Czech University of Life Sciences Prague

UNOFFICIAL TRANSLATION

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Regulation order Number	**19/2026**	**Effective from**	23.07.2026
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As Amended	Irrelevant		
Brief Description	Regulation establishes binding rules and fundamental principles for research data management, sets out the duties and responsibilities of persons engaged in scholarly and research activities, and describes the institutional support and infrastructure.		
Expert Guarantor	Director of Library		
Approved by	Irrelevant	**Date**	[Datum schválení]
Issued by	Prof. PhDr. Michal Lošťák, Ph.D., Rector	**Date**	23.07.2026

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Rector´s Regulation
No. 19/2026

Research Data Management at the Czech University of Life Sciences Prague

Article 1

Introductory Provisions

(1) This Regulation applies to the Czech University of Life Sciences Prague and all its parts (hereinafter also referred to as "CZU") and lays down binding rules for research data management in all stages of its lifecycle, from planning and collection to sharing, long-term archiving and disposal, where applicable.

(2) Research data are an integral part of scientific knowledge, and their high-quality management is a fundamental prerequisite for the transparency, reproducibility and trustworthiness of research. In the context of open science, research data management, access to and protection of research data constitute key elements of modern research infrastructure, responsible research and the societal relevance of science. As a public research institution, CZU subscribes to these values and supports their systematic implementation across all disciplines.

(3) This Regulation has been prepared in accordance, in particular, with the following legislation and documents:

a. Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Regulation 95/46/EC (General Data Protection Regulation) (hereinafter also "GDPR"), and Act No. 110/2019 Coll., on the Processing of Personal Data, as amended,
b. Act No. 499/2004 Coll., on Archives and Records Management and on Amendments to Certain Acts, as amended,
c. Act No. 121/2000 Coll., on Copyright, Rights Related to Copyright and on Amendments to Certain Acts (the Copyright Act), as amended,
d. Act No. 130/2002 Coll., on Support for Research, Experimental Development and Innovation from Public Funds and on Amendments to Certain Related Acts (the Act on Support for Research, Experimental Development and Innovation), as amended, or Act No. 328/2025 Coll., on Research, Development, Innovation and Knowledge Transfer, as amended, with effect from 01 January 2027,
e. Act No. 106/1999 Coll., on Free Access to Information, as amended,
f. Act No. 264/2025 Coll., on Cyber Security, as amended,
g. Regulation (EU) 2019/1024 of the European Parliament and of the Council of 20 June 2019 on open data and the re-use of public sector information (recast),

h. the Code of Ethics of the Czech University of Life Sciences Prague.

(4) This Regulation is also based on the principles of open science and research integrity, which regard research data management as an integral part of the research process. Particular emphasis is placed on compliance with the FAIR principles, which constitute the fundamental framework for the findability, accessibility, interoperability and reusability of research data across disciplines and institutions.

(5) This Regulation is binding on all persons involved in scholarly and research activities at CZU or carrying out such activities on behalf of CZU. Individual deans and, where appropriate, the Director of the Institute of Education and Communication may, in accordance with this Regulation, lay down specific conditions for research data management with regard to discipline-specific and workplace-specific requirements.

(6) This Regulation applies to all research data generated in the course of scholarly and research activities funded from public, institutional or commercial sources, including contract research and partnerships with external entities. Where external conditions, such as a grant agreement, consortium agreement or non-disclosure agreement, lay down stricter rules for research data management, those rules shall take precedence.

Article 2
Definitions

(1) For the purposes of this Regulation, the following terms are used:

a. **Research data** – all information created, collected or derived in the course of research that serve as evidence for verifying or reproducing results, regardless of form and medium, whether electronic or physical, including software and source code, biological samples, laboratory records, field protocols or information carriers. During the research data lifecycle, research data may take the form of live (active) research data, which are continuously modified and versioned, or, after processing has been completed, for example after collection, cleaning, analysis and validation, final research data intended to be preserved and, where appropriate, made available. Research data also include data containing personal or sensitive data, data protected by intellectual property rights, software, databases, and image, audio, spatial or other structured or unstructured research data generated in the course of scholarly and research activities.

