Uniarts Helsinki research data policy
Action plan starting 2020

Links updated May 2024

Research data into action	How	Primary actor	Other participants	Items of note/existing instructions
1. Uniarts Helsinki follows the FAIR principles, especially regarding digital research data, meaning that it should be Findable, Accessible, Interoperable and Re-usable. For non-digital research data, these principles are used as applicable, in particular with regard to findability and accessibility.				
Guidance on the FAIR principles for digital research data	Online library guide maintenance, advice, training	Library	Research services	[Research data management guide](#)
Guidance on the FAIR principles for *non-digital* research data	Online library guide maintenance, advice, training	Library	Research services, archive	
2. When accessing and managing research data, Uniarts Helsinki adheres to the responsible conduct of research and ethics guidelines determined by the Finnish National Board on Research Integrity TENK. The university protects confidential information while ensuring information security and data protection in accordance with legislation, good scientific practice and the guidelines and recommendations issued by the university.				
Protection of confidential information	Guidance, instructions and forms, training	Data Protection Officer		[Data protection in research (Artsi)](#)
Information security in research data	Guidance, instructions and forms, training	Data Protection Officer/IT Services		[Project guide for researchers: data protection and data security](#)

				Processing of personal data and data protection (Artsi)
Data protection in research data	Guidance, instructions and forms, training	Research services	Legal services, Data Protection Officer	Data protection in research (Artsi)

3. Uniarts Helsinki includes research data management in the studies of doctoral candidates and in the orientation of researchers and research staff.

Inclusion of research data management in studies	As part of teaching, supervision and research	Research centres, academies, their departments, doctoral programmes, doctoral schools and head researchers on research projects	The library provides relevant training; teaching modules	Research data management guide lib.research@uniarts.fi
Researcher orientation in research data management	As part of teaching, supervision and research	Research centres, academies, their departments, doctoral programmes, doctoral schools and head researchers on research projects	The library provides relevant training; teaching modules	Research data management guide lib.research@uniarts.fi

4. Uniarts Helsinki provides training related to good data management practices.

Provision of data management training	Training	Library	Research services	Research data management guide lib.research@uniarts.fi

5. Uniarts Helsinki will further develop research data infrastructure for researchers and research groups, including tools and services that support the management, use, discovery and distribution of data. The data infrastructure will be built and developed in collaboration with national and international actors, taking into account the services and infrastructures they provide.

Up-to-date tools	Procurement of equipment	IT services	Research services (researcher work units)	Tools: procured in accordance with the procurement instructions valid at that time (found in Artsi on page https://uniartsfi.sharepoint.com/sites/artsi-ohjeet-tyoarkeen/SitePages/en/Puhelimen-kaytto.aspx)

	Systems used	System owners	IT services	Collaboration model between system owners and IT (available in Artsi on page https://uniartsfi.sharepoint.com/sites/artsi-ohjeet-tyoarkeen/SitePages/en/Ohjelmistot-ja-kayttoohjeet.aspx)
National and international services and infrastructures	Cooperation with external services	Library	Research services, IT services	Fairdata.fi Research data management guide: Store and open

6. A data management plan is always prepared as part of research.

Support for preparing a data management plan	The library provides help with using DMP-Tuuli: commenting on plans, guidance on how to use DMP-Tuuli, online library guides	Library	Research services	DMPTuuli guide

7. The rights of ownership and use of research data must always be agreed upon before the launch of a study, taking into account relevant legislation and the terms and conditions of agreements and funding organisations when processing, publishing or submitting data.

	Advice on funding (Research services), contractual matters (Legal services)	Research services (advice on funding), Legal services (contractual matters)		Project guide for researchers: Contracts and copyright Research funding application guide: Application-phase agreements

8. Metadata (i.e. descriptions of data) is essential for both digital and non-digital data. Pertinent metadata on the owner, legal restrictions and user licences ensure that the data can be understood both during collection and processing and later during the life cycle of the research data.

Using metadata	Advice in the library,	Library		Helsinki Term Bank for the Arts and Sciences

				Finto
	external glossary and ontology services			
9. It is recommended that research data be shared and open. If necessary, access to research data may be restricted. Restrictions may include provisions on privacy, confidentiality, security or project agreements or intellectual property rights.				
Restrictions on research data	Specification of data restrictions	Research author/research project head		
Interpretation of project agreements and intellectual property rights	Interpretation of contracts	Legal services, copyright lawyer (Uniarts/Aalto)		

International and national guidelines related to research data policy

Guidelines on FAIR Data Management in Horizon 2020 (PDF)

FSD Data Management Guidelines

TENK Research Integrity

Open science and research (AVOTT): Open Data

UNIFI Open Science and Data Action Progamme (PDF)

Guidelines prepared by Uniarts Helsinki

Uniarts Helsinki: Open science and research

Research Data Management guide

Guidelines for research data management (Artsi)

Data protection in research (Artsi)

[Archiving and storing of documents (Artsi)](#)