Plan Overview

A Data Management Plan created using DMPonline

Title: Understanding the health and social impact of 'Volunteering 4 all', a volunteering programme for out of work individuals.

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Understanding the health and social impact of 'Volunteering 4 all', a volunteering programme for out of work individuals.

Manchester Data Management Outline

1. Will this project be reviewed by any of the following bodies (please select all that apply)?

- Ethics

2. Is The University of Manchester collaborating with other institutions on this project?

- Yes - Part of a collaboration and owning or handling data

3. What data will you use in this project (please select all that apply)?

- Re-use existing data (please list below)

Re-use data collected by the charity 'Volunteering 4 Health. This includes demographic data and self reported: health status, employment status, general happiness, self esteem and physical activity status.

4. Where will the data be stored and backed-up during the project lifetime?

- University of Manchester Research Data Storage Service (Isilon)

5. If you will be using Research Data Storage, how much storage will you require?

- < 1 TB

6. Are you going to be working with a 3rd party data provider?

- Yes

Volunteering 4 All will be providing data

7. How long do you intend to keep your data for after the end of your project (in years)?

- 0-4 years

Questions about personal information

Personal information, also known as personal data, relates to identifiable living individuals. Special category personal data is more sensitive information such as medical records, ethnic background, religious beliefs, political opinions, sexual orientation and criminal convictions or offences information. If you are not using personal data then you can skip the rest of this section.

Please note that in line with data protection law (the General Data Protection Regulation and Data Protection Act 2018), personal information should only be stored in an identifiable form for as long as is necessary for the project; it should be pseudonymised (partially de-identified) and/or anonymised (completely de—identified) as soon as practically possible. You must obtain the appropriate ethical approval in order to use identifiable personal data.

8. What type of personal information will you be processing (please select all that apply)?

- Pseudonymised personal data

9. Please briefly outline how you plan to store, protect and ensure confidentiality of the participants' information.

The data will be stored on University of Manchester servers. Personal information will be pseudonymised before it is sent to the researcher.

10. If you are storing personal information (including contact details) will you need to keep it beyond the end of the project?

- No

11. Will the participants' information (personal and/or sensitive) be shared with or accessed by anyone outside of the University of Manchester?

- No

12. If you will be sharing personal information outside of the University of Manchester will the individual or organisation you are sharing with be outside the EEA?

- No

13. Are you planning to use the personal information for future purposes such as research?

- No

14. Who will act as the data custodian for this study, and so be responsible for the information involved?

Edward Stagg

15. Please provide the date on which this plan was last reviewed (dd/mm/yyyy).

2019-08-13

Project details

What is the purpose of your research project?

To understand the impact of a volunteering programme, 'Volunteering 4 All', on people's physical health, self-esteem and general happiness. To explore whether volunteering programmes such as this increase the employability of people attending the service and lead to people getting back into paid employment.

What policies and guidelines on data management, data sharing, and data security are relevant to your research project?

We follow the University of Manchester policies and guidelines on data management, sharing and security. The University of Manchester Records Management Policy, The University of Manchester Data Protection Policy, The University of Manchester Intellectual Property Policy and The University of Manchester IT policies are relevant to the research project.

Responsibilities and Resources

Who will be responsible for data management?

Edward Stagg

What resources will you require to deliver your plan?

Existing personnel - Edward Stagg

Data Collection

What data will you collect or create?

None

How will the data be collected or created?

Data will not be collected or created by the researcher

Documentation and Metadata

What documentation and metadata will accompany the data?

Supporting documentation will include information about how the data was collected, including a copy of the survey and a copy of the study protocol.

Results and analyses will accompany data - this will explain key output measures and explanations of why particular analyses were completed

Dates in which data was collected will be recorded.

Contextual information about data structure, data collection and control mechanisms, and documented analyses and results will accompany the data.

Ethics and Legal Compliance

How will you manage any ethical issues?

Ethical consent has been obtained by Volunteering 4 All which permit the sharing of data to 3rd parties for the purpose of measuring social impact.

Data will be pseudonymised before it is sent to the researcher and therefore participants will not be

identifiable.
Ethical approval will be sought from the University of Manchester ethical review board (proportional UREC review)

How will you manage copyright and Intellectual Property Rights (IPR) issues?

The University of Manchester will own the copyright and IPR of the data generated. Data will not contain identifiable information and as such, no restrictions are necessary.
Volunteering 4 All will continue to own the original data shared with the Univerity of Manchester.

Storage and backup

How will the data be stored and backed up?

Data will be stored using the University's data storage system which is automatically backed up.

How will you manage access and security?

Only the PI will have access to the data. The collaborator is a researcher at the University of Manchester.
The data will be stored on UoM servers

Selection and Preservation

Which data should be retained, shared, and/or preserved?

Research data will be kept for a minimum of 5 years and a maximum of 10 years using the University RDS.

What is the long-term preservation plan for the dataset?

Research data will be kept for a minimum of 5 years and a maximum of 10 years using the University RDS.

Data Sharing

How will you share the data?

Shared data will not be shared by the UoM however, Volunteering 4 All may decide to share data as they please.

Are any restrictions on data sharing required?

Data will not to be sared by UoM