Designing a Data Management Plan: the GLOBAL-RURAL experience

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Global-Rural

PRIFYSGOL
ABERYSTWYTH
UNIVERSITY

erc European Research Council

GLOBAL-RURAL

ERC Advanced Grant

2014-2019

Examining how globalization is reproduced through rural localities and how rural agents respond to opportunities and challenges

9-strong team led by Professor Michael Woods at Aberystwyth University, UK

Research across 4 work packages and case studies in 12 countries

Mixed methods approach
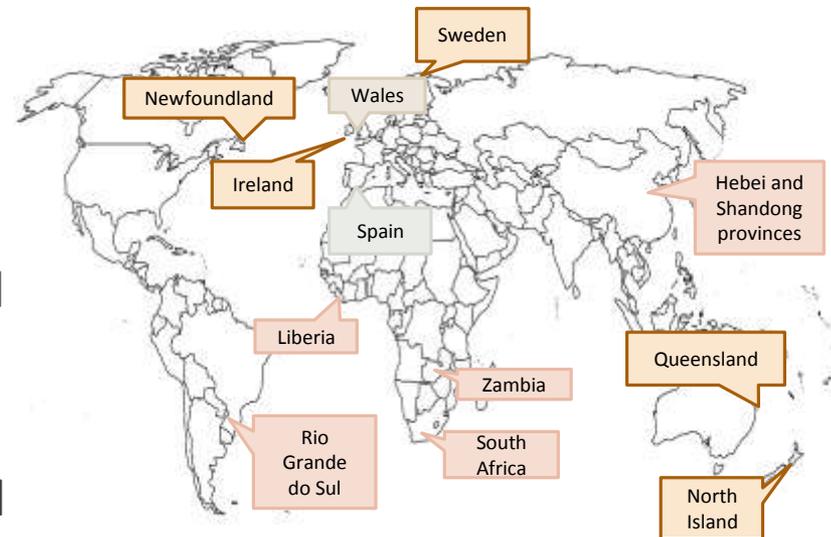
Website and blog: www.globalruralproject.wordpress.com

Types of Data

Publicly available secondary quantitative data (e.g. census statistics)

Commercially obtained secondary quantitative data

Newly generated quantitative data (e.g. survey data)

Interview data (recorded and transcribed)

Interview data (not recorded)

Focus group data

Observational / ethnographic notes

Archival data (historical documents, press articles etc)

Visual data (photographs, video)

Participant generated data (written, online etc)

Data Sensitivities

Individual lifestyle data

Individual life course data

Business data

Information/opinion on controversial issues

Georeferenced data

Commercially purchased data

Data from semi-public spaces and forums

Third party data

Moving data internationally

Data collected in non-democratic states

Context

Data protection and privacy laws in UK and case study countries

ERC policies

University policies

Research institute protocols

Gatekeeper/partners' policies

Guarantees made to research participants

Advice from ERC Ethics Advisor, University Ethics Advisor, University Data Protection Officer, Independent Ethics Advisor, colleagues and fellow researchers

Context

Start of grant coincided with development of new Research Data Management policy by university

PRIFYSGOL ABERYSTWYTH UNIVERSITY

Research at Aberystwyth

Research Excellence
Research Development
Research Good Practice
  Research Ethics
  Research Integrity Concordat
  Open Access
▶ Research Data Management
  What?
  Why?
  Who?
  How?
  Where?
  Data Catalogue
  Help
Working with Us
Research, Business & Innovation
Support for Researchers
Contact Us

Research Data Management (RDM)

What?

What is RDM?

What is research data?

Why?

Why should you manage your research data?

Who?

Who requires RDM?

Who can help you with RDM?

When?

When should you manage your research data?

How?

How to manage your research data

How to share your research data

Where?

Where can you store your data?

Where to find data produced by Aberystwyth University

s://www.aber.ac.uk/en

Resources

https://dmponline.dcc.ac.uk/

Resources

Resources

The templates provided for each phase are based on the annexes provided in the Guidelines on Data Management in Horizon 2020 (v.1.0, 11 December 2013).

Initial DMP

Export   Answer questions

An initial DMP should be completed within 6 months of starting the project.

