which data may be destroyed, which need further curation to maintain value. Remaining research data may be archived with a full, published metadata record under the terms of the [ORDO: Archival Research Data Management Policies](#).

### Document history

Date	Version	Stage	Summary of changes
02/06/2016	0.1	Initial draft	Document produced by Wendy Mears, with comments from Library colleagues
21/06/2016	0.2	Amended version following comments by specialist stakeholders; Nadine Lewycky, Beverley Midwood, Lucy Neville, Sam Mansfield, Guy Lavender.	Updated to reflect discussion on storage periods.
08/08/2016	0.3		Further minor edits to free storage allocations.
16/11/2016	0.3		Approved by Research Committee.
26/03/2018	0.4		OU logo updated.
20/09/2018	0.5	Draft review by Dan Crane	Links added/update. Data Protection language updated. Duration of storage edited to reflect OU retention schedule and enable quicker curation and archiving of live data.
01/12/2018	0.6		Approved by Research Committee.