Plan Overview

A Data Management Plan created using DMPonline

Title: Survey Data Privacy Project

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Project Administrator: Neha Moopen, Dorien Huijser

Affiliation: Utrecht University

Funder: Netherlands Organisation for Scientific Research (NWO)

Template: Utrecht University DMP

Project abstract:

The Data Privacy Project is a broad data support effort within Utrecht University, that aims to develop multidisciplinary knowledge of, tools about, and experience with how researchers can and should deal with personal data, with an emphasis on practical techniques, computational tools, legal policies and user experiences. To take into account the perspective of our target audience, the researcher, we want to investigate what data privacy issues they run into, what their data privacy needs are and how we can best help them. To this end, we sent out a survey and organised several one-on-one meetings with researchers. These efforts should give us both quantitative and qualitative feedback on the entire project, as well as an evidence base to base our next steps on.

ID: 81129

Start date: 01-07-2021

End date: 30-06-2023

Last modified: 27-09-2022

Grant number / URL: https://www.nwo.nl/en/projects/ict001dcc010

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Survey Data Privacy Project

Data Collection

1.1 Will you re-use existing data ?

If yes: explain which existing data you will re-use and under which terms of use.

- No, I will be collecting/generating new data

We will be collecting survey and interview data from Utrecht University research staff.

1.2 Describe your data.
Fill the table below with a brief description of the data, including the type, format and volume.

#	Data Description	Data Type	Format	Total Volume
1	Survey data	Tabular	.csv	MBs
2	Interview data: summaries of interviews	Text	.docx	MBs
3	Documentation	Text	.docx / .txt	kBs
4	To be published or shared documentation	Text	.pdf	kBs
5	Analysis scripts	Script	.R / .Rmd	kBs

Data Documentation

2.1 Describe the documentation and metadata that you will use to to make your data reproducible and interoperable. Describe which files you will provide, along with a brief description of the information they will contain, to make your data reproducible and interoperable. Describe the information that you will provide to make the data items in questions 2.1 reusable and interoperable. If using a specific metadata standard, please mention this below.

We will have extensive documentation.

- Codebook of the survey, containing in machine-readable format the questions and response options presented to participants (shared publicly).
- Survey in document-form, including information letter and consent form (shared publicly).
- This Data Management Plan (shared publicly).
- For the interviews, we will document our procedures, e.g., the questions asked (shared in the public report).
- Our project website: https://utrechtuniversity.github.io/dataprivacyproject will function as a readme file with administrative

information about the Data Privacy Project of which this Survey is a part. The dedicated GitHub repository (https://github.com/UtrechtUniversity/dataprivacysurvey) will also contain a README about this specific project.
- Documentation of creating the survey and interview questions (shared in the Teams environment).
- Analysis scripts for analysing the survey data (shared publicly).
- Written reports of the findings and recommendations (shared publicly).

2.2 Describe the folder structure you will provide to make your data reproducible and interoperable.
Describe the folder structure, naming conventions and/or version control you will use for this project.

The folder structure described below is located in the Data Privacy Project teams environment, to which the entire team has access.

- **01-Survey-plan**: contains background, planning documentation, information letter drafts, planning, communication plans, etc.
- **02-Survey-questions**: contains documents where the survey was created with input from the Data Privacy Project team.
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    - ***00-Survey-examples***: contains examples of surveys to be used for inspiration.
    - ***_old***: contains older versions of documents.
- **03-Survey-data**: currently has no content. If it does in the future, it will only contain cleaned and anonymised data.
- **04-Survey-interpretation**: documents needed to write the public reports, for example a draft of the recommendations.

The raw survey and interview data is stored in a separate Teams channel only accessible to the project coordinators: Dorien Huijser & Neha Moopen.
Files are named in the following manner:

- Project documents: ##-purpose-of-document-v#.extension
- Data:
-
    - Raw survey data: Data_Privacy_Survey_YYYYMMDD.csv
    - Processed survey data: YYYY-MM-DD_dppsurvey_[documenttype].csv
    - Interview data: Survey-interview-[documenttype].docx
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Data Storage

3.1. Select the storage solution where you will store and back-up your data.
Select the locations where your data will be stored. You may select more than one. Please describe the storage solution and the backup strategy of your storage solution if it does not appear in the list below.

- Other (please specify below)

For collaboration purposes, we are using Teams (similar to OneDrive, but not bound to a personal account). The raw data will be stored in a private channel in this Team, which is only accessible to the project administrators. Raw questionnaire data is also saved in Qualtrics. Both locations are backed-up regularly.

