
Solar Concentration Discussion Group Interviews

A Data Management Plan created using DMPonline

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Template: Engineering and Physical Sciences Research Council (EPSRC)

Project abstract:

Karen would like to conduct group interviews to form a case study around her interdisciplinary research project, to gain insights from the interviewees who have all had some level of involvement with the research to date, or are from a background of interest. The objective is to explore views surrounding connections between science and art: to explore how people interact with collaborative work and what individuals would like to see in this form of research in the future. During the interview there will be three themes to discuss: 1. What are the benefits of disciplinary collaboration? 2. How can different disciplines communicate better with each other? 3. What could be realistic Goals for Interdisciplinary Research? Once the data has been collected, connections or differences between themes and individuals will be evaluated to construct a general idea of feelings and opinions experienced by those involved in interdisciplinary research to highlight the strengths, weaknesses and possible development for the future within the context of Karen's research. The case study will also provide transferable knowledge for other interdisciplinary projects with similar interests.

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Data Collection

What data will you collect or create?

Karen Westland intends to collect audio recordings from four group interviews discussing interdisciplinary research between science and design. This audio recording will then be transcribed and pseudonymised.

The data will then be analysed to inform her practice-based research and act as a case study to provide transferrable knowledge for other interdisciplinary projects with a similar structure.

Data will be stored on Box and/or OneDrive in raw data form where possible.

How will the data be collected or created?

Data folders on Box/OneDrive:

1. A confidential folder for the Participation Consent forms (which will include the pseudonym details).
2. A confidential folder for the Audio Recording and list of participants with corresponding pseudonyms.
3. A confidential folder for The Full (unedited) Transcription
4. A folder for the edited pseudonymised/anonymised transcription (no identifiers/special category data etc) suitable for anyone to access.

Data available on Discovery:

Folder 2. Encrypted & confidential: accessible by Karen for validation of research findings (to ensure research integrity): A confidential folder for the Audio Recording and list of participants with corresponding pseudonyms.

Folder 4. Accessible by anyone: A folder for the edited pseudonymised/anonymised transcription (no identifiers/special category data etc) suitable for anyone to access.

Documentation and Metadata

What documentation and metadata will accompany the data?

Karen will put the suitable data on the University Repository 'Discovery' with the metadata required in the Datacite standard, with the assistance of LLC.

Ethics and Legal Compliance

How will you manage any ethical issues?

Consent forms will be collected prior to interviews. Participants have a right to withdraw consent at any time, though once data is collected it may not be possible to do so entirely.

Participants will be pseudonymised. Data, including a list connecting participants to their pseudonyms, will be treated as confidential and collected/held appropriately until identifiers have been removed, or destroyed if no longer required.

The University asserts that the lawful basis for the processing of personal data in this research is that 'processing is necessary for the

performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'. Any special category data disclosed (i.e. concerning personal health/personal circumstances/political opinion) will be processed in accordance with Article 89(1) of the General Data Protection Regulation and destroyed at the earliest opportunity.

How will you manage copyright and Intellectual Property Rights (IPR) issues?

Written permission will be requested in the participant consent form for Karen to gain or share copyright of any data gathered during the group interview.

Participants have the option to consent to anonymised direct quotes being used in research outputs, and their real name being used for direct quotes in research outputs in the participation consent form.

Storage and Backup

How will the data be stored and backed up during the research?

Participation correspondence, consent & pseudonym details will be sent to individuals via Box marked 'confidential'.

The audio recordings will be collected using a managed UoD laptop device with Jabber microphone. This data will then be encrypted and uploaded to Box/OneDrive immediately after each interview using VPN security. The folders in Box/OneDrive will be password protected and only accessible by Karen.

The transcription will be conducted by Karen either on a managed UoD laptop device or on Box using VPN security from a non-managed device. The data will only be accessed through university secure systems, until the point where there are no personal identifiers present in the data. The participants will be pseudonymised in the transcription which will be held in a separate file location on Box/OneDrive to the identifiable participant list and audio recording. The identifiable data will be labelled confidential. oTranscribe will be used to aid transcribing into a text document.

Once the data does not have any personal identifiers, and is no longer confidential information, it will be accessed without secure systems and will be available to publish as part of the research.

There is no intention to collect special category data, but if participants voluntarily say anything that fits this category, the data will then be managed appropriately.

How will you manage access and security?

All data will be stored on Box and accessible only by Karen. Karen will treat the data as special category with the appropriate safeguards, until it has been assessed by her to determine otherwise.

Data minimisation will be undertaken in the transcription process: any special category or 'normal' data will be omitted if irrelevant.

The audio recording will be archived with the University Repository under restricted access, so that it is available for validation of findings and subsequently deleted from the researchers files and devices.

Selection and Preservation

Which data are of long-term value and should be retained, shared, and/or preserved?

The data will be stored on the University's Institutional Repository 'Discovery' for 10 years minimum.

What is the long-term preservation plan for the dataset?

The data will be stored in raw data form or in open document standard, non-proprietary standard representation (ASCII, Unicode). PDF will most likely be the document type used for the data collected.

Data Sharing

How will you share the data?

Data will be accessible via the University's Institutional Repository 'Discovery'.

There will be a DOI assigned to the dataset for citation purposes to allow the data to be publicly searchable and discoverable and will describe how and on what terms the data may be made available.

If there is a risk of re-identification, the anonymised data will not be released.

Permission will be gained from participants to release anonymised transcripts beforehand.

Are any restrictions on data sharing required?

Restriction for data sharing will be on the basis of Data Protection to ensure confidentiality for the interview participants. On this basis the data available will adhere to GDPR to preserve their personal data appropriately.

The metadata will outline any reasons for restricting access to the data if it is indeed necessary to do so.

Responsibilities and Resources

Who will be responsible for data management?

Karen Westland will be responsible for the data capture, metadata production, data quality, storage and backup, data archiving & data sharing.

Karen will seek advice from support staff at the university including the LLC & data protection team to ensure these are completed adequately.

What resources will you require to deliver your plan?

No funding required (data will be considerably less than the 1TB storage available).