SIMPLE DATA MANAGEMENT PLAN

OR

1. **Lay description of the work** (max 200 words):

2. **Short description of methods used to collect and analyse the data**

3. **What information or data is being collected generated and analysed in this work? (including secondary data and publicly available information):**
    a. **Types, File Format, software used, and scale:**

    b. **How will this be collected:**

    c. **What is retention period of data/information/documents:**

Add specific details here

The Edinburgh Napier Data Management Policy states requires research data to be retained after project completion if they substantiate research findings, are of potential long-term value or support a patent for at least 10 years. The policy also requires that funders and/or sponsors requirements are met. Long term storage is provided through the University data repository.

Consent forms can be kept for up to 6 years after the project ends as allowed by the Prescriptions and Limitations Act e.g. as evidence if someone comes back to say they never consented.

Other personal data including audio-visual/audio/visual data should be destroyed once any audit for verification of the findings has taken place and within 12 months of the end of the project.

> **Commented [RL1]:** remove if not relevant to your project

4. **How will the information or data be stored or curated**

Data storage: Digital research data/information will be stored on the University's X:drive (V:Drive for students). University-managed data storage is resilient, with multiple copies stored in more than one physical location and protection against corruption. Daily backups are kept for 14 days and monthly backups for an additional year.

Metadata: All research data will be organized as per the Universities metadata standards http://staff.napier.ac.uk/services/research-innovation-office/research-data/Pages/Organising.aspx

Data preservation: The Edinburgh Napier Data Management Policy states requires research data to be retained after project completion if they **substantiate research** findings, are of potential long-

term value or support a patent for at least 10 years. The policy also requires that funders and/or sponsors requirements are met. Long term storage is provided through the University data repository.

4. Summarise the main risks to the confidentiality and security of information:

Napier University meets the Cyber Essential standards for data stored in the X:Drive/V:drive.

When collecting and transferring data to X:Drive/V:Drive or sharing with collaborators the risks and mitigations are:

Add details here

5. Data sharing and access

Suitability for sharing: Data generated by the project (identified above) will be made open once appropriate changes have been made to honour assurances of confidentiality and anonymity/ not suitable for project *Delete as appropriate*.

Discoverability: Datasets will be allocated a DOI and stored on our open access Research Repository in accordance with the University research data deposit process. The DOI and the datasets will be made available to the repository within three months of the end of the grant/project

6. Governance of access to shared data
Who makes decision on whether a new user can access the data/information?:

Not required when data is fully open. Where data may not be freely available a decision to share will be made jointly between the PI and the University data access panel

Are there any restrictions on making data/information available? Eg ethics, IP, confidentiality agreements. If so please detail here:

Add details here

If data is not sharable detail why the project team will need exclusive access to data/information:

Add details here

(If sharing outwith the University data sharing agreements may be required depending on the nature of the work)

7. Responsibilities:

The first point of contact for all queries in relation to this data is the PI. Who will also have overall responsibility for the production and maintenance of metadata. Preparation and upload of the data will be carried out by the team with the support of the University's Information Services staff.

8. University policies

Data Management Policy & Procedures	*https://staff.napier.ac.uk/services/research-innovation-office/policies/Documents/Research%20Data%20Management%20Policy%202022.pdf*

Commented [RL2]: remove if not relevant

Commented [RL3]: remove if not relevant

Data Security Policy	http://staff.napier.ac.uk/services/cit/infosecurity/Pages/InformationSecurityPolicy.aspx
Data Sharing Policy	http://staff.napier.ac.uk/services/secretary/governance/DataProtection/Pages/DataSharing.aspx
Data Protection for Research	https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/ProcessingDataforResearch.aspx