Plan Overview

A Data Management Plan created using DMPonline

Title: Copy of Model - DMP TPM Interviews

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Copy of Model - DMP TPM Interviews

0. Administrative questions

1. Name of data management support staff consulted during the preparation of this plan.

Your data steward's name

2. Date of consultation with support staff.

1900-01-01

I. Data description and collection or re-use of existing data

3. Provide a general description of the type of data you will be working with, including any re-used data:

Type of data	File format(s)	How will data be collected (for re-used data: source and terms of use)?	Purpose of processing	Storage location	Who will have access to the data
Interview recording	MP3/AVI (for audio, the other video)	During the interview	Capturing expert's opinion on ZZZZZZ	TU Delft OneDrive	My name - and my supervisor (name), group leader (name), partners (names)
Survey Answers	txt	survey distributed through partners	capturing opinion of experts on XXXX	Qualtrics server in TUD	My name - and my supervisor (name), group leader (name), partners (names)
Interview transcripts	.txt, .odt, .pdf, .doc (the one you will use)	Produced from the interview recording	Capturing expert's opinion on ZZZZZZ	TU Delft OneDrive	(Same - don't be the only one to have access to your data!)
Anonymized transcripts / interview Summary	txt, .odt, .pdf, .doc (the one you will use)	Produced from the transcripts	Provided a privacy preserving version of the data for long term archival	TU Delft OneDrive	(Same)
Participant's list	Excel spreadsheet	Professional network.	Finding expert in the domain of XXX	TU Delft OneDrive	(same)
Report (I would leave out scientific pubs)	.pdf	Serves as record of the process as well as documentation	Long term documentation	TU Delft OneDrive	(Same)

4. How much data storage will you require during the project lifetime?

- < 250 GB

II. Documentation and data quality

5. What documentation will accompany data?

- Data will be deposited in a data repository at the end of the project (see section V) and data discoverability and re-usability will be ensured by adhering to the repository’s metadata standards

- README file or other documentation explaining how data is organised
- Methodology of data collection

Supporting material (anonymized transcripts) will be stored in a public archive with a documentation file (README), indicating where to find the associated MSc thesis (for more documentation), as well as detailed information about what is being shared (folder structure, time of interview,...). We will also provide a copy of a consent form used during this research.

III. Storage and backup during research process

6. Where will the data (and code, if applicable) be stored and backed-up during the project lifetime?

- OneDrive

We will organize the data as follows:
The OneDrive repository will contain a folder for Interviews, in which each sub-folder will contain all documents pertaining to a single interview - the proof of consent, recording, transcripts

IV. Legal and ethical requirements, codes of conduct

7. Does your research involve human subjects or 3rd party datasets collected from human participants?

- Yes

8A. Will you work with personal data? (information about an identified or identifiable natural person)

If you are not sure which option to select, ask your Faculty Data Steward for advice. You can also check with the privacy website or contact the privacy team: privacy-tud@tudelft.nl

- Yes

(You need to store their names, plan the meetings,... you WILL process personal data as part of your activities!)

Survey , company,

The survey will collect the following demographic infomration about participants:
-
- age (ranges)
- education
- ...
- ...

8B. Will you work with any types of confidential or classified data or code as listed below? (tick all that apply)

If you are not sure which option to select, ask your Faculty Data Steward for advice.

- Yes, data which could lead to reputation/brand damage (e.g. animal research, climate change, personal data)
- No, I will not work with any confidential or classified data/code

Pick the last one if you are doing professional interviews - and not getting "business critical information".

9. How will ownership of the data and intellectual property rights to the data be managed?

For projects involving commercially-sensitive research or research involving third parties, seek advice of your Faculty Contract Manager when answering this question. If this is not the case, you can use the example below.

For MSc students: the ownership of the output you produce is "mostly" yours.
For PhD Students/researchers: the ownership of the output you produce is "mostly" TUD.
If you want to create a product/service, just get ready to discuss with the Valorization Center early in your process to figure out the details.
For small project & MSc thesis: (NOTE! This means you will waive your right to the data, to make it public!).
relevant part of data supporting this work will be made available in a research data repository under an open license.
For large project:
The IP is regulated by the grant agreement under which this work is performed. The document can be found .... (URL?).

