

Data Management, Governance, and DMPOnline

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Overview

- Who are Digital Research Services?
 - Before you start your DMP
 - Describing your Data
 - Data Collection/Generation
- Documentation and Metadata
- Ethical and Legal Compliance
 - Storage and Backup
- Selection and preservation
 - Data Sharing
 - Responsibilities
 - Policies
 - Common Pitfalls
- Support and Resources

Who are the Digital Research Team?

We are a team that sits in the Directorate of Digital and Information Services, with the know-how to provide bespoke technological solutions to your research needs.

We combine our knowledge of the research community with our technical expertise to provide the best solution for you.

Who are the Digital Research Team?

Our services cover:

- Access, use, and support with the High-Performance Computer (HPC)
- Access and support for our survey and data entry tools
- 1-1 consultancy for research solutions
- DMP support
- Data management support
- Access to the Data Safe Haven and SafePod



What is a DMP? A quick definition

A DMP, or Data Management Plan, is a formal 'living' document that outlines how your data will be handled, including creation, maintenance and sharing, from the start of your project to after your project is complete.

Most funding bodies are now expecting to see a DMP and for it to be maintained throughout the project's lifecycle.

A brief outline of data protection laws

Data Protection Act (2018)

Any use of Personal Data should be

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

A brief outline of data protection laws

General Data Protection Regulations (GDPR)

GDPR aims to protect individuals' privacy rights by:

- Granting individuals rights over their data, such as the right to deletion, correction, and access (where applicable)
- Requiring consent for the use of personal data
- Ensuring the fair, lawful and transparent use of personal data
- Mandating security measures to protect data, mandating the reporting of data breaches, and appointing data officers
- However, there are exemptions to these rights for researchers, but these need to be explicit to individuals

You may need to fill out a Data Protection Impact Assessment

If you plan on doing any of the following, you'll need a DPIA:

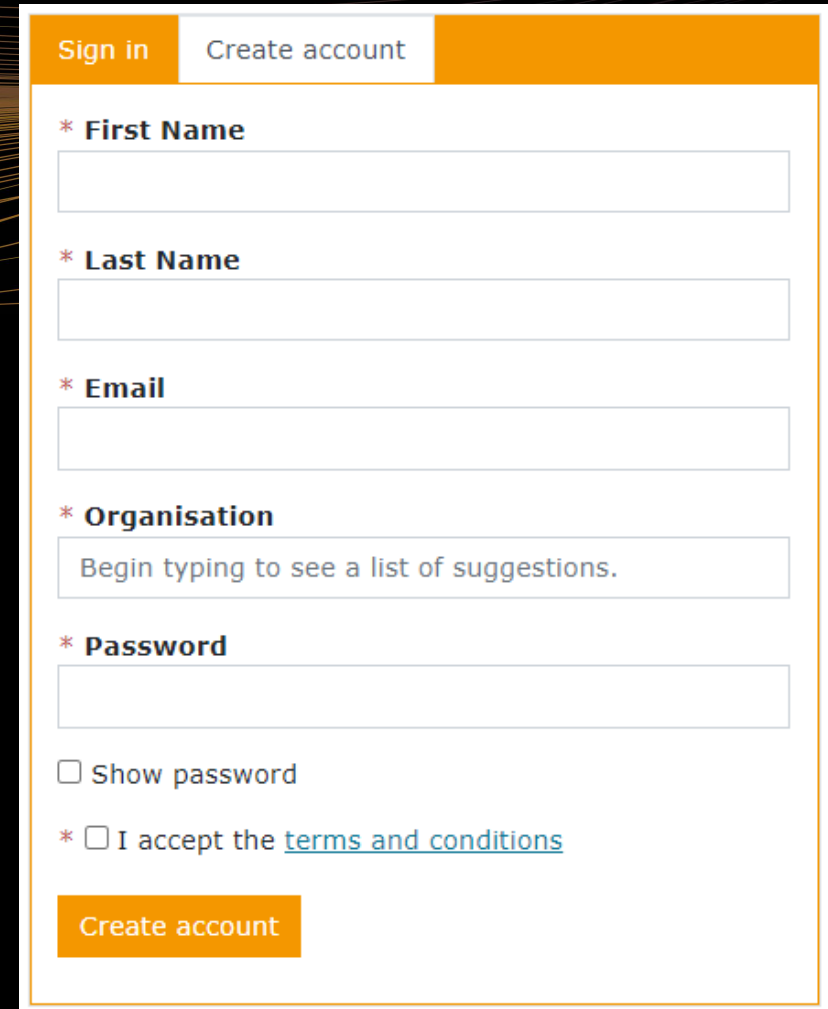
- use systematic and extensive profiling with significant effects on individuals
- process special category or criminal offence data on a large scale
- systematically monitoring publicly accessible places on a large scale
- use profiling or special category data to decide on access to services, opportunities or benefits
- profile individuals on a large scale
- match data or combine datasets from a different source
- profile children or target marketing or online services at them
- process data that might endanger the individual's physical health or safety in the event of a security breach

