

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 agreement. This also 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, assigned Data Stewards and Data Managers. The [Data Governance, Systems and Support Team](#) is available to provide centralised advice, tools and support.

Application

Cefas aims to follow and raise awareness of:

- [Defra Group Data Principles](#) - 9 principles that apply to all data whatever size, type, format of 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.
- [FAIR Data Principles](#) with specific emphasis on enhancing the ability of machines to automatically find and use data, in addition to supporting reuse.
 - **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](#). These 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.
- We 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](#) 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](#).
- Open access is also provided externally via an online metadata/data portal the [Cefas Data Hub](#).

Monitoring and engagement

To ensure continual improvement in our processes, Cefas will actively collaborate with research institutions, regulatory and statutory organisations, and marine industry nationally and worldwide.

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](#)

Storage and archival

Digital and computer-readable data will be preserved in secure, backed-up and recoverable infrastructure with adequate metadata and/or documentation.

Non-digital data which is still significant will be securely stored, for example 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 intranet and on HP Content Manager including:

Data Management pages

- Project Data Management
- Master Data Register (MDR)
- Cefas Data Repository (CDR)
- Cefas Data Hub
- Digital Object Identifiers DOI's
- Function Areas
- The role of a Data Steward
- Closing Cefas Data Plans CDPs

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 Regulations and Policies

- CPP014 Information Security
- CPP016 Record Management
- CPP025 Data Protection

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

Tom Karsten
Chief Executive