

Data Management Plan

(Based on the DCC template <http://dmponline.dcc.ac.uk/>)

General notes:

1. In your first draft you may not know the answer to all the questions. These will be issues for you to discuss with your supervisory team
2. The DCC provide guidance on completing their more detailed DMP. See revised *Checklist for a Data Management Plan Version 3.0*
<http://dmponline.dcc.ac.uk/documents>

1. Introduction and Context

1.1 Project Information

| | | | |
|---|---|----------|-------------------|
| Name of student/researcher(s) | Sue Childs; Researcher, Northumbria University; Member, Contact a Family | | |
| Name of PhD project/project | Judge: Web sites for Health | | |
| Funding body(ies) | The Health Foundation | | |
| Partner organisations | Contact a Family | | |
| Duration | From: 2002 | To: 2003 | Period (years): 1 |
| Aim of the research <i>e.g. from your IPA; from the project proposal</i> | To develop guidelines for judging the quality of health information Web sites | | |

1.2 Data Management Plan (DMP) Information

| | | | |
|--|-------------------------------------|------|--------------|
| Are there funding body requirements to produce a DMP? | Yes | No | Don't know X |
| If yes, attach details | | | |
| Are there University requirements to produce a DMP? | Yes | No X | Don't know |
| If yes, attach details | | | |
| Are there requirements from any other body to produce a DMP? | Yes | No | Don't know X |
| If yes, attach details | | | |
| Date of creation of DMP | At the start of the project in 2002 | | |
| Target audience for DMP <i>e.g. supervisory team, organisation as above</i> | Research team | | |

2. Ethical and Legal Issues

2.1 Ethical Issues

| | | | |
|--|-----|----|------------|
| Are there ethical issues related to the data? <i>e.g. how it will be collected / created, captured</i> <i>e.g. if it will be reused by yourself in the future, or shared with others</i> | Yes | No | Don't know |
| If yes, list these issues and how you will deal with them <i>e.g. future reuse / sharing of data - participants will be asked if they agree to this on the consent form</i> | | | |
| Are there privacy issues related to the data? <i>e.g. the collection of personal details or of organisational data</i> | Yes | No | Don't know |
| If yes, list these issues and how you will deal with them <i>e.g. personal details in interviews - transcripts will be anonymised</i> | | | |

2.2 Legal Issues

| | | | |
|--|-----|----|------------|
| <p>Research data and the Data Protection Act</p> <p><i>The University is subject to Data Protection legislation and as such you must remember that your data may be covered by the terms of the Data Protection Act. If personal data is collected the requirements of the Data Protection Act must be observed. These include the explicit consent of participants in accordance with the requirements for collecting and using sensitive personal data. Individuals have rights of access under the Act to their personal information. You may receive a subject access request from a research participant asking what personal information you hold about them and providing them with a copy of the information. You have a limited time in which to respond and should seek assistance from the University's DP/FoI Office in dealing with any requests.</i></p> | | | |
| <p>Are you collecting sensitive personal data under the terms of the Data Protection Act?</p> <p><i>e.g. medical details - specific consent for each data use will be required, including for any future research purposes as a result of depositing the data on open access e.g. in the University repository, with the ESDS or other repository.</i></p> | Yes | No | Don't know |
| <p>If yes, list these issues and how you will deal with them</p> <p><i>e.g. anonymising personal data; retention and destruction of the data</i></p> | | | |
| <p>Who owns the intellectual property right (IPR) to the data?</p> <p><i>e.g. yourself, the University, a funding body, another person</i></p> | | | |
| <p>If more than one person owns the IPR, what agreement do you have on how this is to be handled?</p> <p><i>e.g. set out within the terms of the project agreement and if further work is required to realise the full IPR potential then this will be further discussed and agreed by the parties.</i></p> | | | |
| <p>Research data and the Freedom of Information Act</p> <p><i>The University is subject to Freedom of Information legislation and as such you must remember that your data may be covered by the terms of the Freedom of Information Act which would mean that individuals could request information from your research. This does not mean that information would be made available as exemptions do exist. In this instance you would be assisted by the University's DP/FoI Office.</i></p> <p><i>PhD research is a grey area. Any data held by the University (e.g. by supervisors or in packages such as Endnote) would potentially be covered. Any data held by you would also be covered if you are funded by the university or a public body covered by the terms of the Act. It is unlikely that data would be released prior to the completion of the PhD because of the impact this would have on you. To release such data would undermine the PhD structure</i></p> | | | |

and would not be in the public interest. However, each case would need to be judged on its own individual merits.

