

UOW RESEARCH DATA MANAGEMENT PLAN (RDMP)

The National Statement requires that “*For all research, researchers should develop a data management plan that addresses their intentions related to generation, collection, access, use, analysis, disclosure, storage, retention, disposal, sharing and re-use of data and information, the risks associated with these activities and any strategies for minimising those risks. The plan should be developed as early as possible in the research process...*” (NS S3.1.45).

Information about types of research data, storage requirements and UOW policy and procedure on research data management can be found here: <https://www.uow.edu.au/research-and-innovation/researcher-support/computing-data-analytics-reporting/>

A. Data Management During the Study

1. Describe the new data that your study will create:

Data Type	Description
e.g. videos (audio and visual)	The study will create new qualitative data from interviews.

2. Are you using any existing data e.g. from a previous project or a third party? If No, go to Q3.

If Yes:

For data NOT from a databank or repository:

- a. What is the source of the data?
- b. Please describe the data in detail.
- c. Complete the table in Section E of this form if you are requesting data items from a third party.

If there is any data sourced from a databank or repository:

- d. Identify the databank/repository.
- e. Detail the data items that will be accessed in the table in Section E of this form.
- f. Describe the access arrangements to the databank/repository.
- g. Please include copies of any correspondence regarding permission to access this information from a responsible officer of the agency.

- 3. Will it be possible to identify or re-identify individuals from any of the data being collected or used? In addition to direct identifiers such as name and address, combinations of data such as age, gender and postcode with another piece of personal information (e.g. medical condition, court date) may make data re-identifiable.
- 4. If you answered 'Yes' to Q3, will potentially identifying information be removed from the data during the study or prior to publication of the dataset or other project outputs?

If so, please provide the following details:

Data Type	For pre-existing data from another source, will the de-identification be completed before the records are provided to the researcher?	How will the information be de-identified?	When	By Whom
e.g. interview transcripts	n/a	Names and other personal details will be removed	Prior to publication	Dr D Smith The researcher will require the identifying

		<i>Names and other personal details will be removed</i>	<i>Prior to publication</i>	<i>Dr D Smith The researcher will require the identifying information to analyse the results, but will remove identifying information before publishing.</i>

5. Please provide details of the storage option/s for the data during the study.

Storage options may include the following:

- Microsoft Teams
- Non-digital data (please provide details)
- UOW S3 (StorageGrid)
- Google Cloud Platform (GCP)
- High Performance Computing (HPC) Locations
- Survey Platform (e.g. Redcap, Qualtrics etc.)
- Electronic Notebook
- Code Repository
- Other (please provide details)
- Non-UOW location (please provide details)

When considering storage options, consider whether the data is sensitive ie. identifiable personal and health/medical data, indigenous data or commercial-in-confidence data.

For information on the different options at UOW please refer to the Research Data Storage page

(<https://www.uow.edu.au/research-and-innovation/researcher-support/computing-data-analytics-reporting/research-data-management-and-storage/>)

Data Type	Storage Option/s	How will data be regularly backed-up during the study?
e.g. transcripts	Microsoft Teams	Microsoft Teams automatically provides backups to tape storage

6. Please provide details of the security arrangements in place for storage and transfer of the data from the point of collection to completion of the study. E.g. Stored on password protected laptop during the data collection phase, transferred in encrypted format, stored on Microsoft Teams during data analysis stage and after completion of the study.

B. Post Study Data Retention and Disposal

7. Please specify all data format/s and storage locations which will be utilised after the study (data collection/analysis/publication) is completed. For digital storage the location of the server should be included.

Storage options may include the following:

- Microsoft Teams
- Non-digital data (please provide details)
- UOW S3 (StorageGrid)
- Google Cloud Platform (GCP)

- High Performance Computing (HPC) Locations
- Survey Platform (e.g. Redcap, Qualtrics etc.)
- Electronic Notebook
- Code Repository
- Other (please provide details)
- Non-UOW location (please provide details)

When considering storage options, consider whether the data is sensitive i.e. identifiable personal and health/medical data, indigenous data or commercial-in-confidence data.

*For information on the different options at UOW please refer to the Research Data Storage page
[\(https://www.uow.edu.au/research-and-innovation/researcher-support/computing-data-analytics-reporting/research-data-management-and-storage/ \)](https://www.uow.edu.au/research-and-innovation/researcher-support/computing-data-analytics-reporting/research-data-management-and-storage/)*

Data Type	Format	Storage Option/s	What security arrangements will be in place?

