Retaining records and research data

Research Governance & Regulation (RGR)

Appropriate mechanisms of storage and periods of retention for research data

Research data storage

- ✓ Long-term storage and access to research data **should** be managed through an appropriate funder-provided, discipline-specific or institutional facility.
- ✓ You **should**, wherever possible, store primary and secondary research data in a secure and accessible form.
- ✓ Research data resulting from a study **should** be available to other researchers or authority, so that they may replicate the study or elaborate on its findings.

Destruction of confidential information

- ✓ Confidential information (including personal data) **must** be destroyed and disposed of securely once it is no longer required, after agreed periods of retention have expired, or in cases where destruction is required for legal or ethical reasons.
- ✓ Sensitive paper documents should be shredded, and electronic data should be securely erased.
- ✓ If you are conducting research within Manx Care, you **should** seek assistance from GTS for advice on the secure disposal of electronic data. In addition, you must ensure that you comply with any additional legal or ethical requirements, or requirements from research funders or collaborating organisations, regarding the secure disposal of confidential data.

Clinical Trials

- ✓ For data and documents related to clinical trials, researchers must be aware of Manx Care responsibilities as a sponsor of clinical trials, and ensure that they retain the essential documents required by the Clinical trials - Regulation EU No 536/2014 or any other applicable or subsequent regulations.
- ✓ All procedures advised by the Research Governance and Regulation must be followed.

Records Retention

- ✓ Data **must** be retained intact for a period required by an approving body, the research funder or under legislation.
- ✓ The term '**data**' here includes all unpublished evidence, whether numerical or otherwise, on which the publication is based and from which results can be replicated or reproduced.
- ✓ Hard copy, such as laboratory notes, field notes, questionnaire responses, signed consent forms, the research protocol for the project, photographic records, and subsequent electronic files should all be retained.
- ✓ The Isle of Man Research Ethics Committees, funders or approving bodies may, for an individual project, extend the length of retention period or redefine the minimum data that should be retained if they consider it appropriate. Researchers must ensure that they abide by the retention requirements of any relevant bodies and any project specific variations.

Researchers should be aware that the retention periods may vary, in line with regulatory requirements, and should ensure that they are aware of any changes to data retention regulations and abide by them. You may find the following links useful:

Manx care: Information Governance Policies and Procedures

Retention of Records Policy Nobles

Retention of Records Policy – Schedule Clinical

Retention of Records Policy – Schedule Non-clinical

NHS Records Management

Records Management Code of Practice 2021: A guide to the management of health and care records

Information Commissioner, Isle of Man

https://www.inforights.im/

Isle of Man Government On-line Legislation

https://legislation.gov.im/cms/

UKRI: GDPR and Research – An Overview for Researchers

https://www.ukri.org/about-us/policies-standards-and-data/gdpr-and-research-an-overview-for-researchers/

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