10. Which personal data will you process? Tick all that apply

- Email addresses and/or other addresses for digital communication
- Names and addresses
- Photographs, video materials, performance appraisals or student results
- Data collected in Informed Consent form (names and email addresses)
- Signed consent forms

NOTE: We care mostly about the information you will use for your research (what you will split your population on - e.g. if you do videos, you will collect the gender... but if your study is not gender centered, I would not tick it).
NOTE: if you "think" you could collect "special category", then tick the box. That one is important.
Other demographics:
- company in which they work (name)
- job description (is it their job title ? Or elements of a standard type of job?)
- age : in range of 10 years
- gender: M/F/Others (I'm not sure it's the standard one here... but indicate ranges and options)

11. Please list the categories of data subjects

Data subjects are professionals working in the domain of XXXXX within companies located in YYYYY

12. Will you be sharing personal data with individuals/organisations outside of the EEA (European Economic Area)?

- No

15. What is the legal ground for personal data processing?

- Informed consent

16. Please describe the informed consent procedure you will follow:

COPY/PASTE and adapt the example below. It's just fine.

17. Where will you store the signed consent forms?

- Same storage solutions as explained in question 6

For each interview: 1 folder
- consent form
- interview recording
- interview notes (if any)
- transcripts
- anonymized transcripts

18. Does the processing of the personal data result in a high risk to the data subjects?

If the processing of the personal data results in a high risk to the data subjects, it is required to perform a Data Protection Impact Assessment (DPIA). In order to determine if there is a high risk for the data subjects, please check if any of the options below that are applicable to the processing of the personal data during your research (check all that apply).
If two or more of the options listed below apply, you will have to complete the DPIA. Please get in touch with the privacy team: privacy-tud@tudelft.nl to receive support with DPIA.
If only one of the options listed below applies, your project might need a DPIA. Please get in touch with the privacy team: privacy-tud@tudelft.nl to get advice as to whether DPIA is necessary.
If you have any additional comments, please add them in the box below.

- None of the above applies

(This is highly unlikely for professional interviews)

22. What will happen with personal research data after the end of the research project?

- Personal research data will be destroyed after the end of the research project
- Anonymised or aggregated data will be shared with others

NOTE: you usually only need statements from professional, and basic background info to justify their perspective is relevant.

23. How long will (pseudonymised) personal data be stored for?

- Other - please state the duration and explain the rationale below

Other - We do not archive pseudonymised data.

24. What is the purpose of sharing personal data?

- Other - please explain below

We are not going to share personal data anyway - the transcripts are supposed to be anonymized at the time of archival.

25. Will your study participants be asked for their consent for data sharing?

- Yes, in consent form - please explain below what you will do with data from participants who did not consent to data sharing

The consent form must say (something like):
- The data collected during this interview will be anonymized and publicly shared along side of the associated publication. All personal data collected during the interview will be deleted at the latest 1 month after the end of the project (estimated data here).

V. Data sharing and long-term preservation

27. Apart from personal data mentioned in question 22, will any other data be publicly shared?

- I do not work with any data other than personal data

(I'm assuming it's all interviews and literature)

29. How will you share research data (and code), including the one mentioned in question 22?

- I will upload the data to another data repository (please provide details below)

TUD Education repo, with the MSc thesis.

31. When will the data (or code) be shared?

- As soon as corresponding results (papers, theses, reports) are published

VI. Data management responsibilities and resources

33. Is TU Delft the lead institution for this project?

- Yes, the only institution involved

WANRING: partners are important, especially if you will share data with them during the research process (company in which you are doing your internship for instance).

34. If you leave TU Delft (or are unavailable), who is going to be responsible for the data resulting from this project?

Name someone who has a chance to be able to identify what is what in your data.

35. What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?

No additional resources will be required.