Data management policy

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General objectives

The Center for Cultural Policy Research Cupore is the cultural policy research expert body in Finland. Cupore produces and disseminates research and information on arts and cultural policy and acts as a forum for discussion and debate on cultural policy issues both in Finland and internationally.

Good research data management is a prerequisite for producing high-quality research data[1]. Cupore develops data management in terms of ethics, data security and transparency. Researchers must use research data in a manner that enables the verification of its use and the research results based on it whenever necessary.

This data management policy describes the objectives of the development of data management and the measures used. Research data management is ensured at all stages of the research process: in planning, implementation, recording, storage and reuse. The aim is to further improve the use of data both during and after the research stage.

Working principles

Data management responsibilities

Data management and promoting the reuse of data are an essential part of Cupore's research activities. A data management plan is drawn up for every research project and adapted to the project's requirements.

The working principles established under the policy are supported by Cupore's Data Management Guidelines. All members of a research group are responsible for complying with these principles. If necessary, the Data Management Guidelines will be updated and further specified.

In collaboration projects, the data management plan is prepared by the responsible partner unless otherwise agreed. If the collaboration relationship is an equal partnership, a joint data management plan may be prepared. Where there are discrepancies between the parties' standards for the data management plan, the plan will be drawn up in accordance with the stricter guidelines. This is agreed upon at the contract and negotiation stage.

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[1] Research data refers to data, in whatever form, used in research.

Cupore has undertaken to comply with the principles of the responsible conduct of research and the general ethical principles in human sciences research. These principles are also adhered to when cooperating with other organisations than research organisations.

Before commencing research it is verified whether ethical review is necessary. The review is carried out by Cupore's Research Board, which may consult external parties if necessary.

Data processing and storage

Careful documentation of data collection and processing is essential for data and research quality. The description and documentation of research data are based on Cupore's Data Management Guidelines.

Of the research data used in all Cupore research projects at least metadata are recorded. The need for long-term preservation and the storage site are determined on a case-by-case basis. If long-term preservation is considered necessary, the data is processed in compliance with long-term preservation standards.

The storage period is determined on the basis of the need for use and the value for further research as well as the requirements of the Finnish Data Protection Act (2018/1050).

The ownership rights and copyright to the data and the right to use the data

In principle, Cupore is the holder of the ownership rights and the copyright to the data generated by research as well as the right to use it. These rights are agreed upon when preparing the data management plan prior to starting actual research work. If the project receives external funding or is a cooperation project, the ownership rights, copyright and right to use data are agreed upon when concluding the contracts.

As a general rule, Cupore's publications are open access and downloadable from the Cupore website. The level of openness is determined on the basis of an ethical review and the degree of publicity required by the funding providers.

The right to use research data containing personal data is determined by law. If necessary, the research subjects' consent to research is obtained.

Data protection

The content of research data is protected both by technical means and by processing the data in accordance with research ethics. Research data containing personal data are administered as required by law.

Compliance with data security requirements is ensured by storing the data in a safe place and by allowing only persons carrying out research to access the data.

Once the research has been completed, data are transferred to a safe place for storage. All needless personal data are erased and unnecessary data destroyed.

Training and support

Data management calls for training and support. Cupore ensures that employees are offered training on the subject.

Cupore's Data Management Working Group is responsible for updating the guidelines and for providing information on data management.