b. **Persons involved in scholarly and research activities** – all persons operating at CZU or cooperating on scholarly and research activities on behalf of CZU who participate in the preparation, implementation, processing or support of scholarly and research activities. These persons include, in particular, academic and research staff, doctoral, master's and bachelor's students, technical and administrative staff, and persons cooperating on the basis of a contractual relationship. This group also includes other cooperating persons or entities that participate in the research, for example by collecting, providing or processing research data, depending on the nature and extent of their involvement. These persons act in accordance with the instructions of the Researcher or the head of the research team, or an authorised person.

c. **Researcher** – a person who works with research data throughout their lifecycle, for example by planning, collecting, creating, processing, documenting, sharing and preserving them in the long term. In team-based activity, this role is fulfilled by the head of the research team, or by a person authorised by them.
d. **Metadata** – information describing the structure, context and properties of research data. Metadata enable the identification, discovery, understanding and further processing of research data both within and beyond the original research context.
e. **Persistent identifier** – a permanently assigned, unique and machine-readable identifier that enables the reliable citation, discovery and management of digital objects, persons or institutions within the research environment. Within CZU, commonly used identifiers such as DOI (Digital Object Identifier), ORCID (Open Researcher and Contributor IDentifier) and ROR (Research Organization Registry) are used.
f. **Repository** – a trusted digital system intended for the long-term preservation, management, sharing and, where appropriate, publication of research data and related outputs. Within CZU, repositories must be used that allow the assignment of persistent identifiers, metadata management and the management of access rights in accordance with legal and institutional requirements. Where the conditions of funding by an external entity, for example in international projects, so require, the repository must also comply with those conditions.
g. **Storage environment** – a digital space intended for the temporary or ongoing storage, sharing and backup of research data during their active processing. A storage environment serves to ensure secure access to and protection of research data during scholarly and research activities, but it is not intended for the long-term preservation or publication of such data. Repositories are used for the long-term preservation of research data and for making them available.
h. **FAIR principles** – requirements for research data management that ensure that research data are findable, accessible, interoperable and reusable in the long term. Research data generated in the course of scholarly and research activities at CZU must be managed in accordance with these principles, from both the technical and documentation perspectives, including the provision of metadata, licences and infrastructure.
i. **Data Management Plan** (hereinafter also "DMP") – a living document describing how research data will be managed throughout their lifecycle, i.e. how such data will be collected, organised, secured, documented, preserved, shared and, where applicable, made available. The DMP is updated continuously according to the development of scholarly and research activities and in accordance with the FAIR principles.
j. **Personal data** – information relating to an identified or identifiable natural person, for example name, identifiers, location data, online identifiers or factors specific to an individual identity. The handling of personal data must take place in accordance with the Rector's Regulation concerning the handling, protection and processing of personal data.
k. **Sensitive data** – special categories of personal data whose processing requires enhanced protection; typically, this includes data concerning health, genetic and

biometric data for the purpose of unique identification, political opinions, religious or philosophical beliefs and sexual orientation. Such data are processed only under the conditions laid down by legal regulations, using appropriate technical and organisational measures, for example pseudonymisation or anonymisation, in accordance with the Rector's Regulation concerning the handling, protection and processing of personal data.

l. **Pseudonymisation and anonymisation** – personal data processing procedures that reduce or remove the possibility of identifying a data subject; additional information, for example keys or tables, where necessary, is kept separately and protected by appropriate security, technical and organisational measures. Pseudonymisation is reversible, provided the additional information is available, whereas anonymisation is, in principle, irreversible and research data modified in this way are no longer considered personal data.

m. **Intellectual property** – includes rights to the results of scholarly and research activities, in particular to research data, software, databases, documentation and other outputs that have the nature of a copyrighted work or another protected output under Act No. 121/2000 Coll., on Copyright, Rights Related to Copyright and on Amendments to Certain Acts (the Copyright Act), as amended; Act No. 527/1990 Coll., on Inventions and Rationalisation Proposals, as amended; Act No. 207/2000 Coll., on the Protection of Industrial Designs and on Amendments to Act No. 527/1990 Coll., on Inventions, Industrial Designs and Rationalisation Proposals, as amended; Act No. 478/1992 Coll., on Utility Models, as amended; Act No. 441/2003 Coll., on Trademarks and on Amendments to Act No. 6/2002 Coll., on Courts, Judges, Lay Judges and the State Administration of Courts and on Amendments to Certain Other Acts (the Act on Courts and Judges), as amended (the Trademark Act), as amended; and related legislation, in particular Act No. 130/2002 Coll., on Support for Research, Experimental Development and Innovation from Public Funds and on Amendments to Certain Related Acts (the Act on Support for Research, Experimental Development and Innovation), as amended.