More information can be provided by the Information Governance team at dpa@abdn.ac.uk

Where can a DMP be created?

The university has access to a DMP tool called DMPonline - [DMPonline \(dcc.ac.uk\)](http://DMPonline.dcc.ac.uk)

It's free to use and you can start creating DMPs after you've created an account.



The image shows a screenshot of the 'Create account' form on the DMPonline website. The form is set against a white background with an orange header bar. The header bar contains two tabs: 'Sign in' and 'Create account', with 'Create account' being the active tab. The form fields are as follows:

- * First Name**: A text input field.
- * Last Name**: A text input field.
- * Email**: A text input field.
- * Organisation**: A text input field with the placeholder text 'Begin typing to see a list of suggestions.'
- * Password**: A text input field.

Below the password field, there are two checkboxes:

- Show password
- I accept the [terms and conditions](#)

At the bottom of the form, there is an orange button labeled 'Create account'.

Different funders have slightly different requirements...

However, each DMP will contain the same key areas that will be covered in this presentation.

Each area will also contain descriptions of what info should be contained – these descriptions are also geared to which funder you have submitted.

Guidance			Comments
MRC	DCC	UOA	

The background features a complex pattern of thin, wavy orange lines that create a sense of depth and movement, resembling a stylized wave or a data visualization. The lines are most concentrated on the left side and spread out towards the right, where they become more sparse and fade into the black background.

Describing your Data

What type of study are you partaking in?



Prospective



Retrospective



Case-Control

Please note, that if you're using or re-using any third-party data, make sure you have the appropriate permissions to allow for data sharing and/or preservation plans

What data will you collect or create?

Qualitative

Computational
Models

Statistics

Measurements

Text

Images

Audio Visual
Data

Samples

Please note, that if you're using or re-using any third-party data, make sure you have the appropriate permissions to allow for data sharing and/or preservation plans

[DMP 1.2]

