

Networked Labs for Training in Sciences and Technologies for Information and Communication
(NEWTON)

NEWTON Document N-007

1.1.1 Data Management Plan

Introduction

A number of ethical and legal requirements apply to the management of research data, particularly where the research involves human subjects. Ethical considerations include the purpose and nature of the research itself, the nature of consent obtained (e.g. opt-in versus opt-out participation), what data need to be safeguarded during analysis, etc.

Much research data about people – even sensitive data – can be shared ethically and legally if researchers employ strategies of informed consent, anonymization and controlled access to data.

Informed consent is an ethical requirement for most research and must be considered and implemented throughout the research lifecycle, from planning to publication. Gaining consent must include making provision for sharing data and take into account any immediate or future uses of data. The procedures implemented to obtain informed consent are reported in the Annex to this document.

Research which involves collecting or processing of personal data, regardless of the method by which they are collected should comply with the EC decisions, the directives of the European Parliament and of the Council as well as on laws on privacy and data protection of the partner countries involved in the project. Legal details are reported in Section 5 (**Ethics and Security**) of the NEWTON proposal.

Next, information is provided on the procedures that will be implemented for data collection, storage, protection, retention and destruction and confirmation that they comply with national and EU legislation.

Roles and Responsibilities

The primary responsibility for managing the data will belong to the NEWTON partner which collected the data. If not available, the coordinator will be able to access data and continue the data management process. It is the goal to store the data in secured servers located at the NEWTON partner premises. The partners back up the data periodically. The data will be collected at the completion of the grant and then the responsibility for the information management will be transferred to the NEWTON coordinator. The partners will continue to have access to the data via the coordinator. Any data not deemed public will be kept private under strict security.

Expected Data

The data for this project will include but is not limited to: interviews with educators, questionnaires to be answered by both educators and students in the different test sites of NEWTON platform, results from interacting with the NEWTON platform, and survey data. The interviews will be stored with video, audio and transcript text files. A summary will be included in English language. Results from user interaction with the system will include network performance data, quality of service and quality of experience data, results of online tests, etc. The surveys will include survey answers and demographic information. Transcribed text will be associated to the video files. No fewer than two copies of the data will be kept at all times. In addition, data for public access will be anonymized and stripped of identifying information. The process of anonymization will be documented.

Period of Data Retention

The new data collected by partners will be available for a 3-year period after completion of the grant, if the consortium does not decide to extend it. After this period, the data will be destroyed, both in electronic and paper format.

Data Formats and Metadata

There will be three file types: video, text and spreadsheets. For each of these files we will include an ID for the individual interviewed or surveyed along with date, location, file size, and level of anonymization that occurred (for public files). We will create a naming system for the files that will indicate the metadata. For the files uploaded in the NEWTON coordinator servers, we will include a complete descriptor with each file.

Data Dissemination and Policies for Public Access, Sharing and Publication Delays

It is the goal to store the data on servers at a secured location in the premises of the partner who was in charge with collecting the data. The data will be archived at grant completion. The individual's privacy will be ensured by removing any identifiable information. Some of the data collected will be publicly available via our websites. The access to the data will comply with the all national and EC requirements. Although we will publish findings based on the data, it is hoped that the data will be a rich source of inquiry for anyone interested in educational research. Any reference to NEWTON data should be made explicit in any third-party publication or dissemination, including grant agreement number.

Data Storage and Preservation of Access

The data will be stored on medium term in the partner-responsible secure servers and on long term on NEWTON coordinator servers.