



## RESEARCH DATA MANAGEMENT POLICY

### 1. Introduction

Ca' Foscari University of Venice recognizes the fundamental value of data collected or produced during research activities. Research data are considered an essential resource for the advancement of knowledge, for teaching, and for society as a whole.

The University is committed to collecting, archiving, and preserving data according to the highest standards and international best practices in order to ensure the quality and integrity of scientific research. For this purpose, it provides an institutional repository for the management of research data.

The aim of this policy is to describe the principles for the proper management of research data, in line with the foundations of Open Science and in compliance with applicable regulations, and to identify the roles and responsibilities in the research data management process.

### 2. Definitions

#### Research Data (Data)

All materials that researchers collect, generate, and use throughout all stages of the research process. This definition includes:

- original data collected during the research process but not yet processed (raw data)
- data derived from cleaning, anonymization, and validation of the original data (processed data)
- data resulting from the analysis and/or integration of processed data, usually presented in tabular, textual, or graphical form to facilitate understanding and communication (analyzed data)

By way of example: results, facts, observations, experiences, published and unpublished sources, bibliographic references, texts, images, 3D models created and/or collected in digital format.

#### Dataset

An organized set of data and metadata related to each other, created and/or collected for a common purpose and structured to reflect the results of a research activity.

#### Research Data Management (RDM)

The adoption of best practices, guidelines, and standards to ensure the quality, integrity, intelligibility, and secure preservation of data during research activities, as well as their long-term preservation and accessibility, in compliance with current regulations and taking into account open access principles.

#### Data Management Plan (DMP)

A document that helps researchers plan the management of the entire data lifecycle, from the drafting of the research project to its conclusion, and which is updated when necessary.



The DMP describes the nature and origin of the data, the quality and security standards adopted during and after the research project, and the measures taken to ensure that the data comply with FAIR principles, in accordance with legal constraints and agreements with third parties.

It is often required as a mandatory tool by research funding bodies.

## **FAIR**

An acronym identifying internationally defined and recognized guiding principles for the implementation and management of research data, both for human and machine use, in order to ensure their quality, reusability, and compliance with funding agency requirements.

FAIR summarizes the characteristics that data should satisfy:

- Findable
- Accessible
- Interoperable
- Reusable

## **Metadata**

Information describing the structure, content, and context of a digital resource, which must be associated with it in order to properly manage and preserve it over time.

Metadata facilitate identification and indexing by search engines, certify the provenance and authorship responsibilities of the digital object, and define conditions for access and reuse.

They generally follow standard international schemes, often specific to disciplinary fields, implemented by long-term archiving and access infrastructures (repositories).

## **Institutional Repository**

A digital platform where data are deposited by researchers to ensure their identification, discoverability, accessibility, and long-term preservation.

This type of archive must meet the technical and organizational requirements identified by the European Commission for the definition of a “trusted repository” ([Annotated Model Grant Agreement](#), pp. 283–284).

## **Members of Ca' Foscari University of Venice**

Members of the scientific community of Ca' Foscari University of Venice (researchers and staff) who create, collect, and/or manage research data.

## **Data Responsible**

The person responsible for managing and protecting the data collected during a research project. Their main responsibilities include ensuring that:

- data are collected accurately and in accordance with the research objectives
- data collection and management comply with current data protection regulations, such as the General Data Protection Regulation (GDPR) in the European Union
- data are accessible only to authorized persons
- data are protected from loss or breaches



### 3. Scope of Application

This policy applies to all research activities at Ca' Foscari University of Venice that produce data, in compliance with current regulations regarding:

- personal data protection
- intellectual property (including copyright)
- the provisions contained in the University Statute, Regulations, and Code of Ethics and Conduct.

If research is funded by third parties and specific agreements exist regarding data control, access, and preservation, such agreements prevail over this policy.

### 4. Research Data Management

Research data must be deposited correctly, completely, and reliably, in compliance with data integrity and FAIR principles.

In the early stages of research, the data responsible should identify and describe the data that will be handled, whether newly created and/or collected or reused from third parties. In particular, it is important to:

- plan actions aimed at protecting and enhancing research results in the case of newly created and/or collected data
- verify, in the case of reuse, the presence of a license of use and ensure that reuse complies with copyright, the University Code of Ethics and Conduct, and personal data protection regulations
- verify, in addition to European and national legislation, whether data collection complies with the regulations of the country where the research is conducted and, where necessary, establish agreements with local institutions for support
- ensure the quality and integrity of data provided that this does not infringe personal data protection rights, intellectual property rights, or confidentiality agreements with third parties
- prepare a Data Management Plan (DMP), even if not explicitly required by the funding body; this is a recommended best practice to ensure proper data management
- plan from the initial stages that personal data processing complies with applicable regulations, adopting all necessary measures, also with the support of the Data Protection Officer and/or relevant support staff.

During the active phases of research, the data responsible must:

- ensure proper data storage through infrastructures that guarantee appropriate security measures and backup procedures
- protect the sensitive nature of data in accordance with national regulations and the regulations of the country where the data are collected
- organize data into datasets accompanied by metadata
- provide adequate documentation, including what is required by personal data protection legislation, describing the methodologies used for data creation and/or collection, as well as the



protocols and tools adopted to ensure security and facilitate accessibility and reuse.

At the end of the research activity, and in any case before publishing the results, the data responsible must:

- archive data relevant to the verifiability, correctness, and reproducibility of the research in an institutional or disciplinary repository
- ensure that any datasets containing personal data have been anonymized in advance
- accompany datasets with open-access metadata and supporting documentation
- choose the most appropriate licenses for archived data:
  - **Open access licenses**, distributed with licenses (such as **CC0** or **CC BY**) that allow free use in order to promote open and collaborative research;
  - **Controlled access**, declaring that there are opportunities for commercial exploitation, third-party rights, or other legal constraints preventing open dissemination.

Ca' Foscari University of Venice provides an institutional repository that guarantees data preservation for a minimum of **10 years** from the public release of project results.

If research data are destroyed or deleted (due to the end of the archiving period or for ethical or legal reasons), this action must be undertaken only after considering all ethical and legal aspects.

Any deletion or destruction of research data must be traceable and the related documentation accessible.

At the same time, the interests of third-party research funders and other stakeholders, as well as confidentiality and security aspects, must be taken into account.

## 5. Roles and Responsibilities

Responsibility for the correct collection, management, and preservation of data is shared between members of Ca' Foscari University of Venice and the University itself, each within their respective areas of competence.

### Responsibilities of members of Ca' Foscari University of Venice

- manage research data in accordance with this Policy
- understand and apply FAIR data management principles, also using information and support services provided by the University
- define their research data management strategy, preferably through the drafting and updating of a Data Management Plan (DMP)
- select the data that must be preserved in the long term (in relation to their relevance for ensuring research verifiability and reproducibility)
- adopt practices that ensure the long-term security and integrity of selected data
- ensure proper attribution and recognition, both at the individual and institutional level, to those who contributed to creating, collecting, and analyzing the data.



#### **Responsibilities of Ca' Foscari University of Venice**

- organize and provide support services to researchers for proper research data management (including assistance in designing and completing DMPs), relying on qualified professional staff
- ensure the management and maintenance of institutional infrastructures for research data
- provide basic information and advanced training opportunities on research data management
- ensure the conditions necessary for full compliance with the contents of this policy.

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This Research Data Management Policy was approved by the University Library System Board on 26 February 2024, following review by the Data Protection Officer (DPO).