Data Management Plan

**Please complete all sections. Enter N/A if a section is not applicable.**

|  |  |
| --- | --- |
| project details | |
| PI name | Sylvia Mössinger |
| Project Title | Examining individual differences and the positivity effect in adults with and without neurodegenerative conditions |
| Author(s) of DMP | Dr. Aileen Ho, Dr. Michiko Sakaki |
| Version | 1.0 |
| Date | 31.07.2021 |
| 1. What research data will be collected? | |
| Describe the types of research data that will be collected, providing information about media/formats data will be collected in, and the anticipated scale or quantity of each type of data. | |
| Gorilla  - Time of day surveys were started & completed - Consent (tick boxes with no name provided) - Age - Gender - Whether the participant has ever been diagnosed with 1) depression, 2) anxiety, and 3) any other mental health condition (except for depression and anxiety). Participants can respond with ‘yes’, ‘no’. A questionnaire measuring how much pleasure participants feel and anticipate feeling from social situations. Do you have any diagnosed mental conditions? They must tick the right neurological condition such as Alzheimer’s disease, Parkinson’s disease, Huntington’s disease or Multiple Sclerosis.  Media formats: online survey in Excel, a secure and University approved online survey tool and database, with data export to MS Excel and SPSS. | |
| 2. What personal data AND confidential information will be processed? | |
| 2.1 Specify the identifying information (personal data) that will be collected (tick all that apply) | |
| **Name**  **Data of Birth/Age**  **Postal Address(es)** (to include postcodes)  **Contact telephone(s)**  **Email address(es)**  **Unique Identifiers** (to include: Student ID numbers, Staff ID numbers, Passport numbers, NHS numbers, National Insurance numbers, ORCID’s, unique research participant ID numbers, Unique applicant ID numbers, vehicle reg, driving licence numbers)  **Images of individuals, including CCTV, photos**  **Location Data** (to include any GPS location data)  **Online Identifiers** (to include IP address data)  **Economic/financial data** (relating to an identifiable individual)  **Educational records** including but not limited to records held by the University and other education providers  **Counselling records**  **Pastoral records, including Extenuating Circumstances Forms**  **Disciplinary records**  **Training records**  **Employment records to include CV’s, references**  **Nationality/Domicile**  **Dietary requirements or preferences**  **Other – Please specify below** | |
| 2.2 Specify any special category or sensitive data that will be collected (tick all that apply) | |
| **Ethnicity**  **Mental Health** (status, medical records conditions, to include disability)  **Physical Health** (status, medical records conditions, to include disability)  **Sexual Orientation/Sexual life**  **Genetic Data** (to include DNA data)  **Biometric data** (such as facial scan, iris scan or fingerprint data used for the purposes of identifying a participant)  **Political opinions**  **Trade Union membership**  **Religious or philosophical beliefs**  **Criminal Convictions and offences** (to include alleged offences and convictions)  **Other – Please specify below** | |
| 2.3 Specify any confidential information not specified above that will be collected, e.g. non-public information relating to a business or other organisation. | |
| There is no confidential information that is related to a business or other organisation.There is no non-public information relating to a business or organisation. | |
| 3. How will data be stored and transferred during the project? | |
| 3.1 Identify all locations where data will be stored, indicating for each location whether it will be used to store identifying information or de-identified research data, and providing details of access controls that will be applied. | |
| Data will be collected online via Gorilla software: [Gorilla Experiment Builder » Create online behavioural experiments easily](https://gorilla.sc/).  Working locations for data processing and analysis, such as project members’ laptops and other devices. | |
| 3.2 Describe any administrative measures that you will take to control the risks of inappropriate disclosure, e.g. pseudonymisation, and procedures for secure transfer between locations, e.g. using file encryption and encrypted channels. | |
| The data will be pseudonymised by providing each participant with a unique identification number. The key file will be stored securely in a password protected folder stored on the University secure network. Only pseudonymised data will be transferred digitally. | |
| 3.3 Specify who will be able to access the identifying information and how you will ensure they process the information securely, e.g. through training, supervision and adherence to secure data handling procedures. | |
| The only people who will have access to any identifiable data will be the PI and PhD student TR. | |
| 4. How will research data be preserved and shared on completion of the project? | |
| 4.1 Identify the research data that will be preserved and shared at the end of the project by deposit in a public data repository or other archiving solution. | |
| The following data will be preserved and may be made be available on public repositories at the end of the study in anonymous form: all relevant study outcomes as described in the Ethics Review Application Form (e.g., scores on standard tests of cognitive function and mood) demographic data (e.g., sex and age) | |
| 4.2 Describe the measures that will be taken to ensure data are suitable for sharing, e.g. securing consent, anonymising data prior to deposit/sharing, sharing confidential or high-risk information under a controlled access policy. | |
| Our Participant Information Sheet and Consent Form explicitly mention that we may share participants’ data on a public data repository in pseudonymised form. No confidential or personally identifiable information will be shared with third parties or deposited publicly. Data will be exported from Online surveys via encrypted connection to Excel and will be stored in the PI’s University OneDrive account. Once data have been exported, they will be deleted from BOS. After data collection, Excel data will be stored in Gorilla and then in Teams One account. It provides a shared and secured data-storage. It allows to store data for a period of at least more years in a frozen state, together with a standardized set of metadata, and to publish the dataset with a Persistent Identifier, making the dataset findable in the Catalogue via its metadata. | |
| 4.3 Identify data repositories or other solutions that will be used to preserve and share data. | |
| UoR Research Data Archive. | |
| 5. How will retention and disposal of personal data and confidential information after project completion be managed? | |
| 5.1 State how long you plan to retain personal data/confidential information after the end of the project. | |
| Personal data will be retained beyond the end of the project but for no longer than necessary for the purpose of contacting participants\* for possible future studies. We will schedule regular reviews of personal data that we hold to determine whether they need to be retained or can be safely destroyed. Consent forms will be retained for at least as long as personal data are stored. | |
| 5.2 Specify under whose authority this information will be maintained and disposed of after the project. | |
| Personal Information will be maintained and disposed of under the authority of the Principal Investigator. If the PI should leave the University, the Personal Information will be under the authority of the Head of School. | |