Data Privacy and Security

4.1 Will you be collecting or using personal data ?

Personal data is any data which, alone or in combination with other information, can identify a living person. Such data must abide by the GDPR and requires additional safeguards and documentation to be processed lawfully.

- Yes, I will collect and/or use personal data

We aim to minimise the amount of personal data collected through the survey (faculty, position, type of research and type of data).

The survey and interview data themselves may however still contain personal data, for example when combining responses on multiple questions or open text responses may lead to identification.

Some participants may provide an email address to be contacted for interviewing (direct identifiers). These will be stored in a contact document to contact researchers to interview them. We will remove these email addresses as soon as the project is finished.

4.2 What is the legal basis by which you are collecting and/or processing this data ?

If you are uncertain as to which legal basis applies to your type of research, please do not hesitate to contact us at info.rdm@uu.nl or by using the "Request feedback" button and leaving a comment alongside this question.

- Informed consent

The processing of personal data for the survey and interviews themselves will be based on informed consent. We will make sure the informed consent form contains the correct phrasings to allow us to use the data for our specified purposes.

4.3 Select the privacy and security measures you will employ to protect the privacy of your data subjects. Check all that apply.

- Pseudonymization
- Minimization
- Access control
- Secure storage
- Aggregation/Abstraction

- Secure storage: UU-instances of Qualtrics and Teams are both Ok'd for storing personal data.
- Pseudonymisation: we will not collect and otherwise remove direct identifiers from the research data. If data can be anonymised, we will do so.
- Minimisation: we will collect as little personal data as we possibly can.
- Aggregation/Abstraction: interviews will be transcribed and summarised, survey data will be summarised in a report.
- Access control: only the Data Privacy Project coordinators will have access to the raw data.

4.4 Who is the controller of the personal data ?

The controller of the personal data is the entity which determines what is done with the data. In most cases the controller is Utrecht University.

Utrecht University is the controller of the collected personal data. Nevertheless, Neha Moopen and Dorien Huijser will ensure that the data is handled and processed in accordance with the GDPR.

4.5 How will ownership and intellectual property rights of the data be managed?

Describe who controls access to the data and who determines what is done to the data.

All intellectual property rights belong to Utrecht University.

During the project, all members of the Data Privacy Project team will have access to the documentation and data in anonymised form. The team will not have access to personal data provided through the survey. Neha Moopen and Dorien Huijser will determine who has access to the data within the Data Privacy Project team.

Data Selection, Preservation & Sharing

5.1 Describe the data you will be preserving and the storage solution where it will be preserved?

Describe which data will be preserved under long-term storage. You may refer back to the data described in question 1.2 to specify which data will be preserved. Explain where you will preserve your data, and how procedures are applied to ensure the survival of the data for the long term.

If it is possible to completely anonymise the data, we aim to publish the anonymised version(s) of the data on Zenodo, together with

written reports of the results.
Personal data that cannot be anonymised will be stored for the duration of the project (until July 2023) and deleted afterwards.

5.2 Describe the data you will be sharing and the repository where it will be shared?
Describe which data you will be sharing. Select where you will make your data findable and available to others. If selecting "Other" please specify below which repository and provide a URL.

Please also write below if you will apply any conditions to the re-use of your data. (i.e. Creative commons license or Data Transfer Agreement).

- Zenodo

If possible to completely anonymise the data, we aim to publish the data on Zenodo with a CC BY 4.0 license. If not, the data will not be available for verification and reuse and the personal data will be deleted after the project has ended.

5.3 Are specialized, uncommon or expensive software, tools or facilities required to use the data?

Please list any specialized, uncommon or expensive software, tools or facilities that are absolutely required to obtain, use or handle your data, if any.

No, all the data can be accessed by free, open-source or non-proprietary software.

Data Management Costs and Resources

6.1 What are the foreseeable research data management costs and how do you expect to cover them ?
Please specify the known and expected costs involved in managing, storing and sharing your data. Also explain how you plan to cover these costs.

All data management costs are covered by Utrecht University (storage) and the Data Privacy Project (data managers).

6.2 Who will be responsible for data management?
Please specify who is responsible for updating the DMP and ensuring it is being followed accordingly.

Dorien Huijser

6.3 State if you contacted an RDM consultant from Utrecht University to help you fill out your DMP.

Please list their name and date of contact.
This is mandatory forNWO grants.

Yes: Jacques Flores (2022-01-14)