n. **Licence** – a legal instrument determining the conditions for the handling of research data and their further use by third parties. In the context of open sharing of research data, standardised open licences are used in particular, or contractual arrangements with third parties. The choice of licence must correspond to the legal framework, the requirements of funding providers and specific characteristics of the project.

Article 3
Duties and Responsibilities

(1) Within CZU, an institutional framework and support infrastructure for research data management are established. For this purpose, the following are ensured:

a. support for the use of trusted storage environments and repositories for the short-term and long-term preservation of research data, including support for data security, management of access rights and long-term preservation;

b. methodological, technical and legal support for researchers in the area of research data management, including training and consultancy;
c. the continuous development of an education system, methodological support and awareness-raising in the area of research data management and open science, and monitoring of the development of relevant national and international standards and best practices;
d. the provision of tools for planning research data management;
e. the definition of rules for the handover, making available and archiving of research data upon termination of research activities or employment;
f. support for the compliance of scholarly and research activities with ethical principles, applicable legal regulations and the principles of open science;
g. appropriate control mechanisms for verifying compliance with this Regulation, in particular when approving projects, evaluating research outputs and depositing research data in repositories.

(2) The Researcher is obliged to familiarise themselves with this Regulation, to comply with its provisions and to ensure research data management in accordance with this Regulation. Each person involved in scholarly and research activities is responsible for research data management to the extent corresponding to their role and degree of involvement in the research. In team-based activities, overall responsibility for research data management rests with the Researcher, who may entrust another researcher or a person involved in scholarly and research activities with the performance of individual research data management tasks. The authorised researcher or authorised person is obliged to perform the individual research data management tasks in accordance with this Regulation and is responsible for proper performance of such tasks. The Researcher is further obliged to ensure that persons involved in scholarly and research activities who are not in an employment relationship with CZU are, to an appropriate extent and in a demonstrable manner, familiarised with this Regulation and its relevant provisions.

The Researcher's responsibility for research data management includes:

a. preparing, regularly updating and retaining the DMP;
b. ensuring the secure storage and long-term archiving of research data, including the management of access rights;
c. ensuring proper and continuous documentation of research data and their processing in accordance with this Regulation;
d. creating metadata and selecting an appropriate repository and licence for making research data available, including assessing the compliance of the repository conditions with legal, contractual and institutional requirements;
e. ensuring the quality, integrity and auditability of research data, including checking their completeness and consistency;
f. assessing the ethical aspects of the collection and processing of research data and ensuring the relevant permissions or consents according to the nature of the research, for example informed consent of participants or an opinion or authorisation from an Ethics Committee, where required;
g. ensuring the compliance of scholarly and research activities with legislative, ethical and institutional requirements;

h. in the event of termination of employment or scholarly and research activities, ensuring the handover of research data in accordance with internal rules and project documentation;
i. continuous education in the area of research data management and open science and monitoring the development of relevant national and international standards and best practices;
j. selecting research data intended for long-term archiving with regard to their scientific, legal or institutional value;
k. making research data available in a repository in accordance with this Regulation, unless this is prevented by legal, ethical, contractual or other legitimate reasons;
l. taking into account the requirements of funding providers for research data management as early as the stage of preparing the project application and ensuring that the above requirements are reflected in the Data Management Plan (DMP) and working procedures in accordance with this Regulation.

Article 4

Principles of Research Data Management

(1) All persons involved in scholarly and research activities at CZU are obliged to manage research data in accordance with the following principles:
a. Research data management is governed by applicable legal regulations and ethical standards, including personal data protection rules (under the Rector's Regulation concerning the handling, protection and processing of personal data) and information classification (under the Rector's Regulation concerning the classification and protection of information assets).
b. Research procedures, research data and metadata must be documented in a manner that enables research transparency, verification of analytical steps and replicability of conclusions.
c. The quality and integrity of research data, namely their accuracy, completeness, consistency and traceability throughout the research data lifecycle, must be ensured. All interventions in research data must be properly recorded.
d. Research data must be managed in accordance with the FAIR principles, unless prevented by legal or ethical reasons.
e. Research data intended to be preserved and made available must be stored in a repository that enables long-term archiving and the assignment of persistent identifiers.
f. The research data management process must be auditable, including documentation of versions, changes, access rights and responsible persons.