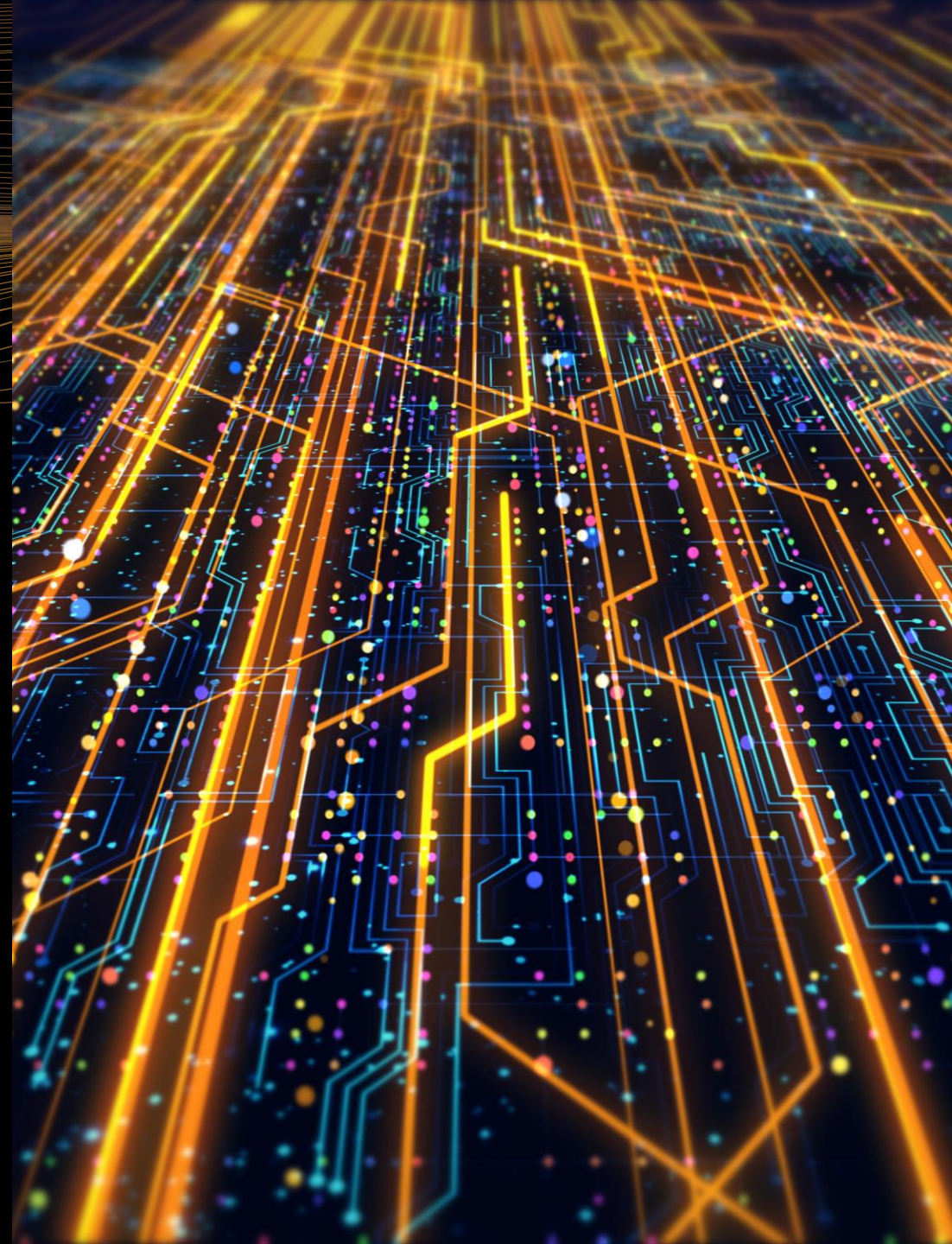
How much data and what format?

Describe what format the data will take, such as .csv, .txt etc and why you chose this format.

How much will cover how much data storage you will need for your project; Will you only require a couple of gigabytes or multiple terabytes?

[DMP 1.3]

[Recommended formats — UK Data Service](#)



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Data Collection/Generation

How will you collect/generate your data?

Here, you will describe how your data will be collected, generated and/or processed, with what software and why



Excel/Other spreadsheet software



SPSS/Other statistical analysis programs



Surveys/Survey tools



Audio/transcriptions/video

Please be aware if you're using third-party apps or software



Google Forms



myfitnesspal



You may need to fill out a Supplier Cyber and Data Assessment

How will you ensure data quality?



Data Coding



Data Cleaning



Repeat Samples



Validation



Standardisation

The background of the slide is a black field filled with numerous thin, wavy, orange-gold lines. These lines originate from a single point on the left side and fan out towards the right, creating a sense of movement and depth. The lines vary in frequency and amplitude, giving the overall effect a fluid, organic quality.

Data Management, Documentation and Curation

How will you manage, store, and curate the data?



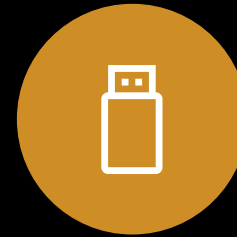
C DRIVE



H DRIVE



SHARED DRIVE



USB/ EXTERNAL
HARD DRIVE



CLOUD

But please note this...

