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## Plan Overview

*A Data Management Plan created using DMPonline*

**Title:** IDE MSc Graduation Template

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**Template:** TU Delft Data Management Plan template (2021)

**Project abstract:**

This is a sample document for graduation students putting together a DMP for ethics (HREC) applications.

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# IDE MSc Graduation Template

## 0. Administrative questions

### 1. Name of data management support staff consulted during the preparation of this plan.

The data for my project was discussed with my supervisor and mentor. [If you want to discuss further, get in touch with the IDE data steward - contact details in the guidance pane]

### 2. Date of consultation with support staff.

2024-03-20

## 1. Data description and collection or re-use of existing data

### 3. Provide a general description of the type of data you will be working with, including any re-used data:

Type of data	File format(s)	How will data be collected (for re-used data: source and terms of use)?	Purpose of processing	Storage location	Who will have access to the data
Interviews (raw)	.mp3	MS Forms (TUD license) or Qualtrics (these are the default tools; TUD students can request a Qualtrics license <a href="#">here</a> )	To get insights about (x design space)	OneDrive	Just me (or maybe my supervision team, or maybe someone at a company partner)
Interviews (transcriptions)	.txt		To quote people in my report & other findings	as above	as above
Focus group outcomes (photos of white boards)	.jpg	Miro, Whiteboards, etc.	To capture (x interaction/ideas)	as above	as above
[whatever else you are collecting]					

### 4. How much data storage will you require during the project lifetime?

- < 250 GB

[Unless you're collecting video - and hopefully you aren't, especially if there are people involved - you'll almost certainly have less than 250 GB of materials for your project]

## **II. Documentation and data quality**

### **5. What documentation will accompany data?**

- Methodology of data collection
- README file or other documentation explaining how data is organised

Methodology for how I collected my data will be included in my graduation thesis. [If you want to share anything else separately, e.g. [xyz], then include a README to explain what the things you collected mean. Template for making a README: <https://data.research.cornell.edu/content/readme>]

## **III. Storage and backup during research process**

### **6. Where will the data (and code, if applicable) be stored and backed-up during the project lifetime?**

- OneDrive

I will use the OneDrive cloud storage provided by TU Delft. [this is the only cloud storage provided to MSc students by the university]

## **IV. Legal and ethical requirements, codes of conduct**

### **7. Does your research involve human subjects or 3rd party datasets collected from human participants?**

- Yes

### **8A. Will you work with personal data? (information about an identified or identifiable natural person)**

*If you are not sure which option to select, ask your [Faculty Data Steward](#) for advice. You can also check with the [privacy website](#) or contact the privacy team: [privacy-tud@tudelft.nl](mailto:privacy-tud@tudelft.nl)*

- Yes

[Almost all graduation projects in IDE include working with people. Tick 'yes' if you're using 'Personal Data' described in the guidance pane]

**8B. Will you work with any other types of confidential or classified data or code as listed below? (tick all that apply)**

*If you are not sure which option to select, ask your [Faculty Data Steward](#) for advice.*

- No, I will not work with any confidential or classified data/code

[If you think you're using any of these types of data, make sure you discuss them with your supervisor!]

**9. How will ownership of the data and intellectual property rights to the data be managed?**

*For projects involving commercially-sensitive research or research involving third parties, seek advice of your [Faculty Contract Manager](#) when answering this question. If this is not the case, you can use the example below.*

The data we collect and the results from it will be co-owned by myself and xyz. [Here you can list the people you are working with, your partner communities/organizations, whoever you want to be able to take the work and run with it in future]

**10. Which personal data will you process? Tick all that apply**

- Names and addresses
- Telephone numbers
- Email addresses and/or other addresses for digital communication
- Gender, date of birth and/or age
- Photographs, video materials, performance appraisals or student results
- Signed consent forms

I'm collecting contact details for user tests and photos during co-creation sessions.

**11. Please list the categories of data subjects**

TUD Students from my personal network. [Include whomever you're trying to get involved in your work or with whom you are (co-)designing]

**12. Will you be sharing personal data with individuals/organisations outside of the EEA (European Economic Area)?**

- No

**15. What is the legal ground for personal data processing?**

- Informed consent

**16. Please describe the informed consent procedure you will follow:**

People I interview will sign an adapted form of the consent form provided by TU Delft (HREC). [you can use other methods too, but this is the default one - discuss with your supervisor]

**17. Where will you store the signed consent forms?**

- Same storage solutions as explained in question 6

**18. Does the processing of the personal data result in a high risk to the data subjects?**

If the processing of the personal data results in a high risk to the data subjects, it is required to perform a [Data Protection Impact Assessment \(DPIA\)](#). In order to determine if there is a high risk for the data subjects, please check if any of the options below that are applicable to the processing of the personal data during your research (check all that apply).

If two or more of the options listed below apply, you will have to [complete the DPIA](#). Please get in touch with the privacy team: [privacy-tud@tudelft.nl](mailto:privacy-tud@tudelft.nl) to receive support with DPIA.

If only one of the options listed below applies, your project might need a DPIA. Please get in touch with the privacy team: [privacy-tud@tudelft.nl](mailto:privacy-tud@tudelft.nl) to get advice as to whether DPIA is necessary.

If you have any additional comments, please add them in the box below.

- None of the above applies

**22. What will happen with personal research data after the end of the research project?**

- Personal research data will be destroyed after the end of the research project

[most MSc projects will probably not release any kind of personal data, aggregated or otherwise. If, however, you end up sharing something like a spreadsheet containing peoples age ranges or professions or other kinds of personal data, tick 'Anonymized or aggregated data' and describe it here]

## **V. Data sharing and long-term preservation**

### **27. Apart from personal data mentioned in question 22, will any other data be publicly shared?**

- All other non-personal data (and code) produced in the project

[ideally you'll put whatever else you gather and create as part of your project into the world for people to see and build on. This might be insights from user tests on early prototypes, details for making prototypes (early and final) or anything else you want to empower people to learn/do more quickly than you did!]

### **29. How will you share research data (and code), including the one mentioned in question 22?**

- My data will be shared in a different way - please explain below

My data will be shared as part of my graduation report in the TUD education repository. [this is typically what most graduation projects end up doing. If you have anything supplementary - code or something you would call shareable data - pick the 4TU repository or other place you'd like those materials to live online after your project ends]

### **30. How much of your data will be shared in a research data repository?**

- < 100 GB

### **31. When will the data (or code) be shared?**

- At the end of the research project

### **32. Under what licence will be the data/code released?**

- CC BY

[you're welcome to choose any license you prefer, but as a default I generally recommend a fairly open one such as CC-BY, which essentially permits anybody to do almost anything with your work as long as they credit you as a source]

## **VI. Data management responsibilities and resources**

### **33. Is TU Delft the lead institution for this project?**

- Yes, the only institution involved

### **34. If you leave TU Delft (or are unavailable), who is going to be responsible for the data resulting from this project?**

My project - along with all of its data - will likely be deleted if I leave the university. If I am working with anyone who wishes to continue the work, I will leave a copy of the data with my supervisor, [x].

### **35. What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?**

None - I will handle all data management on my own using resources provided by the university.