Article 5

Requirements for Research Data Management in Individual Stages of the Research Data Lifecycle

(1) Research data management takes place in all stages of the research data lifecycle. The person responsible for research data management is obliged to ensure that the following requirements are met in the individual stages of the research data lifecycle.

(2) **Planning**

a. Each scholarly and research activity funded from public sources or other sources that so require must have a DMP prepared.
b. The DMP must be prepared before the start of research data collection, regularly updated and retained throughout the implementation of scholarly and research activities.
c. The Open Science Centre (CZU Library) provides support in the form of templates, methodological guidance and tools in the area of research data management.

(3) **Research Data Collection**

a. Research data must be collected in accordance with methodological and disciplinary standards and at the same time with regard to their security, quality and integrity.
b. Research data must be kept in a trusted storage environment that ensures secure storage, backup and access management from the data collection stage.
c. Measures to protect personal and sensitive data must be adopted from the research data collection stage.
d. Research data collection must be documented sufficiently to ensure transparency and verifiability.

(4) **Processing and Documentation of Research Data**

a. During the processing of research data, versioning must be maintained, changes in research data must be recorded, and information on their processing must be retained within the storage environment used.
b. Research data must be stored in formats that are machine-readable and available in the long term.
c. Metadata describing the content, origin, structure and context are a mandatory component of research data.

(5) **Analysis of Research Data**

a. Analytical procedures and results must be stored in storage environments so as to ensure their traceability and reproducibility, for example scripts, protocols and parameters.
b. Where possible, a repeatable procedure and versioning of code or scripts must be used.

(6) **Preservation and Archiving of Research Data**

a. Research data must be retained for the period laid down by applicable regulations or contractual obligations, but for at least 10 years unless otherwise specified.
b. Research data are selected for long-term archiving with regard to their scientific, legal or institutional value.
c. Storage environments ensuring secure storage, backup and access management must be used for the preservation of research data during the research.

d. Repositories meeting technical and security standards, for example backup, integrity checks and access management, must be used for the long-term archiving of research data.

(7) **Sharing and Making Research Data Available**

a. Research data must be shared in accordance with the principle "as open as possible, as closed as necessary"[1], if the nature of the data or technical conditions allow.

b. Research data must be made available in a repository, unless prevented by legal, ethical, contractual or other legitimate reasons, for example the protection of intellectual property or sensitive data.

c. Where the making available of research data is restricted, the reason for and duration of the restriction, for example an embargo or a contractual or ethical provision, must be stated. Any restriction on making research data available must be justified and recorded in the DMP; if the DMP has not yet been prepared, the justification must be stated in the project application or other related documentation and added to the DMP without undue delay after its preparation.

d. Shared research data must be provided with an appropriate licence, for example CC BY, and a persistent identifier, for example a DOI.

(8) **Reuse of Research Data**

a. When research data are reused, the licence terms, the citation of the research data, including persistent identifiers, and the conditions stated in the metadata must be respected.

b. Changes to or derivations of the original research data must be documented so as to preserve the link to and traceability of the original research data.

(9) **Disposal and Destruction of Research Data**

a. Research data may be disposed of after the expiry of their retention period if they are not intended for further use or long-term archiving.

b. The destruction of research data must be carried out in a secure manner that corresponds to the nature of the data and in accordance with legal regulations on personal data protection and relevant internal regulations and internal rules of CZU.

c. A documented record is prepared of the disposal of research data and retained for at least 3 years.

d. In cases where research data have the nature of documents within the meaning of the CZU Records Management and Disposal Rules, their disposal and destruction shall be carried out in accordance with those rules.

