**Data Management Plan – RESEARCHERS USING PERSONAL DATA [TEMPLATE]**

*This document is also available in Welsh*

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| Project Title |  |
| Researcher(s) |  |
| Brief Project Outline |  |
| Collaborating Organisations |  |
| What data will you collect or create? | **Guidance:**  Give a brief description of the data, including any existing data or third-party sources that will be used, in each case noting its content, type and coverage. Outline and justify your choice of format and consider the implications of data format and data volumes in terms of storage, security, backup and access. |
| How will the data be collected or created? | **Guidance:**  Outline the methods you will use to collect or create data (whether quantitative or qualitative), and what implications that has for organisation and secure storage. |
| How will research subjects’ consent be obtained? | **Guidance:**  Outline the methods you will use to inform prospective subjects about your research – its purpose, what you propose to ask them to do, what their rights are, how you will store data and for how long, who data might be shared with, what you will do with the data – and to gain informed consent for participation. |
| How will you manage data storage, access and security? | **Guidance:**  How will you ensure the confidentiality of research subjects? How will you protect the identity of research subjects if required? e.g. via anonymisation. How will you ensure that the data are stored (and transferred, if relevant) securely? Describe the methods / media of storage and transfer. Are there any potential risks to data security (and so, risks to research subjects)? Will anyone else have access to personal data? Researchers must have subjects’ explicit permission and disclose personal data to others, and must ensure that other parties are themselves compliant with data protection legislation. It’s best to avoid transferring data via email or any other medium vulnerable to hacking. Any breach of data security must be reported to the University’s Data Protection Officer. |
| What is the long-term preservation plan for the dataset? | **Guidance:**  What data must be retained/destroyed for contractual, legal, or regulatory purposes? Consider how the data may be reused e.g. to validate your research findings, conduct new studies, or for teaching. Decide which data to keep and for how long. This could be based on any obligations to retain certain data, the potential reuse value, what is economically viable to keep, and any additional effort required to prepare the data for data sharing and preservation. Remember to consider any additional effort required to prepare the data for sharing and preservation, such as changing file formats. |