Plan Overview

A Data Management Plan created using DMPonline

Title: Understanding the Experiences of Death in Work

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Template: University of Nottingham generic Data Management Plan

Project abstract:

This small scale research project aims to examine the impact of experiencing death in the workplace on staff at Framework. This includes exploring staff perceptions of the current state of support for experiencing death in the workplace and the desired support or training. Secondly, the project aims to explore the relationship between current coping strategies, competence in coping with death, preparation for death and secondary trauma.

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Understanding the Experiences of Death in Work

Data description

What data will you create?

We will generate survey responses to questions around the experience of death at work, to identify the current state of support for staff who have experienced death at work as well as what additional support is required. The survey will be created using Qualtrics. Once collected the data will be anonymised before any analysis takes place. The volume of data will be determined by the number of participants.

Data collection / generation

What are your methodologies for data collection / generation? How will you ensure data quality? What data standards will you use?

The data will be collected using an online survey on Qualtrics, an established program for data collection and a University supported survey software.

Data storage and security

Where and how will data will be stored, backed-up, transferred, and secured during the active phase (short to medium term) of research?

Data will initially be stored on the Qualtrics software whilst there are responses being collected. A participant number/ ID will automatically be generated to protect individuals from being identified and ensure the data is anonymised. Once all data is collected it will be transferred to an Excel spreadsheet and kept anonymised for further analysis with the same unique study identification number. Participants e-mail addresses used to enter the prize draw will be kept in a different study folder and destroyed once contact has been made with the winners. All research data including consent and personal data will be password
protected and stored securely in a locked archive. We will use the UoN- provided storage for our working data. UoN licenses Microsoft OneDrive ISO 27001 information security management compliant services
that allows secure and controlled sharing of data amongst the research team. University of Nottingham OneDrive encrypts both data in transit and at rest and is approved against the University's Handling Restricted Data Policy. We will store data for a period of no less than 7 years after the research project finishes. The researchers who gathered or processed the data may also store the data indefinitely and reuse it in future research.

Data management, documentation, and curation

What are your principles, systems, and major standards for data management and creation? What metadata and documentation will you keep?

All data will be managed according to the University of Nottingham's data management policy (accessible to University staff through the library website) -
https://www.nottingham.ac.uk/library/research/research-data-management/index.aspx ;
https://uniofnottm.sharepoint.com/sites/DigitalResearch/SitePages/Research-Data-Management-Policy.aspx

3.1 It is the policy of the University of Nottingham that all research data be managed in a manner that supports its authenticity, reliability, security, discoverability
and, where appropriate, accessibility for re-use.

Data will be generated using online survey managed by Qualtrics. Qualtrics uses Transport Layer Security (TLS) encryption (also known as HTTPS) for all transmitted data. Surveys will be protected with passwords.

Ethics & Privacy

Are there any ethical or privacy related issues associated with your data?

Basic demographic data (age, gender, ethnicity, and job role) will be collected and anonymised. Email addresses will be collected from participants who want to be entered into a prize draw which is optional. This information will not be used for data analysis or published in further studies. These identifiable details will be removed from the study data and transferred to another folder and protected securely. Participants will be informed from the information sheet that they can withdraw their participation at any stage during completion of the questionnaire. As we will be working with personal data we will ensure that we comply with the Data Protection Act 2018, including GDPR requirements. This will include providing research participants with the relevant privacy information and ensuring appropriate safeguards for the storage and handling of data are in place - this is built into Qualtrics that is GDPR compliant.

Data preservation

How will you ensure the long term storage and preservation of data?

The research team will be responsible for the protection of original research data and they will be responsible for protecting the participants' rights and privacy. The research team will adhere to General Data protection Regulation, 2018. Study data will be held securely, and password protected at the University of Nottingham. The University of Nottingham uses Microsoft Onedrive for storage of data. The specific folder will be accessible only to other members of the research team. There will be no physical samples or datasheets taken in this study. All research data created by the project will be deposited in the UoN research data archive, https://rdmc.nottingham.ac.uk/

For each published dataset, a DataCite DOI is issued facilitating the ability to cite the data in associated research outputs. The UoN data archive is underpinned by commercial digital storage which is audited on a twice-yearly basis for compliance with the ISO 27001 standard. UoN will retain preserve research data in line with UoN requirement for a minimum of 7 years, but data will be retained for longer periods of time where it is of continual value to users.

Data sharing and access

How will the data generated be shared and published?

Data will only be shared amongst the research team for the purposes of analysis. All data will be anonymised, so the summary findings will be derived according to groups of people rather than for individuals. If external researchers request access to the data, we will take careful guidance from the University Information Compliance Office to ensure adherence to correct procedure and permissions.
All data processing and sharing will adhere to the University of Nottingham Data Protection Policy (https://www.nottingham.ac.uk/governance/records-and-information-management/data-protection/data-protection-policy.aspx).
Our dataset does not contain any personally identifiable or commercially sensitive information and thus will be shared via the University of Nottingham data archive. There will be no need to update the data past the project period. All published outputs will contain a Data Availability Statement including the data cite DOI which directs to the relevant data set, as well as via conference presentations and materials produced during the project. Data will be released at the same time as any published outputs which are underpinned by the data or by 1 year from the end of the project at the latest.

Roles & responsibilities

Who will be responsible for managing data, data security, data quality, and data security both during the award and post-award?

Both principle investigators will be responsible for the storage and management of the data collected during this study. The overall responsibility for data security is held by the University of Nottingham Chief information security officer. Whilst the data is being analysed it will be accessible to any member of the research team, the use of UoN One Drive will facilitate this and allow for team members based at different locations to still have access to the data set.

Relevant policies

What are the relevant institutional, departmental or study policies on data sharing and data security?

The University of Nottingham abides by The General Data Protection Regulation (GDPR) and the university is the Data Controller under UK Data Protection laws
(legally responsible for the data security). For further information: https://www.nottingham.ac.uk/utilities/privacy/privacy.aspx
Specifically, relevant policies include:
University of Nottingham Research Data Management Policy
Records Management Policy
Records Retention Policy
Data Protection Policy
Data Handling Standards Policy
Information Security Policy

IPR

Who will own the copyright and IPR of any data that you will collect or create? Will you create a licence(s) for its use and reuse? If you are planning to use existing data as part of your research, do any copyright or other restrictions determine its use?

The data will be owned by the University of Nottingham.

Budgeting

What are the costs or funding required for capturing, processing, storing, and archiving your data?

We don't anticipate any costs beyond those of the University's continued access to OneDrive.

Further Help

Would you like your plan to be reviewed by specialists in Libraries?

Saving this plan after checking the "Yes" box will immediately notify Libraries DMP review service, please only do this when you are ready for review.

- No

Would you like a reminder and further guidance on depositing your data? If so, indicate when would be most useful.

Guidance is sent out twice a year, but you can contact library-researchsupport@nottingham.ac.uk at any time for further support.

- July 2022