
Plan Overview

A Data Management Plan created using DMPonline

Title: Cultural Infrastructure Benchmarking for Place-Based Policy

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Funder: UKRI Future Leaders Fellowships

Template: UKRI Future Leaders Fellowships Template for a Data Management Plan Customised By: University of Manchester

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Project abstract:

This research investigates the experiences of cultural managers and policy makers involved in place-based investment in arts and cultural activities in the United Kingdom. It is part of a policy fellowship with the Department for Culture, Media and Sport which explores how that government can support cultural infrastructure in England through place-based policy. Culture infrastructure is understood as the arts, cultural and heritage centres, venues and programmes (sometimes called 'cultural assets') that provide access to cultural participation, which have mixed funding and business models and vary in density across the country, with more infrastructure found in cities and larger towns. The project seeks to examine what challenges there are for funding and maintaining these cultural assets in different places by talking with expert witnesses (all of whom will have experience in this area).

Research questions:

- How do different places attract capital and revenue investment and policy interventions to create and sustain arts and cultural infrastructure, including arts venues, programmes and other resources?
- What are the experiences of local and national professional practitioners as stakeholders involved in these placemaking and cultural investment activities, and what strategies for cultural placemaking do they recommend?
- What are the minimum requirements for cultural infrastructure and how do these differ by place type?
- What are the benchmarks that are used by policy makers when investing in local cultural infrastructure and how might they be improved? .

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Cultural Infrastructure Benchmarking for Place-Based Policy - Initial DMP - Data management and sharing

Management and sharing data

How will you manage and share data collected or acquired through the proposed research?

The data collected are people-based through semi-structured interviews with expert witnesses recruited through their suitability for this study under informed consent.

Personal data will be anonymised and interview transcripts will be pseudonymised, with encryption key and files stored securely in University of Manchester approved storage, securely backed up on server and accessible via the secure Virtual Private Network (VPN).

The anonymised data collected will be held securely for up to 4 years. Personal information will not be retained for further research but will be disposed of securely via University of Manchester processes.

The anonymised dataset will be analysed and used to inform research outputs (report, journal articles).

The data collected and acquired through the research is for a project as a UKRI Policy Fellow on Cultural Placemaking and Levelling Up.

Research outputs will be shared via publication on government website in the form of a report on the policy fellowship, and via articles in peer reviewed journals.

The project, data collection, production, publication and dissemination of outputs are subject to the discussion, review and sign off by the Department for Culture, Media and Sport (DCMS) who are party to the UKRI Policy Fellowship Agreement (see DMP for further details).

Cultural Infrastructure Benchmarking for Place-Based Policy - Full DMP - UKRI Future Leaders Fellowships Template

Manchester Data Management Outline

1. Will this project be reviewed by any of the following bodies (please select all that apply)?

- Ethics

2. Is The University of Manchester collaborating with other institutions on this project?

- Yes - Part of a collaboration and owning or handling data

This project is part of a policy fellowship with the UK Government's Department for Culture, Media and Sport (DCMS). The University of Manchester will be the data owner/controller and processor for the data collected for the project.

The policy fellowship is subject to the UKRI Policy Fellowship Agreement signed off by the University of Manchester and the DCMS. The project is overseen by line management in the Chief Scientific Advisor's office, DCMS.

The processes for handling and managing data have been checked with the DCMS Data Protection Unit who have confirmed the project / proposed activities for the Fellowship meets with their protocols for data handling of personal data.

Publication on the government website will be signed off by the relevant authorities within the DCMS (Chief Scientific Advisor and representatives).

3. What data will you use in this project (please select all that apply)?

- Re-use existing data (please list below)
- Acquire new data

Existing data will be in the public domain, to include:

- government statistics on participation and arts funding
- published 'grey literature' including consultants' reports, strategies and other information available through government and Arms Length Body (ALB) websites.

4. Where will the data be stored and backed-up during the project lifetime?

- University of Manchester Research Data Storage Service (Isilon)

5. If you will be using Research Data Storage, how much storage will you require?

- < 1 TB

6. Are you going to be receiving data from, or sharing data with an external third party?

- Yes

The data will be shared in anonymised form with the DCMS as part of reporting on the project and undertaking knowledge exchange with DCMS policy offers and other government departments.

The UKRI Policy Fellowship Agreement states the ways of working as follows:

Policy Fellows receive security clearance and line management from the host department (DCMS) and follow the Civil Service Code which includes clear instructions on confidentiality and official information (see <https://www.gov.uk/government/publications/civil-service-code/the-civil-service-code>) The objectives and outputs of the Fellowship are reviewed and updated with the line manager (Karen Harris) on an ongoing basis.

"The Fellowship will result in agreed publications by the Fellow for which the fellow and the Host will be attributed. Such outputs will be discussed during the Inception Phase.

The outputs from the Fellowship connected with the Fellow's work (Departmental Fellowship Outputs) for the Host will be subject to ownership of the Crown and may only be published if subject to an Open Government licence.

Certain outputs from the Fellowship made by the Fellow such as Books, articles etc (Non-Departmental Fellowship Outputs) will be owned by the Fellow and their Employing Institute. The Fellow will agree a process for publication of such outputs with the Host.

Any models or methods created by the Fellow during the Fellowship will be owned by the Fellow's Employing Institute."

7. How long do you intend to keep your data for after the end of your project (in years)?

- 0-4 years

Guidance for questions 8 to 13

Highly restricted information defined in the [Information security classification, ownership and secure information handling SOP](#) is information that requires enhanced security as unauthorised disclosure could cause significant harm to individuals or to the University and its ambitions in respect of its purpose, vision and values. This could be: information that is subject to export controls; valuable intellectual property; security sensitive material or research in key industrial fields at particular risk of being targeted by foreign states. See more [examples of highly restricted information](#).

If you are using 'Very Sensitive' information as defined by the [Information Security Classification, Ownerships and Secure Information Handling SOP](#), please consult the [Information Governance Office](#) for guidance.

Personal information, also known as personal data, relates to identifiable living individuals. Personal data is classed as special category personal data if it includes any of the following types of information about an identifiable living individual: racial or ethnic origin; political opinions; religious or similar philosophical beliefs; trade union membership; genetic data; biometric data; health data; sexual life; sexual orientation.

Please note that in line with [data protection law](#) (the UK General Data Protection Regulation and Data Protection Act 2018), personal information should only be stored in an identifiable form for as long as is necessary for the project; it should be pseudonymised (partially de-identified) and/or anonymised (completely de-identified) as soon as practically possible. You must obtain the appropriate [ethical approval](#) in order to use identifiable personal data.

8. What type of information will you be processing (please select all that apply)?

- Audio and/or video recordings
- Pseudonymised personal data
- Anonymised personal data
- Personal information, including signed consent forms

The information that will be processed will include:

- personal information for the purposes of undertaking qualitative research with professional practitioners under informed consent
- audio recordings of qualitative interviews with participants
- pseudonymised transcripts of audio recordings
- non-commercial, non-restricted data that exists in the public domain including government statistics and published reports

9. How do you plan to store, protect and ensure confidentiality of any highly restricted data or personal data (please select all that apply)?

- Access data hosted by the University of Manchester via its secure Virtual Private Network (VPN)
- Where needed, follow University of Manchester guidelines for disposing of personal data
- Impose suitable data sharing and collaboration agreements
- Anonymise data
- Pseudonymise data and apply secure key management procedures
- Store data in encrypted files, folders, computers or devices
- Store data on University of Manchester approved and securely backed up servers or computers

10. If you are storing personal information (including contact details) will you need to keep it beyond the end of the project?

- No

11. Will the participants' information (personal and/or sensitive) be shared with or accessed by anyone outside of the University of Manchester?

- No

12. If you will be sharing personal information outside of the University of Manchester will the individual or organisation you are sharing with be outside the EEA?

- Not applicable

13. Are you planning to use the personal information for future purposes such as research?

- No

14. Will this project use innovative technologies to collect or process data?

- No

15. Who will act as the data custodian for this study, and so be responsible for the information involved?

Abigail Gilmore

16. Please provide the date on which this plan was last reviewed (dd/mm/yyyy).

0. Proposal name

0. Enter the proposal name

Cultural Infrastructure Benchmarking for Place-Based Policy

1. Description of the data

1.1 Type of study

- qualitative research interviews with expert witnesses
- analysis of policy documents, statistics and grey literature
- case study development based on interviews and secondary data analysis

1.2 Types of data

- qualitative research data generated from interviews
- national statistical data within public domain
- qualitative and quantitative data within published reports

1.3 Format and scale of the data

- audio recordings via Teams to be disposed of following transcription using University of Manchester

processes

- Word documents containing transcripts of qualitative interviews (encrypted) (number = maximum 30)
- statistical data available via Word, PDF and Excel documents in public domain

2. Data collection / generation

2.1 Methodologies for data collection / generation

The new data collected is part of primary research conducted by the Policy Fellow according to the standards of academic research communities in arts and humanities and social sciences. The researcher has longstanding experience and expertise following participation in research training and projects in this area. The research will also benefit from input from training in Social Research and qualitative and quantitative analysis and policy analysis as part of the UKRI Policy Fellowship.

2.2 Data quality and standards

The qualitative data will be collected from a sample of professional practitioners who represent expertise in the areas of arts management and policy and who represent organisations and local initiatives in different places in England. These case study places have been selected during the inception period of the Policy Fellowship to represent a range of place types and different cultural investment initiatives that will generate comparable data. The project has been peer reviewed and signed off by the Chief Scientific Advisor and senior analysts in the Department for Culture, Media and Sport.

3. Data management, documentation and curation

3.1 Managing, storing and curating data

Data will be qualitative, taking the form of anonymised interview transcripts. These will be generated from audio recordings of interviews (which will be disposed of after transcription) and stored securely on University of Manchester servers as encrypted files. Personal information will be pseudonymised and securely stored.

Data analysis will take place using nVivo accessed through the University of Manchester VPN. This will also be used to analysis policy reports and relevant material in the public domain.

Analysis will inform research outputs which will be discussed and reviewed with the line manager and relevant peers within the DCMS as part of knowledge exchange and according to the UKRI Policy Fellowship Agreement.

3.2 Metadata standards and data documentation

Metadata will include abstracts and summaries of research outputs within knowledge exchange presentations and for published outputs.

3.3 Data preservation strategy and standards

The interview transcripts and qualitative dataset generated by the research will be stored securely for a

maximum of 4 years. Personal information data will be pseudonymised and stored with encrypted key; audio recordings will not be retained.

4. Data security and confidentiality of potentially disclosive information

4.1 Formal information/data security standards

Personal information data will be pseudonymised and stored with encrypted key; audio recordings will not be retained.

Participants taking part in the study will do so under informed consent detailing the information on how their data will be handled.

The research will take place under the UKRI Policy Fellowship Agreement and according to the Civil Service Code.

4.2 Main risks to data security

The risks to security of personal data involve project participant names and contact details.

No sensitive, confidential or non-anonymised data will be stored, apart from via an encrypted key for interviewee details such as participant names and contact details which will be securely protected by pseudonymisation and secure storage on the University of Manchester research storage area.

5. Data sharing and access

5.1 Suitability for sharing

New data collected will not be shared via data repository. It is not suitable for sharing in this form as it pertains to a specific study.

The outputs of the study will be shared via agreed processes under the UKRI Policy Fellowship Agreement.

5.2 Discovery by potential users of the research/innovation data

Question not answered.

5.3 Governance of access

Question not answered.

5.4 The study team's exclusive use of the data

Question not answered.

5.5 Restrictions or delays to sharing, with planned actions to limit such restrictions

Question not answered.

5.6 Regulation of responsibilities of users

Question not answered.

6. Responsibilities

6. Responsibilities

The PI is responsible for study-wide data management, metadata creation and data security
The responsibility of quality assurance of data is shared by the PI and the reviewers of the project within DCMS, namely:

- Tom Crick, Chief Scientific Advisor (CSA), DCMS
- Karen Harris, line manager, Research and Development Lead, CSA/CCI, DCMS
- Alex Wilkinson, Deputy Director Analysis: Culture, Creative Industries, Sport and Civil Society
- Harman Sagger, Head of CCI Analysis team, Culture and Creative Industries
- Liz Jones, Head of Social Research Community, DCMS

7. Relevant policies

7. Relevant institutional, departmental or study policies on data sharing and data security

Policy	URL or Reference
Data Management Policy & Procedures	Research Data Management Policy
Data Security Policy	Records Management Policy ; Data Protection Policy
Data Sharing Policy	
Institutional Information Policy	
Other - Civil Service Code	https://www.gov.uk/government/publications/civil-service-code
Other	

8. Author and contact details

8. Author of this Data Management Plan (Name) and, if different to that of the Principal Investigator, their telephone & email contact details

Abigail Gilmore

Planned Research Outputs

Journal article - "Thinking infrastructurally in cultural placemaking"

8000 word journal article based on policy fellowship research to follow report publication, provisionally for submission to Cultural Trends

Report - "Cultural infrastructure and place"

Policy Fellowship report for publication on government website

Data paper - "Cultural infrastructure and placemaking"

Report on the key findings of the qualitative research of the study to share as a research output within internal knowledge exchange meetings in the DCMS

Planned research output details

Title	DOI	Type	Release date	Access level	Repository(ies)	File size	License	Metadata standard(s)	May contain sensitive data?	May contain PII?
Thinking infrastructurally in cultural placemaking		Journal article	Unspecified	Open	None specified		None specified	None specified	No	No
Cultural infrastructure and place		Report	Unspecified	Open	None specified		None specified	None specified	No	No
Cultural infrastructure and placemaking		Data paper	Unspecified	Open	None specified		None specified	None specified	No	No