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

ORDO is the Open University's research data repository. 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 reversioned, 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 relationship between the two:

A typical use case is that a researcher may use ORDO to store live data during a research project, including privately sharing with collaborators, and at the end of the project archives a curated set or subset of the live data as archived research data, for which a public record exists and the data itself is accessible (unless there is a reason to restrict access).

It is also valid - and most likely - that a researcher stores their live data in another system, such as OneDrive or SharePoint, and uses ORDO to archive and share a dataset to support a publication or at the end of their project. Equally valid is for a researcher to use ORDO just for live data, and archive in another repository, such as one provided by a funder or one that is discipline specific, due to funder requirements or for reasons of functionality or discovery.

Archival Research Data Policy

Collection Policy

1. ORDO is an institutional research data repository.

2. Content deposited in ORDO is restricted to:

(a) Data underpinning research publications which meet the "Frascati"[1] definition of research; where the research has been undertaken at the Open University.

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[1] OECD 1993 Frascati Manual, ISBN 9264142029

(b) Stand-alone data deposits at the end of a project or other stage, created by research which meets the "Frascati" definition of research; where the research has been undertaken at the Open University.

(c) Research data metadata, where the research dataset has been stored in another repository, where access to the research dataset is restricted, or where the research data are physical.

(d) Research data created during the active phase of research life cycle; such data will be subject to change, are not publicly available. Live research data within ORDO will be reviewed by the depositor one year after the research is complete to decide which may be destroyed, or which need further curation to maintain value. This type of data is covered by the Live Research Data Policy.

Submission Policy

1. Items may only be deposited by academic staff or doctoral students of the institution, or their delegated agents.

2. By depositing in ORDO, depositors are agreeing to the preservation and distribution of the metadata and full content of their research data files. Depositors grant ORDO the right to preserve and distribute the deposited content. Full details of the terms and conditions are provided in the depositor agreement.

3. Depositors take responsibility for ensuring that deposited content complies with the requirements of the current data protection legislation, and other legal requirements outlined in the depositor agreement.

4. Datasets up to and including 50 GB may be deposited for free; larger deposits may incur a charge. Please contact Library-research-support@open.ac.uk for further guidance.

5. Where research datasets contain physical research data the dataset metadata record should contain sufficient information for the end user to be able to consult the physical data, subject to legal, ethical or commercial constraints.

6. Before items are made available publicly, a member of library staff will:

   (a) Verify the data is within the scope of ORDO
   (b) Check the metadata. Amendments may be made to the metadata by the archive administrator to correct errors, ensure consistency, or to add administrative metadata.

7. Files in a dataset may be placed under embargo for a specified period, so that the metadata records and file names are visible, but the file contents cannot be viewed or downloaded. Files should not be embargoed for more than 12 months from the date of deposit, and the embargo should last no longer than the date of publication of any research findings that refrence the dataset, unless there is good reason for witholding access to data. Reasons might include compliance with commercial sponsorship agreements, protection of personal information, protection of intellectual property rights or patent registration.

Metadata Policy

1. Deposited content must be accompanied by sufficient metadata describing its content, provenance and formats in order to support its preservation, dissemination and reuse.

2. Anyone may access the metadata.

3. The metadata may be re-used in any medium without prior permission for not-for-profit purposes provided the OAI Identifier or a link to the original metadata record is given.

4. Metadata records will be retained indefinitely. If a dataset or collection is withdrawn from ORDO, the associated metadata record will not be deleted, but will be annotated to record the change in status of the dataset or collection and the reason for this change.

Use Policy

1. All data deposited on ORDO will be assigned a CC-BY licence as a default. Alternative licences will be explicitly identified on individual items as required by funders or legal, ethical or commercial considerations.

Preservation Policy

1. ORDO's Preservation Policy aligns to the Open University Digital Preservation Policy (requires login)

2. Items will be retained for as long as research funders require, or as long as deemed to be of value to the wider community. Where they have not been reviewed already, all stored items will be reviewed after ten years to assess their continued value to the wider community. Where Faculties or Heads of Units require continued storage of unused datasets, they may be required to pay for continued storage at agreed rates.

3. ORDO will try to ensure continued readability and accessibility. Where necessary and practical, items in obsolete file formats will be migrated to newer formats. The original files will be retained.

4. ORDO uses the Arkivum archiving solution, giving a 100% guarantee of data security.

5. If necessary, an updated version of an item may be deposited; the earlier version will remain available for public view.

6. Prior to any scheduled disposal and destruction, the University will ensure:

   The review of the stored data by the depositor, appropriate Faculty or Head of Unit.

   Where data are found to be suitable for destruction and disposal, the destruction shall be managed in line with regulatory and contractual obligations, and according to the sensitivity of the data in question.

   A record of the deletion will be stored with the metadata record, including the reasons for the destruction.

Takedown Policy

1. The Open University takes reasonable steps to ensure that any dataset and associated metadata are an accurate and authentic output of research activity undertaken at the University, that the dataset does not breach requirements of the funding organisation, any law, and that it does not violate or infringe any copyright, trademark, patent or intellectual property right whatsoever of any person(s) or organisation.

2. Materials deposited in ORDO are made available on the terms specified by the depositor of the dataset, with the implied permission of all rights-holders, and will not be withdrawn from the archive except in keeping with archive policy or on receipt of a valid and proven complaint. Acceptable grounds for complaint include the following:

Violation of intellectual property rights (including copyright);
Legislative breach (including personal data breach)
Matters of national security
Falsification of data or failure to follow ethical guidelines

3. Complaint procedure
Anyone wishing to complain on the grounds above should email Library-research-support@open.ac.uk with the following information:
- Name and contact details of complainant
- A reference to the dataset in question, including DOI for the relevant metadata record
- Details of the complaint, with proof or evidence

On receipt of the complaint, the library research support team will:
- Make an initial judgement of the validity of the complaint
- Withdraw the item from public view
- Acknowledge receipt of the complaint within 4 working days.
- Any complaints which are identified as personal data breaches will be dealt with in line with our breach procedure on the Data Protection intranet site

The complaint will then be reviewed by the ORDO Support team and other relevant University departments as necessary. If the grounds of the complaint are considered proven or plausible, the material will be permanently withdrawn from ORDO.

Once a deposited work has been removed, metadata for the deposited content will always remain to avoid loss of historical record together with a note explaining the reasons for withdrawal. The metadata of withdrawn items will not be searchable.

Live Research Data Policy

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 Archival Research Data Policy.

These policies will be reviewed every two years.

Document history

Date	Version	Stage	Summary of changes
23/01/2019	0.1	New document	Document produced by combing the previously separate Live and Archival policies, which were: • Open Research Data Online (ORDO): Live Research Data Management Policies, version 0.6, (01/12/2018) • Open Research Data Online (ORDO): Archival Research Data Management Policies, version 0.7, (01/12/2018) (links are to copies archived in the Library Services SharePoint site)