



Handling Research Material & Data Procedure

Version	Approved by	Approval date	Effective date	Next full review
1.3	Director of Governance	25 February 2021	25 February 2021	April 2012
Procedure Statement				
Purpose	This procedure covers the procedures for handling primary research materials and research data.			
Scope	This Procedure applies to all researchers of UNSW, including visiting and conjoint appointees.			
Are Local Documents on this subject permitted?	Yes, however Local Documents must not breach mandatory requirements in University-wide Codes of Conduct, Policies, Standards and Procedures.			No
Procedure Processes and Actions				

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1. INTRODUCTION

- 1.1. Data underpinning research conducted at UNSW (including electronic data) must be recorded in a durable and appropriately referenced form.
- 1.2. Researchers must maintain a catalogue of all research data in an accessible form.
- 1.3. Research Material and data related to publications must be available for discussion with other researchers (unless confidentiality provisions apply).
- 1.4. Research data and materials remain the property of UNSW, unless subject to a third party agreement.

2. RESPONSIBILITIES

- 2.1. UNSW has formulated a [Privacy Policy](#) to comply with the **NSW Privacy and Personal Protection Act 1998**. Researchers are responsible for ensuring appropriate security for any confidential material.
- 2.2. Researchers are responsible for ensuring appropriate security for any confidential material, including that held in computing systems. Where computing systems are accessible through networks, particular attention to security of confidential data is required.

- 2.3. Heads of Schools are responsible for maintaining a register of the establishment and ownership of databases containing confidential information within their School. Access to these databases must be restricted to researchers with approved involvement in a research project.
- 2.4. Researchers have a responsibility to keep full, accurate and legible records of research methods, research data and primary materials (including laboratory notebooks and electronic data) in a durable, organised and accessible manner.
- 2.5.

6. DISPOSAL OF RESEARCH DATA AND MATERIAL

- 6.1. When the specified period of retention has finished, researchers have a responsibility to dispose of research data in a secure and safe manner, and in accordance with the ***UNSW Recordkeeping Policy***. Advice on proper disposal is available at:

