

## Guidelines for archiving research data in the Faculty of Music

The best way for research data (deriving from undergraduate, graduate, post-doc projects, etc.) to be archived and shared is by uploading it to a repository. If there is no discipline-specific repository available or appropriate for your particular output, there is Apollo, the University of Cambridge repository (<https://www.repository.cam.ac.uk>). **You should note that large datasets (>20 GB) may incur deposit and storage costs.**

Existing Faculty of Music outputs (including data) are in Apollo at: <https://www.repository.cam.ac.uk/handle/1810/536>.

All data deposited in Apollo will be publicly available (i.e. open to all and not just other researchers). If the data is associated with a publication, then the dataset (but not the associated metadata) can be embargoed until the article/book has been published. Authors of datasets can choose how to licence their data, giving them control over how the data is used and shared (see: <https://www.data.cam.ac.uk/faq#licensing>).

If students do not wish to share their data openly, there are no options for long-term archiving other than in Apollo.

The University of Cambridge has a Research Data Management Policy Framework available here: <https://www.data.cam.ac.uk/university-policy>

Some useful links with information on how to upload data to the repository and who can do so:

- Information on the RDMP website in relation to 'What shall I do to make my data available?': <https://www.data.cam.ac.uk/repository>
- How to upload data to the repository: <https://www.data.cam.ac.uk/upload>
- Guidance on who can submit data to the repository: <https://www.data.cam.ac.uk/repository/guidance-data-submission-process>

Undergraduates do not have Symplectic Elements accounts but it is possible for those with an Elements account (e.g. supervisors) to contribute datasets on an undergraduate's behalf, naming the undergraduate as the author.

**All data uploaded to a depository should be anonymised so as to ensure that participants cannot be identified unless they have explicitly agreed that their identities may be made public. You should ensure that you have read and followed the guidance provided by the University on undertaking research involving personal data. You should ensure that you are using the appropriate consent forms produced by the Faculty of Music to provide participants in your research with the information required if they wish to review the data concerning them that is held in the repository or to withdraw it.**

**Research data should be held in a repository for as long as is required to allow access to other researchers.**

**Note that the 'Data Controller' for the purposes of GDPR for all research conducted within the Faculty of Music is the 'University of Cambridge, and the point of contact for participant access requests is the University Data Protection Officer (The Old Schools, Trinity Lane, Cambridge CB2 1TN, tel. 01223 332320, fax 01223 332332, email: [data.protection@admin.cam.ac.uk](mailto:data.protection@admin.cam.ac.uk)).**