[1] The principle "as open as possible, as closed as necessary" was first formulated by the European Commission in 2016 under the Horizon 2020 programme (https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf) and was subsequently adopted by the Council of the EU as a key principle for research data management (https://data.consilium.europa.eu/doc/document/ST-9526-2016-INIT/en/pdf). This wording has become an international standard and forms part of the UNESCO Recommendation on Open Science of 2021 (https://doi.org/10.54677/MNMH8546).

Article 6

Intellectual Property and Ownership of Research Data

(1) Rights to research data that are subject to intellectual property are governed by the Rector's Regulation concerning the management of intellectual property at CZU or, respectively, by applicable legal regulations, in particular Act No. 121/2000 Coll., on Copyright, Rights Related to Copyright and on Amendments to Certain Acts (the Copyright Act), as amended; Act No. 527/1990 Coll., on Inventions and Rationalisation Proposals, as amended; Act No. 207/2000 Coll., on the Protection of Industrial Designs and on Amendments to Act No. 527/1990 Coll., on Inventions, Industrial Designs and Rationalisation Proposals, as amended; Act No. 478/1992 Coll., on Utility Models, as amended; and Act No. 441/2003 Coll., on Trademarks and on Amendments to Act No. 6/2002 Coll., on Courts, Judges, Lay Judges and the State Administration of Courts and on Amendments to Certain Other Acts (the Act on Courts and Judges), as amended (the Trademark Act), as amended.

(2) Proprietary rights in research data are governed by applicable legal regulations, in particular Act No. 121/2000 Coll., on Copyright, Rights Related to Copyright and on Amendments to Certain Acts (the Copyright Act), as amended. In the case of research data created by persons outside an employment relationship with CZU that have the nature of a copyrighted work or another subject matter of intellectual property protection, the use of such data is possible only to the extent laid down by legal regulations or on the basis of a contractual arrangement, in particular a licence agreement. Where such research data are used within scholarly and research activities carried out at CZU, the Researcher is obliged to ensure the appropriate authorisation for their use in accordance with the purpose of the research.

(3) When handling research data, the Researcher is obliged to comply with legal regulations, internal regulations and internal rules of CZU, and contractual arrangements concerning rights to research data, their archiving and making available.

(4) Where necessary with regard to the nature of the research data or the manner of their use, the Researcher is obliged, when handling research data, to proceed in cooperation with the relevant CZU unit providing legal, contractual or project support, for example the CZU Legal Department or the unit providing project support, and for this purpose to inform the relevant CZU unit providing legal, contractual or project support about contractual arrangements concerning rights to research data, their archiving and making available.

(5) When publishing research data, the Researcher is obliged to respect the licence terms, contractual restrictions and confidentiality of research data arising from legal regulations or contractual arrangements. In the case of research data generated in cooperation with external entities, it is recommended to consult publication in advance with the CZU unit providing legal, contractual or project support, for example the CZU Legal Department or the unit providing project support.

Article 7

Legal Framework and Ethical Requirements

(1) Research data must always be managed in accordance with applicable legal regulations and internal regulations and internal rules of CZU.

(2) When managing research data, the requirements of legal regulations on personal data protection must be complied with at all times; in particular, transparent, secure and lawful processing of data and their retention for an appropriate period must be ensured.

(3) Persons involved in scholarly and research activities are obliged to comply with the ethical principles of research, including the principles of research integrity, transparency and trustworthiness.

(4) Research that is subject to ethical review, for example work with human participants or animals, sensitive personal data, medical or biometric data, and similar cases, must be approved by the relevant CZU ethics committee or by an external body according to the nature of the research.

(5) Research data containing sensitive data, for example health, biometric, genetic or geolocation data, must be secured appropriately and made available only to authorised persons in accordance with the rules laid down by the Researcher.

(6) In case of doubt as to the compliance of scholarly and research activities with the legal or ethical framework, the Researcher is obliged to consult the matter with the CZU unit providing legal, contractual or project support, for example the CZU Legal Department or the unit providing project support.

Article 8

Final Provisions

(1) This Regulation shall become valid and effective on the date of its promulgation.

(2) In the case of scholarly and research activities commenced before this Regulation acquires effect, its provisions shall apply to the extent permitted by the nature and current state of such activities.

In Prague, on 23 July 2026

prof. PhDr. Michal Lošťák, Ph.D.

Rector, *m.p.*