

Example checklist for data management planning¹

The information below should be addressed in your Data Management Plan and in your Ethical Approval Application. Advice and guidance can be sought from the Data Management pages of the Research Support Office intranet, and from your Departmental Data Assessor. Additional guidance can be sought from the Chair of your School's Ethics panel.

Administrative Data:

- Basic project information (title, identifier)
- Summary of the purpose of the research
- Details of any funder/contract compliance obligations
- Details of legal compliance, such as the data owner, data processor, or the data asset register on which the data's existence has been recorded

Data Collection

- Is there any existing data you can reuse?
- How will you create the data, and (where personal data is involved) minimise or subsequently anonymise it?
- Can the data be created in a non-proprietary format, to make it more easily accessible?
- How will you ensure the data can be stored and shared?
- What quality assurance processes will you adopt?

Documentation and Metadata:

- What information will accompany the data to ensure it can be interpreted in the future?
- How will you ensure the data is citeable? *E.g.* BathSPAdata allows you to create a persistent Digital Object Identifier (DOI) for the dataset.

Ethics and Legal Compliance

- Have you gained consent for data sharing and preservation?
- How will you protect the identity of participants?
- Should access to data be restricted?
- How will you ensure compliance with relevant legislation including the General Data Protection Regulation and Freedom of Information Act?

Storage and Backup

- Where will you securely store the data and does the provider offer data centre, network and power resilience?
- How will you gain assurance of the secure configuration of the systems used to store the data?
- How will you assess the competence and monitor the ongoing performance of the suppliers involved?
- What are the terms for exiting or renewing the contract with the supplier?
- Who will be responsible for the data storage, backup and recovery?
- How will you ensure collaborators can access the data securely?
- How will you manage the risks to data security?

¹ Based on the Digital Curation Centre's DCC Checklist Available at:
<http://www.dcc.ac.uk/sites/default/files/documents/resource/DMP/DMP-checklist-flyer.pdf>

Selection and Preservation

- How long will data be archived for?
- Which data should be retained and which destroyed? Why?
- How will any keys used to identify individuals be segregated and redacted from the data?
- What are the foreseeable uses for your data?
- How will the data be preserved? What costs are associated with this?

Data Sharing

- With whom will you share data and under what licensing conditions, e.g. Creative Commons?
- When will you make the data available?
- If the funder permits, would first, exclusive use of the data allow you to commercialise it?
- Are there any necessary restrictions on data sharing?
- How will potential users find out about your data?

Responsibilities and Resources

- Who is responsible for implementing the Data Management Plan?
- What resources will you require?