8. How long will the data be stored? The categories below are provided as a guide, and are the minimum requirements under the NSW State Records Act as detailed in the 'General retention and disposal authority: higher and further education (GA47)' (see NSW State Archives webpage).

- 5 years (general research)
- 7 years (contract/consultancy related)
- 15 years (clinical research on human subjects)
- 20 years (potential long-term effects on human subjects/environment)
- Permanent (gene therapy and data of major national/international significance)
- Data is not being stored beyond the study (data collection/analysis/publication) - please provide a

reason why below.

9. If the data is being disposed of after this period, how will this be done?

Data should be disposed of securely. This is essential for sensitive data. For information on research data disposal at UOW please refer to the Research Data Storage page (<https://www.uow.edu.au/research-and-innovation/researcher-support/computing-data-analytics-reporting/research-data-management-and-storage/>)

C. Data Ownership, Access and Sharing

10. Who will own the data? Will data ownership remain the same during and after the study?

In general, research data and its associated intellectual property will be owned by UOW, unless otherwise specified in funding agreements or agreed in writing by all parties involved in the project prior to its commencement. See Research Data Management Policy <https://documents.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow116802.pdf>

11. Who will have access to the data during the research? Please specify individuals and/or categories of people who will have access. How will this access be managed (e.g. through a formal process with a custodian or a password protected shared drive)? Please provide details.

12. Who will have access to the data on completion of the research and how will this access be managed (e.g. through a formal process with a custodian or a password protected shared drive)? Please provide details.

If the IP belongs to UOW then the data must remain accessible to at least one member of UOW staff (UOW Research Data Management Policy).

13. Will any part of the data be published or retained for use in other research projects in the future? If No, go to Q14.

If Yes, it may be beneficial to licence or otherwise identify your dataset to assist accurate data citation from publications:

- Consider applying a licence to your data to enable others to understand how your data can be used. (For additional information, refer to <https://www.andzs.org.au/working-with-data/publishing-and-reusing-data/licensing-for-reuse>)
 - Consider obtaining a Persistent Identifier for your data: UOW library uses the DataCite service to assign Digital Object Identifiers (DOIs) to research data projects upon request. For further information or to request a DOI from the library, email research-pubs@uow.edu.au
- a. Will any part of the data be deposited in a databank or repository?

If Yes, please provide the following:

- Name of databank:
 - Form in which data will be stored (identifiable/re-identifiable/non-identifiable):
 - How access is managed:
 - Purposes for which data will be used or disclosed:
 - Restrictions on use of data:
 - Data Custodian's name:
 - Position:
 - Organisation:
- b. Will any part of the data be shared with other parties other than via a databank (e.g. collaborators on related projects)?
- If Yes,
- i. What data will be shared/published/archived and in what form (individually identifiable/re-identifiable/non-identifiable)?
 - ii. On what condition/s will this data be shared?
 - iii. What arrangements will be in place to ensure that privacy and confidentiality of the data is maintained?

c. Has consent been obtained from participants for this future data use or data sharing?

If you anticipate that you will wish to share, re-use or publish any part of the data you will generally need to obtain consent for this. The consent will need to specify the nature of the expected use and the extent to which the data will be de-identified.

14. What information from this Research Data Management Plan will be communicated to potential participants, and how will this be done?

D. Researcher Acknowledgement

15. The National Statement on Ethical Conduct in Human Research states:

'When multiple researchers are collaborating on collection, storage and/or analysis of data or information, they should agree to the arrangements for custodianship, storage, retention and destruction of those materials, as well as to rights of access, rights to analyse/use and re-use the data or information and the right to produce research outputs based upon them. Researchers should consider whether any intellectual property will be generated by the project and agree on the ownership of any intellectual property created. Agreements on such arrangements and ownership need not necessarily be in the form of a contractual document, but should facilitate a clear resolution of these issues' (NS 3.1.44).

Are all involved researchers in agreeance with the terms of IP/data ownership, storage, retention, destruction, rights of access, rights to analyse/use and re-use the data or information and the right to produce research outputs based upon them, as outlined in this Research Data Management Plan?

E. Data Table

This table is only required if you answered 'YES' to Q2.

Data Item	Date Range	Number of records to be accessed	Data Custodian/ Source of the information to be collected	Has the data custodian agreed to provide the data or allow access

	Date Range	Number of records to be accessed	Data Custodian/ Source of the information to be collected	Has the data custodian agreed to provide the data or allow access to the data? Please attach evidence of this.
e.g. <i>Final grades for PSY224 students</i>	<i>Autumn session 2018</i>	175	<i>Learning Analytics, UOW</i>	<i>Yes. See attached letter of approval from Student Services Division</i>