Plan Overview

A Data Management Plan created using DMPonline

Title: Sample DMP for the support teams - expert interviews

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Template: XYZ DO NOT USE (yet) - TUD DMP Template 2024 - test!

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Project abstract:

Let's assume....

We are running interviews with road safety experts, and we are trying to determine whether their own personal experience with car crashes (fatal or not) affects their professional opinion.

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Sample DMP for the support teams - expert interviews

0. Adminstrative questions

1. Provide the name of the data management support staff consulted during the preparation of this plan and the date of consultation. Please also mention if you consulted any other support staff.

Nicolas Dintzner - 23-07-2024

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

- Yes, leading the collaboration – please provide details of the type of collaboration and the involved parties below

For the sake of this DMP, we are working in partnership with a university in the US. We'll exchange sensitive material (audio/video recordings)

I. Data/code description and collection or re-use

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

Type of data/code	File format(s)	How will data/code be collected/generated (for re-used data/code: source and terms of use)?	Purpose of processing	Storage location	Who will have access to the data/code?
audio recording	mp3	obtained during interviews	Understand expert's opinion against their personal experience	TU Delft Project Storage Drive	TUD Research team
transcripts	docx	obtained during interviews	Understand expert's opionion against their personal experience	TU Delft Project Storage Drive	TUD Research team
analyzed transcripts (atlas.ti)	docx	derived from transcripts/audio recording	Understand expert's opionion against their personal experience	TU Delft Project Storage Drive	TUD Research team
list of participants	xlsx	collected from personal/professional network	Understand expert's opionion against their personal experience	TU Delft Project Storage Drive	TUD Research team
pseudo-anonymized transcripts	docx	derived from original transcripts	Privacy preserving version of the transcripts, used for exchange with partners	TU Delft Project Storage Drive / SurfFileSender	TUD Research team, Research team from the US

II. Storage and backup during the research process

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

- < 250 GB

5. Where will the data/code be stored and backed-up during the project lifetime?

- Project Data Storage (U:) drive at TU Delft

We'll also use SurfFileSender.
The partner in the US will handle data storage according to their policies.

III. Data/code documentation

6. What documentation will accompany data/code?

- Data – Methodology of data collection

Only protocol related information (methodology) will be made available

IV. Legal and ethical requirements, code of conducts

7. Does your research involve human subjects or third-party datasets collected from human participants? (If you are working with a human subject(s), you will need to obtain the HREC approval for your research project.)

- Yes – please provide details in the additional information box below

We'll be running interviews

8. Will you work with personal data? (This is information about an identified or identifiable natural person, either for research or project administration purposes.)

- Yes

9. Will you work with any other types of confidential or classified data or code as listed below? (Tick all that apply and provide additional details below)

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 (for example, animal research, climate change)

The discussion will revolve around car accident and the professional stance that the interviewee took with respect to such difficult situation.

10. 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.

The activity is framed by a collaboration agreement between TUD and the University in the US (agreement currently in the work).

11. Which personal data or data from human participants do you work with? (Tick all that apply.)

- Names and/or addresses as contact details for administrative purposes
- Date of birth and/or age
- Audio recordings
- Proof of consent (such as signed consent materials which contains name and signature)
- Other types of personal data – please provide details in the additional information box below

Domain of activity and job description
Information regarding their car-accident related history, and the impact of the accident on their lives (potentially medical, very intimate effects)
Professional opinion with respect to specific car crash cases.

12. Please list the categories of data subjects and their geographical location:

The data subjects are members of road safety public administrations and insurance companies located in Europe and in the US (all adults).

13. Will you be receiving personal data from or transferring personal data to third parties (groups of individuals or organisations)?

- Yes

The transcripts will be shared with the US Partners, we expect to receive pseudo-anonymized transcripts from them as well.

14. Which countries will you be receiving personal data from or transferring personal data to? (Tick all that apply.)

- Other – please indicate which in the box below

U.S.A.
We will exchange transcript of conversations.

15. What advice did the Privacy team give regarding data transfer? Record below their advice, the data transfer mechanism used, and any agreed security measures.

The privacy team advised for a joint-controllership agreement (in the work)
Pseudo-anonymization of transcripts has been added to our exchange protocol.

16. What are the legal grounds for personal data processing?

- Informed consent

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

The researcher will inform the potential participants about the goals and procedures of the research project. The researcher will also inform them about the personal data that are being processed and for what purpose.
This information will be provided to the potential participants via email before the experiment.
All participants will be asked for their consent for taking part in the study and for data processing by signing a physical/digital informed consent form before the start of the interview/experiment.

18. Where will you store the physical/digital signed consent forms or other types of proof of consent (such as recording of verbal consent)?

Consent form will be stored in the TUD project drive.

19. Does the processing of the personal data result in a high risk to the data subjects? (Tick all options that apply.)

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 in your research project.

If any category applies, please provide additional information in the box below. Likewise, if you collect other type of potentially sensitive data, or if you have any additional comments, include these in the box below.

If one or more options listed below apply, 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.

- Sensitive personal data

Discussions could include medical information (injuries and recovery process), and potential physiological and psychological trauma descriptions (effect of the car crash).

20. Did the Privacy team advise you to perform a DPIA?

- Yes

21. Please include below the outcome of the DPIA: what measures did you take?

The DPIA lead to :

- pseudo-anonymization of the transcripts
- added password (encryption) on the transcripts for the transfer

22. Where will you store the DPIA report (document on data processing features and document on risk assessment)?

The DPIA report is stored as part of the project administrative data on the project drive.

23. What will happen with the personal data used in the research after the end of the research project?

- Anonymised or aggregated data will be shared with others

24. How long will personal research data (including pseudonymised data) be stored for?

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

The personal data will be preserved for up to 3 years after the end of the project.

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

- In the informed consent form: participants are informed that their personal data will be anonymised and that the anonymised dataset is shared publicly

V. Data sharing and long term preservation

27. Apart from personal data mentioned in question 23, will any other data be publicly shared? Please provide a list of data/code you are going to share under 'Additional Information'.

- All other non-personal data/code underlying published articles / reports / thesis

The supplementary material will include:

- Interview questions
- anonymous quotes
- informed consent form template, invitation email
- presentation used to introduce the topic to interview participants

29. How will you share research data/code, including the one mentioned in question 23?

- I will upload the data/code to another data repository – please provide details below

The data will be included as supplementary material of the paper, on the publisher's website (Springsevier)

30. How much of your data/code will be shared in a research data repository?

- < 100 GB

31. When will the data/code be shared?

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

32. Under what license(s) will the data/code be released?

- CC BY

The data will be released by the publisher under the same license as the scientific publication.

VI. Data management responsibilities and resources

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

Bob and Alice, researchers in the Car Psychology Lab, bob@psychocar.nl, alice@psychocar.nl

34. 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)?

The infrastructure readily available to all researchers of the institution is sufficient for the project.