



# **KENYA MARINE AND FISHERIES RESEARCH INSTITUTE**

## **DATA AND KNOWLEDGE MANAGEMENT (DKM) UNIT**

### **DATA MANAGEMENT POLICY**

JULY, 2019

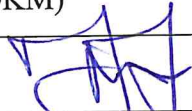
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## KENYA MARINE AND FISHERIES RESEARCH INSTITUTE

### TITLE: DATA MANAGEMENT POLICY

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#### 1.0 DOCUMENT CHANGES

Date	Changes	Authorized	Ref. No.

## Contents

FOREWORD .....	1
ABBREVIATIONS.....	2
AUDIENCE.....	2
BACKGROUND AND PURPOSE.....	2
BENEFITS .....	2
SCOPE .....	3
INTRODUCTION .....	3
RESPONSIBILITIES .....	3
DATA STORAGE AND RETENTION.....	4
DATA ACCESSIBILITY .....	5
AUTHORITY.....	5
FAILURE TO HANDLE RESEARCH DATA AS BREACHES OF THE CODE .....	5
IMPLEMENTATION DATE.....	5
OWNERSHIP AND REVIEW .....	5

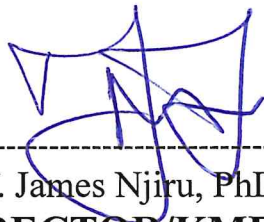
## FOREWORD

The core mandate of KMFRI involves generation of knowledge in all its form to influence policy on management of aquatic resources in Kenya. This may also include the waters contiguous that may influence the conduct of good governance in its many forms. Often the knowledge is generated from data collected or data exchanged with our partners.

Often we assure our research practitioners and collaborators that data so obtained is safe and secure and is regulated in order to serve our course.

In so doing KMFRI has now undertaken to document and formalize our conduct of data management to ensure that chain is well described and is benefit to our interested parties.

Any disputes that may arise would be handled amicably and to the satisfaction of all the parties concerned.



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Prof. James Njiru, PhD  
**DIRECTOR/KMFRI**

## **ABBREVIATIONS**

KMFRI – Kenya Marine and Fisheries Research Institute

DKM-Unit – Data and Knowledge Management Unit

## **AUDIENCE**

1. The audience for this policy is the Principal investigators, Project Coordinators and scientists and technicians taking part in grant funded science projects, bilateral and multi-lateral funded research activities and the Government of Kenya research funded projects being administered by KMFRI.

## **BACKGROUND AND PURPOSE**

2. KMFRI conducts a broad range of aquatic and fisheries research. The resulting research data is used to generate knowledge on status and trends of the aquatic systems and the associated resources. The purpose of this policy is to implement a system of managing the data arising from the research for preservation and re-use.
3. Data generated in KMFRI include recorded and derived observations and measurements of the ecology, fish, chemical, biological, physical conditions of the lakes, rivers and the ocean. Socio-economic data is also included as well as numerical model outputs and data collected in a laboratory or other controlled environment.

## **BENEFITS**

4. The Institute will collect and preserve data generated by scientists for present use and for continuity
5. The external customers of the Institute will obtain the data without undue delay
6. The policy will effectively address loss of data

7. Data sharing will be enhanced
8. Scientists will benefit from safe custodial of data as a disaster recovery remedy

## **SCOPE**

9. This policy applies to both marine and freshwater research data generated by KMFRI research scientists

## **INTRODUCTION**

10. Data underpinning research conducted at KMFRI (including electronic data) must be recorded in a durable and appropriately referenced form (referred to as Metadata)..
11. Researchers must maintain a catalogue of all research data in an accessible form.
12. Research Material and data related to publications must be available for discussion with other researchers (unless confidentiality provisions apply).
13. Research data and materials remain the property of KMFRI, unless subject to a third party agreement.

## **RESPONSIBILITIES**

14. Researchers are responsible for ensuring appropriate security for any confidential material, including that held in computing systems. Where computing systems are accessible through networks, particular attention to security of confidential data is required.
15. Researchers have a responsibility to keep full, accurate and legible records of research methods, research data and primary materials (including laboratory notebooks and electronic data) in a durable, organised and accessible manner.
16. Adequate records of the source of research material, experimental data and authorship must be maintained in a secure place after publication and must be recoverable should questions arise



## DATA STORAGE AND RETENTION

17. Research material and data, and registers of that material and data, must be kept in a format, and for a period, that conforms to the requirements of the funding agency or publisher guidelines or in accordance with discipline norms, whichever is the longer period.
18. Wherever possible, original data (and, where relevant, materials or samples) should be retained in the research unit in which they were generated. If required, individual researchers can hold copies of the data for their own use. Retention solely by the individual researcher is not permitted, as it may not protect the researcher or KMFRI in the event that the veracity of the data is questioned
  - a. If the original data are retained by the researcher, the Director must be formally advised of its location and have the ability to access the data.
  - b. Researchers should also give consideration as to whether specimens or samples should be retained in research repositories such as National Museums of Kenya.
  - c. Where research material is not kept within KMFRI, a written record of the location of data must be retained by the researcher and Department.
19. At the end of a research project which has been hosted by KMFRI, research data and materials remain the property of KMFRI, unless subject to a third party agreement.
20. Where a researcher moves from KMFRI, original data must remain at KMFRI, otherwise written agreement must be reached with the new organisation covering ownership and storage of research data.
21. When research is carried out at multiple organisations, agreement must be reached in writing and these must clearly specify the principles of storage and retention of research data within each organisation.
22. When the data are obtained from limited access databases (or an external database), or via a contractual arrangement, written indication of the location of the original data, or key information regarding the database from which it was collected, must be retained by the researcher or Department.

## **DATA ACCESSIBILITY**

23. Data related to publications must be available for discussion with other researchers. Where confidentiality provisions apply (for example, where the researchers or the institution have given undertakings to third parties, such as the subjects of the research), it is desirable for data to be kept in a way such that reference to them by third parties can occur without breaching such confidentiality.

## **AUTHORITY**

24. Official documents applicable to this policy include:

- KMFRI Research policy
- KMFRI research intellectual property rights
- KMFRI ICT Policy

## **FAILURE TO HANDLE RESEARCH DATA AS BREACHES OF THE CODE**

25. The Director may determine that a breach of this Policy may be dealt with as a research misconduct.

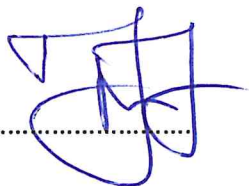
## **IMPLEMENTATION DATE**

26. The policy will come into force as soon as it is assented to by the Director, KMFRI

## **OWNERSHIP AND REVIEW**

27. This policy shall be reviewed at least every three years and revised as needed

Signed.....



Date: 21-08-2019

**DIRECTOR/KMFRI**