| | | | |
|---|-----|----|------------|
| Is your PhD/research funded by a public body? <i>e.g. a Research Council, the University, a health trust</i> | Yes | No | Don't know |
| If yes, how will you deal with this? <i>e.g. establish agreements surrounding the expectations for your research and its future use; obtain consent to make the research available for the future through the ESDS /other archive.</i> | | | |
| Is your PhD/research funded by a third party, other than a public body ? <i>e.g. a company</i> | Yes | No | Don't know |
| If yes, how will you deal with this? Do you have any agreements surrounding the expectations for your research and its future use? <i>e.g. inform research participants you are sponsored by Company X; ensure Company X Manufacturing obtains an anonymised data set from your research</i> | | | |

3. Data Reuse and Sharing

3.1 Data Reuse

(i.e. use by yourself beyond the end of your PhD/project)

| | | | |
|---|-----|----|------------|
| Will you reuse the data? | Yes | No | Don't know |
| Are there any reasons why you will NOT reuse your data? | Yes | No | Don't know |
| If yes, please give reasons | | | |

3.2. Data Sharing

(i.e. use by other people not involved in your PhD/project)

| | | | |
|---|-----|----|------------|
| Are there any requirements for you to share your data? <i>e.g. from funding bodies</i> | Yes | No | Don't know |
| Are other people likely to be interested in 'using' your data? | Yes | No | Don't know |
| Are there reasons why you will NOT share your data? <i>e.g. all the data, or certain parts of the data</i> | Yes | No | Don't know |
| If yes, please give reasons | | | |
| How will you make the data available? <i>e.g. on request, via the Web, via the University repository, via a national repository</i> | | | |
| When will you make the data available? <i>e.g. at end of your PhD, with an embargo of x years after the end of your PhD (e.g. for you to have first-use, or for political / commercial reasons)</i> | | | |
| Will there be any restrictions on how people can use this data? <i>e.g. how it can be used (e.g. non-commercial use only), who can use it (e.g. publicly funded researchers only), confidentiality, acknowledgements</i> | Yes | No | Don't know |
| If yes, please give details | | | |

4. Data Collection

(Note: data collection is a generic term used here to encompass the creation of new data and its capture in some medium and some system for use and storage)

4.1 Data Characteristics

| | | | |
|---|-----|----|------------|
| What types of data will you be collecting for your PhD/project? | | | |
| Qualitative | Yes | No | Don't know |
| Quantitative | Yes | No | Don't know |

4.2 Using Existing Data

| | | | |
|--|-----|----|------------|
| Is there a requirement for you to look for existing data in repositories? <i>e.g. from the funding body</i> | Yes | No | Don't know |
| Are you going to look for existing data in repositories? | Yes | No | Don't know |
| Are you using existing data supplied by your supervisory team / research group? | Yes | No | Don't know |
| Are you reusing your own data? | Yes | No | Don't know |
| If you are using existing data, what conditions are there on its use? | | | |

4.3 Creating new data

| | |
|--|--|
| How will you create your data? <i>e.g. interviews, focus groups, questionnaires, observations, experiments, simulations</i> | |
| What associated materials will you have? <i>e.g. project information sheets, consent forms</i> | |

4.4 Data Capture

| | |
|--|--|
| <p>How will you capture your data? <i>e.g. transcribing hand written notes / electronic files – text, spreadsheet, database / audio files or tapes / videos / research diary. For each explain the capture process. For instance, if you're doing observations, how will they be recorded, on what media? (e.g. in a dated and numbered paper field notebook.) What kind of equipment will you use and what software. If you plan to use proprietary software, could you export to an Open format so the data can be reused more widely? You may also wish to cover: content selection; instrumentation; technologies and approaches chosen; file naming conventions; versioning; meeting user needs.</i></p> | |
| <p>For each type of capture method, what digital file formats will you use and why? <i>e.g. electronic text/word document (.doc/.docx); MS Excel (.xls/.xlsx) or MS Access (.mdb/.accdb) for capturing questionnaire responses; NVivo (.nvp / .rtf / .txt) or ATLAS.ti (.hpr6) for analysis, as these are in widespread use, the University has the relevant software licences or they're accepted standards in your field, etc. Decisions relating to file formats may also be made with recourse to staff expertise, a preference for Open formats, accepted standards, or widespread usage with a given community.</i></p> | |

4.5 Contextual Information

| Is the data you will be capturing/creating self explanatory or understandable in isolation? | Yes | No | Don't know |
|--|-----|----|------------|
| <p>If No, what contextual details will be needed to make your data meaningful? <i>e.g. IPA, MPP, project information sheet, methodology description, characteristics of participants, description of research setting, research instruments, organisational / social / political background</i></p> | | | |

| | |
|---|--|
| How will you produce/capture this contextual information, and in what format <i>e.g. writing project information sheet in Word format, obtaining some participant characteristics during interviews (via audio records then transcription into a Word document, then transferring the details into a database,) obtaining background information from reading and discussion and keeping it in your head</i> | |
|---|--|