The purpose of the Data Management Plan (DMP) is to provide an analysis of the main elements of the data management policy that will be used by the applicants with regard to all the datasets that will be generated by the project.

The DMP is not a fixed document, but evolves during the lifespan of the project.

The DMP should address the points below on a dataset by dataset basis and should reflect the current status of reflection within the consortium about the data that will be produced.

Sections	Questions
For each data set specify the following:	- Data set reference and name - Data set description - Standards and metadata - Data sharing - Archiving and preservation (including storage and backup)

Resources

http://www.dcc.ac.uk/resources/data-management-plans

Resources

http://www.dcc.ac.uk/resources/data-management-plans

Key Issues

Data Collection

What data will be collected?

Primary and secondary qualitative and quantitative data

Data collected primarily concerns organizations, relations, policies and events

Specified where individual personal data would be collected

How personal data might be used and conditions of use

Key Issues

Data Collection

How will data be collected?

Data collected through interviews, archival and library research and field observation

Some data collected through participatory methods, e.g. workshops, interactive walks, participatory GIS

Participation by informed consent

Specific consent obtained for photography involving individuals or on private property

Key Issues

Data Collection

How will data be recorded?

Interviews and workshops digitally recorded, with participant's consent, and professionally transcribed

If consent for recording not given, manual notes will be taken

Data recording in archives and libraries will follow institutional regulations and may involve photographing or scanning of documents and/or manual note-taking

Key Issues

Data Transfer

How will data be transferred from the field site?

Interview recordings and notes containing personal or sensitive information will be stored during fieldwork in password protected or encrypted files on a laptop or tablet computer and backed-up on a password-protected pen-drive or external hard drive

Transfer of interview recordings for transcription?

Key Issues

Data Processing

How will confidentiality and privacy be protected?

Personal data will be anonymized or disguised as soon as possible after collection

Use of pseudonyms

Recording of appropriate metadata

Good practice in naming files

Delinking anonymized and non-anonymized data

Key Issues

Data Storage

Where will data be stored?

Data, including interview transcripts and all associated documentation that could identify participants, will be stored on a secure drive on the *departmental server*

Negotiation for appropriate secure driver space with university

University policy required data to be stored on a server physically located in the EU

Key Issues

Data Storage

Who will have access?

Members of the GLOBAL-RURAL team

Subsequently modified with permissions at folder level

How will data be backed-up?

Automatic back-up on mirror server by university

Additional back-up of some data on password protected or encrypted pcs and external hard disk drives

Key Issues

Data Retention & Sharing

What data will be retained?

Anonymized processed data, for example in interview transcripts and databases.

Transcripts and other data where effective anonymization is not possible will be with-held from archiving

Encouraged to think more expansively by Independent Ethics Advisor

Key Issues

Data Retention & Sharing

Where will data be archived?

UK Data Archive

But – evolving environment. Other possibilities?

Who will have access to archived data?

Anonymized transcripts and other data will be made available for use by other researchers, except in cases where consent has been withheld by the participant

Key Issues

Data Retention & Sharing

What data will be destroyed and when?

Raw data from which research participants may be identifiable, including recordings of interviews, field notes etc, will be retained for the duration of the project and no more than 12 months after the end

These materials will be will destroyed no later than 12 months after the end of the project

But – compliance with university policy?

Specific Issues

Data from 'non-conventional' methods

Includes participatory methods, participant generated data (e.g. uploads to websites, social media data etc

Issues of consent, recording and anonymization, intellectual property and data ownership

Data from work with schools

Compliance with two sets of policy

Procedures for informed consent

Intellectual property and data sharing

Specific Issues

GIS analysis and mapping of data

Appropriate georeferencing

Safeguards that locational data does not compromise anonymity

Data from research in ICPC countries (Brazil, China, Liberia, South Africa and Zambia)

Attention to local legal regulations and cultural sensitivities

Advice and support from local partners

Role of field assistants and interpreters

Balancing security of data with local legal compliance

Exported data not to include any personal data or data with sensitive commercial or political applications

What data needs to be collected and what needs to be recorded?

Reflections

Make use of tools and resources to support preparation of data management plans

Take advice widely and particularly on technical issues

Avoid compromising the potential of research for easy options

Look for creative solutions

A data management plan is an evolving framework

A good data management plan can improve the research process and outcomes