External storage can be fragile in many ways

Aberdeen university students evacuated following bin fire in classroom

EveningExpress

Fire sparks evacuation at Aberdeen university

by Anthony Joseph 20/11/2014, 9:57 am

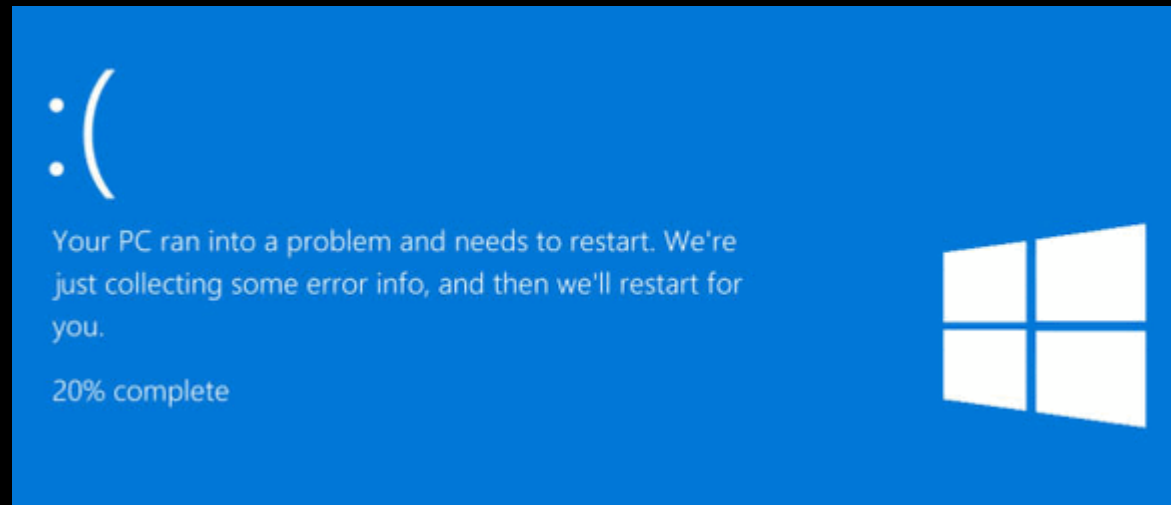


[Aberdeen university students evacuated following bin fire in classroom \(pressandjournal.co.uk\)](http://pressandjournal.co.uk)

[Aberdeen students evacuated from fire \(pressandjournal.co.uk\)](http://pressandjournal.co.uk)

But please note this...

- Your H drive should only be for personal work and not for your research data
- Your C drive should only be for transient storage, and anything saved here needs to be backed up on a shared drive or your OneDrive



What are the main risks to your data and how to safeguard?

- You will also need to state the risks to your data and why the risks are there
- What policies are in place to mitigate this risk?
- What formal standards will you implement to mitigate risk?

What metadata and documentation will you also produce?

- Metadata describes your data, how it was produced, with what procedures and why
- It describes and contextualises your data to make it accessible and understandable to others
- You will also need to think about metadata standards:



Descriptive



Technical



Administrative



User



Preservation

What is your data preservation strategy?

Here will be a brief description of what data you will keep, for how long, where, and what policies or standards you will follow.



Time



Software
upgrades/decommission



Data
you'll
destroy



Archiving



Policies/Standards

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Data Security and Confidentiality

How will you protect your data?

You will need to consider the security policies and standards you will implement, the data storage method you'll use, who will have access, and how you will mitigate risk.

You will also need to outline the main risks to your data, such as unauthorised access, corruption, deletion, etc

[DMP 4.1/4.2]

[Data Storage & Archiving | StaffNet | The University of Aberdeen \(abdn.ac.uk\)](#)

[Information Security Policy \(abdn.ac.uk\)](#)

[Information Security Policy \(abdn.ac.uk\)](#)

[Data Protection | StaffNet | The University of Aberdeen \(abdn.ac.uk\)](#)

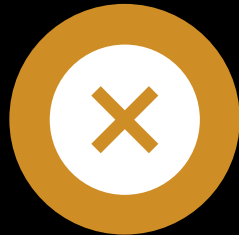


Data Sharing and Access

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Suitability for sharing?

