

## **CPP011 Data Management Policy**

### **Purpose**

Cefas embraces the UK government agenda for openness and transparency, and actively encourages the sharing of data for the benefit of our customers, the public and other stakeholders. This policy promotes compliance with legislation and good practice in data management to deliver this aim.

### **Policy**

Cefas is committed to proper management of data held by the Agency, in accordance with Defra policy, UK legislation, national and international agreements. This includes opening up research data for scrutiny and reuse, to enable high-quality Science, drive innovation and add transparency.

### **Role and Accountabilities**

Everyone who uses and creates data at Cefas has a responsibility to understand their role in data management and data quality and to follow appropriate channels to improve processes and address issues.

A framework of [Data Stewardship](#) has been established across the organisation by which responsibilities for data management are shared with roles identified for Project Managers, Principle Investigators, Data Stewards, Data Service Managers and Data Managers. Central support is available to provide centralised advice, tools and guidance. We commit to reviewing roles and responsibilities from time to time to ensure best effectiveness.

### **Application**

Cefas aims to follow and raise awareness of:

- [Defra Group Data Principles](#) - 9 principles that apply to all data whatever size, type, format or structure. The principles include:
  - Identifying an owner for each dataset from the most relevant team ('**data stewardship**')
  - Understanding and maintaining the quality of the data.

- Q-[FAIR Data Principles](#) with specific emphasis on enhancing the ability of machines to automatically find and use data, in addition to supporting reuse.
  - Quality – Ensure the data are of good quality
  - **Findable** - Discoverable – metadata.
  - **Accessible** - transboundary, multidisciplinary.
  - **Interoperable** - linked - machine-readable.
  - **Reusable** - integrated - 'collect once and use many times'
- Principles from the [Concordat on Open Research Data](#) ensure that data gathered and generated by Cefas are made openly available for use by others wherever possible, in a manner consistent with relevant legal, ethical, disciplinary and regulatory frameworks and with due regard to the costs involved.
- Research data will be 'open and accessible' under [Open Government Licence](#) by default unless there is exception and cause to withhold (e.g. Data Protection/GDPR, 3<sup>rd</sup> Party ownership and IP). Open access will be provided externally via an online metadata/data portal [www.data.cefas.co.uk](http://www.data.cefas.co.uk) as a single route, to meet the above principles, to derive maximum value, save resource, cover legal elements efficiently and meet national and international data and metadata standards.
- Cefas will work towards following recognized data specifications, standards and best practice including those developed by the [Marine Environmental Data Information Network](#) (MEDIN), [EU INSPIRE Directive](#) and [Data.gov.uk](http://Data.gov.uk), for all data and metadata created.
- Data integrity is to be assured by applying appropriate quality assurance measures, for example [NMBAQC](#) and [UKAS](#).
- An internal [Master Data Register](#) will be maintained with metadata (data descriptors) created and actively updated for each dataset to assist data management and discoverability. Metadata records from the MDR will also be shared with other relevant discovery portals, for example, the [MEDIN Discovery Portal](#) and the [Defra Data Services Platform](#).

Data Management Planning is increasingly being embedded within science delivery, to seek early solutions to data management challenges, and ensure greatest value derived from science data outcomes.

### **Monitoring and Review**



To ensure continual improvement, internal feedback will be actively sought and acted on, and Cefas will actively collaborate with external research institutions, regulatory and statutory organisations, and marine industry, nationally and worldwide.

The Cefas Data Forum, will represent the interests of all internal Cefas users of the central and supported data systems and services with nominated representatives from across different areas of Cefas Science. Organised events will be open to all to encourage a diverse attendance, as opportunities to provide feedback and share knowledge.

Cefas will actively participate in other national and international data, geospatial and digital initiatives, providing technical advice and input to set the strategic direction and priorities for UK data as part of: [MSCC Partnership activities such as Marine Environmental Data and Information Network \(MEDIN\)](#), National Laboratory Alliance (NLA), Global Ocean Observing System (GOOS), International Oceanographic Data and Information Exchange (IODE) and International Council for the Exploration of the Sea (ICES) and other appropriate bodies as may be constituted.

Cefas will also actively participate in the Defra Data Group initiatives.

### **Legislation (or Regulation)**

Compliance is required with

- [Freedom of Information Act](#) 2000 FOI
- [Environmental Information Regulations 2004](#) EIRs
- [Data Protection Act 1998](#) and the [General Data Protection Regulation \(GDPR\)](#)
- [Copyright Designs and Patents Act 1988](#)
- [Re-use of Public Sector Information Regulations 2015](#)
- [Accessibility regulations under the Equality Act 2010](#)

### **Storage and Archival**

Digital and computer-readable data will be preserved in central secure, backed-up and recoverable infrastructure '**The Cefas Data Hub**', or other technologies as they are introduced to enable better sharing and effective use. This will include adequate metadata and/or documentation as well as security to preserve fidelity and availability.



Non-digital data which is still significant will be securely stored, for example (but not exclusively) at the Pinbush Archive facilities; and labelled, indexed or catalogued appropriately to enable effective reuse.

## **Guidance and Procedures Documents**

Relevant guidance and Procedures are available through the Cefas intranet and on HP Content Manager including (*although not limited to*):

### **Data Management Guidance**

- Project Data Management
- Master Data Register (MDR)
- Cefas Data Repository (CDR)
- Digital Object Identifiers DOI's
- Data Stewards
- **Data Storage**
- **Storing Data from Completed Projects**

### **Managing Projects**

- Setting up Project Storage Space
- Document Naming Guidance
- Storing Data from Completed Projects
- Project and Data Management Overview – active chart
- Cefas Project, Document and Data Management Lifecycle

## **Related Policies**

- Record Management
- Personal Information Charter
- [Accessible Documents](#)
- Cookies

Any changes to the guidance of procedures will be communicated as appropriate.

I give my full backing to this policy and will support all those who endeavour to carry it out.



A handwritten signature in black ink, appearing to read "N. Hornby", written over a light blue rectangular background.

Neil Hornby  
Chief Executive