

# RESEARCH DATA MANAGEMENT POLICY

## Prime Expertise Limited

Plot 1040, Haile Selassie Road, Masaki,  
P.O. Box 60021,  
Dar es Salaam, 14111  
Tanzania.



EFFECTIVE DATE	March 2022	DATE OF LAST REVISION	March 2024	VERSION NO.	1.0.3
----------------	------------	-----------------------	------------	-------------	-------

APPLIES TO					
GROUP 1	Associates	GROUP 2	Employees	GROUP 3	Partners
GROUP 4	Interns	GROUP 5	—	GROUP 6	—

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	RESPONSIBILITY
1.0.2	Board of Directors	March 2023	Annual review to identify and address gaps or inconsistencies	Managing Director
1.0.3	Board of Directors	March 2024	Annual review to identify and address gaps or inconsistencies	Managing Director

## Purpose

Prime Expertise is committed to complying with the National Research Integrity Framework of Tanzania (the Framework) and other relevant laws, regulations, and guidelines. The purpose of this Policy is to make clear the responsibilities of Prime Expertise and its associates and employees regarding the management, storage, access, retention, and disposal of research data<sup>1</sup> and primary research materials in order to adhere to accepted good practices.

## Scope

The Policy applies to all the consulting assignments undertaken by the associates of Prime Expertise across Tanzania, East Africa, and beyond.

Prime Expertise will also apply the principles of this Policy in its interactions with other stakeholders, such as consortium partners.

The term “Prime Expertise personnel or personnel” is used throughout this Policy to cover all associates, employees, interns, and partners.

The Policy covers the following:

- Research data management plan;
- Storage of research data and primary research materials;
- Access to research data and primary research materials;
- Retention and disposal of research data and primary research materials;
- Data sovereignty; and
- Register of research data.

<sup>1</sup> The definition of research data for the purpose of this Policy is digital or analog information that is collected, observed, created or reused to produce, validate and enrich research findings and conclusions.

## Research data management plan

Associates are responsible for:

- Developing, reviewing, and adhering to a Research Data Management Plan (the Plan) in accordance with this Policy, when commencing and throughout consultancy assignments;
- Complying with any contractual, intellectual property, confidentiality agreements, ethical, and legal requirements relevant to the assignment when developing the Plan; and
- Update the Plan to reflect changing circumstances where necessary.

## Storage of research data and primary research materials

To ensure the longevity and appropriate accessibility of data and primary research materials, Prime Expertise will make sure that data is archived and managed securely and is done in accordance with the Framework as well as the client's requirements.

In the instance where Prime Expertise is merely responsible for the collection and storage of data, Prime Expertise will:

- Comply with the Framework and other relevant legislation, regulations, and guidelines in Tanzania, specifically at the national level and/or other regional secretariats and/or district councils where data is collected and stored by our associates;
- Ensure any hard-copy documents (specifically from the qualitative studies) are locked in cabinets in Prime Expertise's office and are disposed of in a secure storage bin at the conclusion of their use. If a Prime Expertise associate leaves or is terminated, s/he will be required to return all copies, documents, and items relating to Prime Expertise assignments in her or his possession;
- Ensure that access to assignment folders on computer systems is limited to authorized personnel only and that they are password protected;
- Ensure datasets are preserved in location and format in accordance with the Framework and as agreed with the client during the inception stage of an assignment or in accordance with the client's Terms of Reference for an assignment;
- Ensure that any individuals and/or organisation that can be consulted in the future about the research deliverables, if not the current client, are identified and, with their permission, their contact details stored with the deliverables;
- Anticipate that technology will change, and consider how that might affect the use and storage of the research data in the future.

In instances where Prime Expertise uses third-party research tools (i.e., in consortiums or partnerships), Prime Expertise will:

- Ensure that the third party is aware of the Framework and implements appropriate technical standards in relation to the use and storage, including metadata protocols;
- Seek to store data in these third-party research tools/ apps in ways that incorporate the perspectives of clients in the management of their research data.

## Access to research data and primary research materials

To ensure ongoing Indigenous governance, Prime Expertise adopts the CARE principles with regards to data access. These are Collective Benefit, Authority to Control, Responsibility, and Ethics.

- **Collective Benefit:** Data ecosystems shall be designed and function in ways that enable the client to derive benefit from the data.
- **Authority to Control:** The client's rights and interests in Indigenous data must be recognised and their authority to control such data must be empowered.
- **Responsibility:** Those working with Indigenous data have a responsibility to share how those data are used and the benefits accruing to the client.
- **Ethics:** Client's rights and interests should be the primary concern at all stages of the data life cycle and across the data ecosystem.

Additionally, Prime Expertise will:

- De-identify data as needed;
- Show or distribute restricted material only with the expressed permission of those who provided it or are responsible for it, i.e., the client; and
- Be aware of any potential for third-party access to the data.

## Retention and disposal of research data and primary research materials

Prime Expertise will ensure that the retention and destruction of research data is:

- in accord with research discipline-specific practices and standards;
- compliant with relevant privacy, ethical, and publication requirements; and
- compliant with other relevant laws, regulations, and guidelines.

The minimum period for retention of research data is 24 months from the date of assignment closure.

## Data sovereignty

- As a result of the research study, the client has ownership of the final deliverables.
- Prime Expertise owns Background Intellectual Property (BIP). This refers to the assignment's IP, which includes data collection guides, plans, and research methods.

Prime Expertise is committed to Indigenous data sovereignty. This refers to Indigenous data that is, or should be, governed and owned by the client from the very creation of that data through its collection, access, analysis, interpretation, management, dissemination, potential future use, and storage.

Prime Expertise will develop strategies to ensure our capacity to implement data sovereignty over time.

## Register of research data

Prime Expertise will develop and maintain a centralized research data register.

## Amendments

Please note that this Policy is subject to change from time to time. Any changes to this Policy made in the future will be reflected on the Prime Expertise website.

## Relevant legislations

National Research Registration and Clearance Guidelines 2022, available at: <https://costech.or.tz/download-document/2503ea27-0c66-412a-a8d8-bd9f163ddf22%7D>.

National Research Integrity Framework of Tanzania 2020, available at: <https://costech.or.tz/download-document/78535584-b05a-41e7-89b7-e1a764f502a5%7D>.

The Personal Data Protection Act 2022, Act No. 11 of 2022, available at: [http://www.parliament.go.tz/polis/uploads/bills/1664436755-document%20\(38\).pdf](http://www.parliament.go.tz/polis/uploads/bills/1664436755-document%20(38).pdf).

## Related policy

Data Protection and Privacy Policy, available at: <https://primeexpertise.co.tz/wp-content/uploads/2024/07/Data-Protection-Privacy-Policy.pdf>.

## Supporting document

Care Principles for Indigenous Data Governance, available at: <https://www.gida-global.org/care>.