You will need to think about how and when you can share your data, whether you can share your data, and if you have the right permissions to share.



Most likely no,
not yet



Think about
consent



Exclusivity
period

Discoverability of your data

Here, you'll describe where you will deposit your data, the cost of preservation of your data, and what data will be preserved.



WEB



PRESENTATIONS



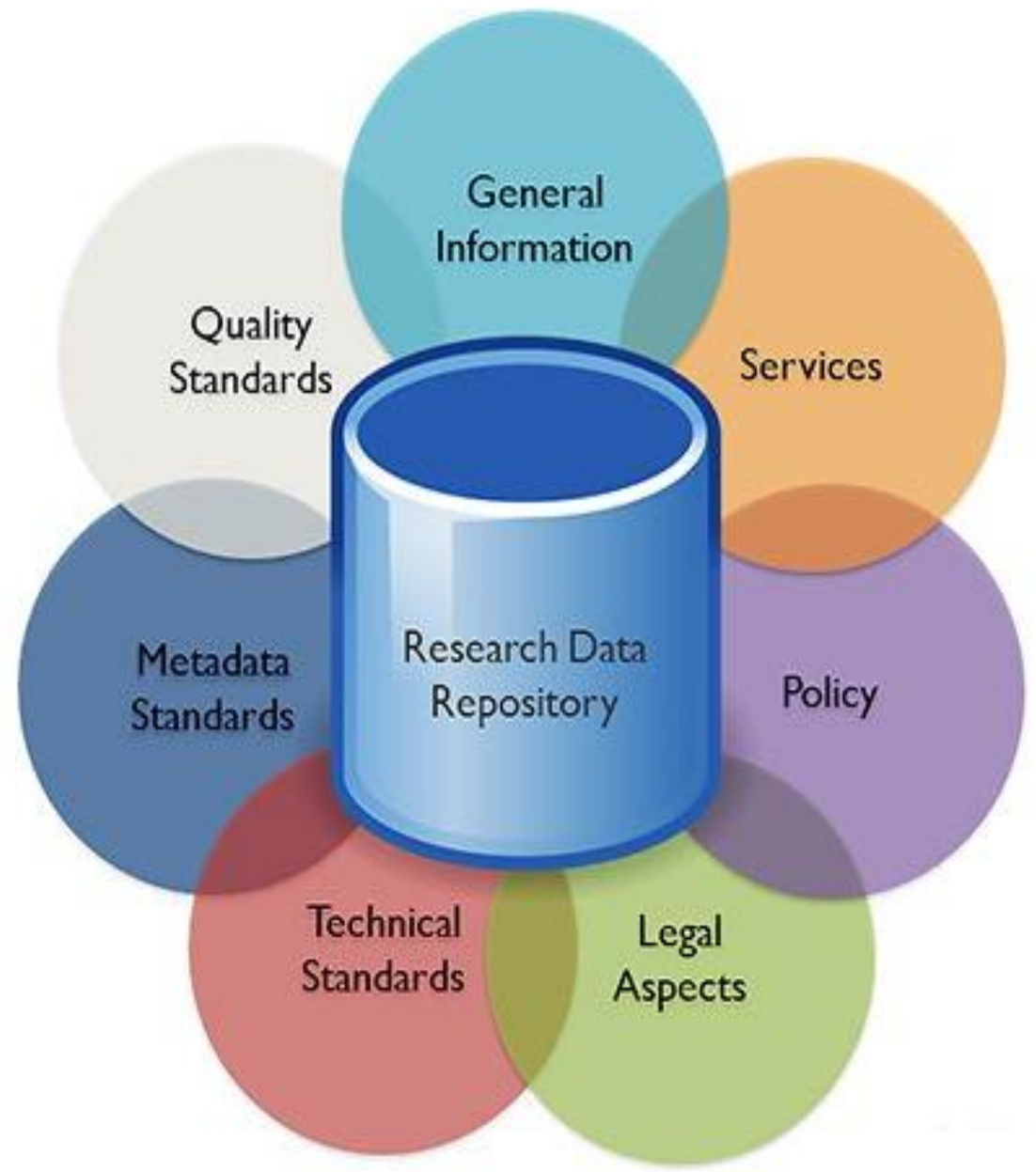
PURE



WORD OF MOUTH

[DMP 5.2]

[DataCite Commons](#)



Who will govern access to your data?



PI



Steering
Committee



Application
form



Monitoring
Publications

Regulation of responsibilities

You will need to think about whether you will need a Data Sharing Agreement for those wanting to access your data.



The short answer will most likely be yes.

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Responsibilities

Who will be responsible for what?

You will need to outline who will be responsible for what role or activity and how you will coordinate collaborative projects.

Ultimately, as the PI, you are responsible for what happens in your project.

Examples of roles include:

- Data capture
- Metadata creation
- Quality assurance
- Storage and backup
- Data archiving
- Data sharing
- Plus, more....

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Relevant Policies

Include the relevant institutional, departmental, and study policies you will follow

All our institutional policies can be found in the [Policy Zone](#)



[DMP 7]

[Search Policy Zone](#) | [StaffNet](#) | [The University of Aberdeen \(abdn.ac.uk\)](#)

Common Pitfalls

Just to outline the common pitfalls we see

- Type, format and volume of data
- Who owns the data?
- How the data will be backed up, secured and stored?
- Who will you share the data with and under what conditions?
- Will you share the data in a repository, how you will handle access requests, or if you will use another mechanism?

The background features a complex pattern of thin, wavy orange lines that create a sense of movement and depth. The lines are most concentrated on the left side, where they appear to originate from a single point and fan out towards the right. The overall effect is a dynamic, organic texture against a solid black background.

Support and Resources

When you've started to create your DMP...

Project Details

Contributors

Plan overview

Write Plan

Research Outputs

Share

Request feedback

Download

Request expert feedback

Click below to give data management staff at University of Aberdeen, the Plan Owner's org, access to read and comment on your plan.

Thank you for requesting feedback on your data management plan. One of our Digital Research Specialists will respond to your request within 3 working days. If you have questions pertaining to this action please contact us at digitalresearch@abdn.ac.uk.

You can continue to edit and download the plan in the interim.

Request feedback

Resources

[Digital Research | Research | The University of Aberdeen \(abdn.ac.uk\)](#)

[Data Management Plans | DCC](#)

[Data Management Plan | University Systems and Software | Toolkit | The University of Aberdeen \(abdn.ac.uk\)](#)

[Data Protection Act 2018 \(legislation.gov.uk\)](#)

[Data Protection | StaffNet | The University of Aberdeen \(abdn.ac.uk\)](#)

[General Data Protection Regulation \(GDPR\) – Official Legal Text \(gdpr-info.eu\)](#)

[UK GDPR guidance and resources | ICO](#)

[DMPonline \(dcc.ac.uk\)](#)

[Funders' data plan requirements | DCC](#)

[Recommended formats — UK Data Service](#)

[IS18: Supplier Cyber and Data Assessment Process Overview \(abdn.ac.uk\)](#)

[Data Storage for Researchers | University Systems and Software | Toolkit | The University of Aberdeen \(abdn.ac.uk\)](#)

[Research data management — UK Data Service](#)

[Data Storage & Archiving | StaffNet | The University of Aberdeen \(abdn.ac.uk\)](#)

[What are Metadata Standards | DCC](#)

[Research Data Management policy.pdf \(abdn.ac.uk\)](#)

[research_data_management_guidance.pdf \(abdn.ac.uk\)](#)

[DataCite Commons](#)

[Policy Zone | StaffNet | The University of Aberdeen \(abdn.ac.uk\)](#)

**Thank you for listening, are
there any questions?**

