

## University of Pretoria: UP RDM Plan

### Description of the data

Type of study

*Example Answer:*

Several lines of text that summarise the type of study (or studies) for which the data are being collected.

Types of data

*Guidance:*

Types of research data to be managed in the following terms: quantitative, qualitative; generated from surveys, clinical measurements, interviews, medical records, electronic health records, administrative records, genotypic data, images, tissue samples,...

Format and scale of the data

*Guidance:*

File formats, software used, number of records, databases, sweeps, repetitions,... (in terms that are meaningful in your field of research). Do formats and software enable sharing and long-term validity of data? Please also indicate the envisaged size of the data (e.g.1GB).

### Data collection / generation

Managing, storing and curating data

*Guidance:*

Briefly describe how data will be stored, backed-up, managed and curated in the short to medium term. Specify any community agreed or other formal data standards used (with URL references). Data standards are guidelines that determine the methods by which data can be formatted, described and recorded, as well as the types of metadata and documentation that needs to be included (e.g. Dublin Core Metadata Standard, or National Information Exchange Model). [Enter data security standards in Next section].

Data quality and standards

*Guidance:*

How consistency and quality of data collection / generation will be controlled and documented, through processes of calibration, repeat samples or measurements, standardised data capture or recording, data entry validation, peer review of data or representation with controlled vocabularies.

Data preservation strategy and standards

*Guidance:*

Plans and place for long-term storage, preservation and planned retention period for the research data. Please indicate formal preservation standards that you will use, if any. Please indicate which data may not be retained (if any).

### Data management, documentation and curation

Managing, storing and curating data.

*Guidance:*

Briefly describe how data will be stored, backed-up, managed and curated in the short to medium term. Specify any community agreed or other formal data standards used (with URL references). Data standards are guidelines that determine the methods by which data can be formatted, described and recorded, as well as the types of metadata and documentation that needs to be included (e.g. Dublin Core Metadata Standard, or National Information Exchange Model). [Enter data security standards in Next section].

Metadata standards and data documentation

*Guidance:*

Describe what metadata is necessary, regarding the data generated from the research. For example, descriptions of metadata should enable research data to be used by others outside of the primary research team. This may include documenting the methods used to generate the data, analytical and procedural information, capturing instrument metadata alongside data, documenting provenance of data and their coding, detailed descriptions for variables, records, etc.

Data preservation strategy and standards

*Guidance:*

Plans and place for long-term storage, preservation and planned retention period for the research data. Please indicate formal preservation standards that you will use, if any. Please indicate which data may not be retained (if any).

### Data security and confidentiality of potentially disclosive information

Formal information/data security standards

*Guidance:*

Identify formal information standards with which the study is or will be compliant. An example is ISO 27001. If the organisation is ISO compliant, the registration number should be stated.

Main risks to data security

*Guidance:*

All personal data has an element of risk. Summarise the main risks to the confidentiality and security of information related to human participants, the level of risk and how these risks will be managed. Cover the main processes or facilities for storage and processing of personal data, data access, with controls put in place and any auditing of user compliance with consent and security conditions. It is not sufficient to write not applicable under this heading.

## Data sharing and access

Suitability for sharing

*Guidance:*

Is the data to be collected (or existing data proposed for use) in the study, suitable for sharing? If yes, briefly state why it is suitable. If no, indicate why the data will not be suitable for sharing and proceed to Responsibilities Section.

Discovery by potential users of the research data

*Guidance:*

Indicate how potential new users (outside of your organisation) can find out about your data and identify whether it could be suitable for their research purposes, e.g. through summary information (metadata) being readily available on the study website, in the UP gateway for population and patient research data, or in other databases or catalogues. How widely accessible is this repository? Indicate whether your policy or approach to data sharing is (or will be) published on your study website (or by other means).

Governance of access

*Guidance:*

Identify who makes or will make the decision on whether to supply research data to a potential new user. Indicate whether the research data will be deposited in and available from an identified community database, repository, archive or other infrastructure established to curate and share data.

The study team's exclusive use of the data

*Guidance:*

UP's requirement is for timely data sharing, with the understanding that a limited, defined period of exclusive use of data for primary research is reasonable, according to the nature and value of the data, and that this restriction on sharing should be based on simple, clear principles. What are the timescale/dependencies for when data will be accessible to others outside of the research team? Summarize the principles of the current/intended policy.

Restrictions or delays to sharing, with planned actions to limit such restrictions

*Guidance:*

Restriction to data sharing may be due to participant confidentiality, consent agreements or Intellectual Property Rights (IPR). Strategies to limit restrictions may include data being anonymised or aggregated; and gaining participant consent for data sharing; gaining copyright permissions. For prospective studies, consent procedures should include provision for data sharing to maximise the value of the data for wider research use, while providing adequate safeguards for participants. As part of the consent process, proposed procedures for data sharing should be set out clearly and current and potential future risks associated with this should be explained to research participants.

Regulation of responsibilities of users

*Guidance:*

Indicate whether external users are (or will be) bound by data sharing agreements, setting out their main responsibilities.

## Responsibilities

Who will be responsible for study-wide data management?

Who will be responsible for metadata creation?

Who will be responsible for data security?

Who will be responsible for quality assurance of data?

## Relevant institutional, departmental or study policies on data sharing and data security

Research Data Management Policy & Procedures

Intellectual Property Policy

Information Governance Policy

Information Security Management Policy

Protection of Personal Information (privacy) Policy

Other

### **Author of this Data Management Plan**

Provide details of Author of this Data Management Plan (Name) and, if different to that of the Principal Investigator, their telephone & email contact details