Use of Teams for Research
Guidance for staff and students

1. Use of Teams for research

1.1 This guidance note suggests the types of channels you could create to keep together all of the supporting documentation relating to a research project.

2. External access to a Teams site

2.1 If you are certain that you won't need external access to a Teams site as part of a research project, go to Section 3.

2.2 If you are certain that you will or not sure if you will need to bring in external partners, when filling in the form for the Teams site, say it will need external access. You can't make internally built Teams sites into external once they are created.

3. Teams sites and Channels

3.1 Teams sites provide a space to work with a team that can be based on your department, institute or centre or relating to a project. Teams sits on top of and provides a view of SharePoint, which is a document storage area, and chat.

3.2 Each Teams site comes with a general area all team members have access to. This has an associated SharePoint to store any documents created in the general area. There is also space to Chat and other apps can be added as necessary and where available.

3.3   Channels can also be created for specific parts of a project which a subset of the team members can be given access or directed to. Each channel gets its own SharePoint site, Chat and other apps can be added as necessary and where available.

3.4   Channels can be set up to be:
3.4.1 Open to all Team members;
3.4.2 Closed to only selected Team members;
3.4.3 Open to all Team members and selected staff outside the Teams site. In other words, you can create a Channel that specific staff in LSE can have access to and which does not give them access to the whole Teams site.

3.5   This last point is useful as it allows you as a researcher to open Channels within your site to PSS staff who are supporting your research e.g. the Legal team if there are any contracts relating to your project.

4.   Suggested Channels

4.1   As such, we suggest that you create the following Channels within a research Teams site so that all documentation relating to the project can be kept together.

Channel	Why	Who needs access
Data Management	To hold any data management plans	Data team in the Library
Funding and Grants	For copies of grants, funding agreements, budget information, copies of invoices	Research and Innovation staff
Legal	For contracts including collaboration agreements, data sharing agreements, etc	Legal team
Research data	E.g. transcriptions, notes, documentation relating to research data. May also link to outside storage for larger datasets e.g. databases, large numbers of recordings, etc.	Primary Investigator, other members of research team
Publications	For drafts and final version of publications relating to	Primary Investigator, other members of research team

Review schedule

Review interval	Next review due by	Next review start
3 Years	November 2025	October 2025

Version history

Version	Date	Approved by	Notes
V1	25/11/2019	Information Governance Management Board	
V1.1	21/11/2022	Information Governance Management Board	Reviewed, only minor changes

Links

Reference	Link
General Data Protection Legislation	https://gdpr-info.eu/
Information Commissioner's Office	http://www.ico.gov.uk/
Information Commissioner's Office Guidance on Cloud Computing	https://ico.org.uk/for-the- public/online/cloud- computing/
Register of Data Controllers	https://ico.org.uk/about-the- ico/what- we- do/register- of-datacontrollers/
Records Management Policy	https://info.lse.ac.uk/staff/services/Policies-andprocedures/Assets/Documents/recManPol.pdf
Research Ethics Policy	http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/resEthPolPro. pdf
Code of Research Conduct	http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/codResCon.p df
Information Security Policy	http://www2.lse.ac.uk/intranet/LSEServices/policies/pdfs/scho ol/infSecPol.pdf
Research Data Management Policy	https://info.lse.ac.uk/staff/services/Policies -and-procedures/Assets/Documents/resDatManPol.pdf
Article 29 Working Party guidance on DPIAs	https://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=611236

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Communications and Training

Will this document be publicised through Internal Communications?	**Yes**
Will training needs arise from this policy	**Yes**
If Yes, please give details The Moodle based online training and top up training by the DPO	