4.6 Metadata

Metadata is information that makes your new data usable. This includes: (i) descriptive metadata i.e. information used to search for, identify and locate objects such as the title, author, keywords; (ii) structural metadata i.e. information that enables the objects to be displayed and navigated such as file formats, character sets used, hardware/software, information to establish meaning of the data (e.g. raw numbers are dates, temperature in degrees Celsius); (iii) administrative metadata i.e. management/technical information such as rights management.

| | |
|--|--|
| For each type of data / material you produce what metadata will you need? <i>e.g. for an interview you would need: interviewer name, participant name / code, date of interview, time / duration of interview, name / code of location of interview, 'name' of interview schedule used, name(s) of interview record(s) obtained (e.g. audio record, hand written interview notes), confirmation that consent form obtained, name of transcribed record, name of anonymised transcribed record</i> | |
| Where would you record this metadata? <i>e.g. in header / footer of Word documents, standard document templates, database (e.g. Access, Excel, NVivo, ATLAS.ti)</i> | |
| Can you automate the creation of any of this metadata? <i>e.g. via document properties in Microsoft Word</i> | |
| What metadata standards could you use? <i>e.g. Dublin Core http://dublincore.org; consistent file naming convention</i> | |

5. Short term Data Storage

(i.e. for the duration of your PhD/project)

5.1 Anticipated data volumes

| | | | |
|--|-----|----|------------|
| How much data / associated materials in paper form do you anticipate you will collect? <i>e.g. one drawer of a filing cabinet</i> | | | |
| Will you have enough physical resources to accommodate this? | Yes | No | Don't know |
| How much data / associated materials in electronic form do you anticipate you will collect? <i>e.g. xMb</i> | | | |
| Will you have enough computing resources to accommodate this? | Yes | No | Don't know |
| If you don't have enough physical / computing resources how will you deal with this? | | | |

5.2 Data Storage

(Note: You may need different storage decisions for different types of data, e.g. paper, electronic)

| | |
|--|--|
| Where (physically) will you store the data? <i>e.g. in the University, at home</i> | |
| On what media will you store the data? <i>e.g. paper research diary, paper signed consent forms, electronic files</i> | |
| Whose responsibility is the storage of the data? <i>e.g. yours, the University, another organisation</i> <i>Note: more than one person / body may be responsible</i> | |

5.3 Data back up

| | |
|--|--|
| How will you back up the data? <i>e.g. depend on the University system, copy files to an external storage device yourself</i> <i>Note: you may have a number of back-up procedures</i> | |
| How regularly will back-ups be made? <i>e.g. every day</i> | |
| Who will be responsible or making the back-ups? <i>e.g. you, the University IT services</i> <i>Note: different people may be responsible for different back-up procedures</i> | |

5.3. Data Security

| | |
|---|--|
| How will you ensure the security of your data? <i>e.g. addressing use / storage of data at home, storage of data on mobile devices, transmitting data files via email,</i> <i>Note: You might address use of data at home by (a) never using data at home, (b) only using data on the University server via 'desktop anywhere', (c) only taking anonymised data home for use, (d) only taking encrypted data home for use, (e) only carrying data on id/password controlled devices, (f) some combination of these approaches</i> | |
| How will you ensure the security of personal / sensitive data? <i>e.g. use of participant codes / pseudonyms, anonymisation of data, encryption of data</i> | |

6. Long -term Data Storage

(i.e. after the end of your PhD/project)

(Note: retention means keeping the data yourself/locally/in a repository, archive, other service for whatever period of time. Destruction means getting rid of your data e.g. by deleting it, shredding it, burning it or by some other physical method)

| | | | |
|---|-----|----|------------|
| Are there any requirements for your data to be kept long term? <i>E.g. funding body requirements for retention periods sharing, University regulations for retention periods</i> | Yes | No | Don't know |
| If yes, attach details | | | |
| Is there any reason for your data, or parts of your data, to be kept after the end of your PhD/project? <i>e.g. for 1 to 2 years to write journal articles, only the anonymised data - raw data can be destroyed, data must be destroyed under NHS research committee requirements</i> | Yes | No | Don't know |
| If yes, please give reasons (associated with the relevant data) and how long the data will be kept | | | |
| If no, please give reasons (associated with the relevant data) | | | |
| Where will you keep the data that is retained? <i>e.g. at home, on the Web, in the University repository, in a national repository (give name)</i> | | | |
| If you are responsible for the long term storage of your data, how will you ensure it is preserved? <i>e.g. ensuring electronic files can be read in new versions of software</i> | | | |
| How will you destroy your data in an appropriate manner? <i>e.g. shredding personal data in paper form, wiping electronic files</i> | | | |

7. Resources

| | |
|--|--|
| What resources do you need to be able to implement your DMP? <i>e.g. software tools, equipment, amount of computing storage space</i> | |
|--|--|

Student/Researcher signature:

Date signed: