Data Management Plan

**Please complete all sections with reference to the *REC DMP Guidance* (download** [**here**](https://www.reading.ac.uk/research-services/research-data-management/data-management-planning/research-ethics-and-data-protection)**). Enter N/A if a section is not applicable.**

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| project details | |
| PI name |  |
| Project Title |  |
| Author(s) of DMP |  |
| Version | 1.0 |
| Date |  |
| 1. What research data will be collected? | |
| Describe the types of research data that will be collected, providing information about media/formats data will be collected in, and the anticipated scale or quantity of each type of data. | |
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| 2. What personal data AND confidential information will be processed? | |
| 2.1 Specify the identifying information (personal data) that will be collected (tick all that apply) | |
| **Name**  **Data of Birth/Age**  **Postal Address(es)** (to include postcodes)  **Contact telephone(s)**  **Email address(es)**  **Unique Identifiers** (to include: Student ID numbers, Staff ID numbers, Passport numbers, NHS numbers, National Insurance numbers, ORCID’s, unique research participant ID numbers, Unique applicant ID numbers, vehicle reg, driving licence numbers)  **Images of individuals, including CCTV, photos**  **Location Data** (to include any GPS location data)  **Online Identifiers** (to include IP address data)  **Economic/financial data** (relating to an identifiable individual)  **Educational records** including but not limited to records held by the University and other education providers  **Counselling records**  **Pastoral records, including Extenuating Circumstances Forms**  **Disciplinary records**  **Training records**  **Employment records to include CV’s, references**  **Nationality/Domicile**  **Dietary requirements or preferences**  **Other – Please specify below** | |
| 2.2 Specify any special category or sensitive data that will be collected (tick all that apply) | |
| **Ethnicity**  **Mental Health** (status, medical records conditions, to include disability)  **Physical Health** (status, medical records conditions, to include disability)  **Sexual Orientation/Sexual life**  **Genetic Data** (to include DNA data)  **Biometric data** (such as facial scan, iris scan or fingerprint data used for the purposes of identifying a participant)  **Political opinions**  **Trade Union membership**  **Religious or philosophical beliefs**  **Criminal Convictions and offences** (to include alleged offences and convictions)  **Other – Please specify below** | |
| 2.3 Specify any confidential information not specified above that will be collected, e.g. non-public information relating to a business or other organisation. | |
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| 3. How will data be stored and transferred during the project? | |
| 3.1 Identify all locations where data will be stored, indicating for each location whether it will be used to store identifying information or de-identified research data, and providing details of access controls that will be applied. | |
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| 3.2 Describe any administrative measures that you will take to control the risks of inappropriate disclosure, e.g. pseudonymisation, and procedures for secure transfer between locations, e.g. using file encryption and encrypted channels. | |
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| 3.3 Specify who will be able to access the identifying information and how you will ensure they process the information securely, e.g. through training, supervision and adherence to secure data handling procedures. | |
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| 4. How will research data be preserved and shared on completion of the project? (undergraduate or pGT projects should enter N/A in this section unless results will be published) | |
| 4.1 Identify the research data that will be preserved and shared at the end of the project by deposit in a public data repository or other archiving solution. | |
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| 4.2 Describe the measures that will be taken to ensure data are suitable for sharing, e.g. securing consent, anonymising data prior to deposit/sharing, sharing confidential or high-risk information using a controlled access repository. | |
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| 4.3 Identify data repositories or other solutions that will be used to preserve and share data. | |
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| **5. HOW WILL RETENTION AND DISPOSAL OF PERSONAL DATA AND CONFIDENTIAL INFORMATION AFTER PROJECT COMPLETION BE MANAGED?** | |
| 5.1 State how long you plan to retain personal data/confidential information after the end of the project. | |
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| 5.2 Specify under whose authority this information will be maintained and disposed of after the project. | |
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