

# Data Management Planning

Data Management for the Social Sciences  
and Humanities

# FORS and DaSCH

## FORS – Swiss Centre of Expertise in the Social Sciences

- national infrastructure for Social Sciences' research data mainly funded by SNSF
- services: consulting / training / workshops /events for data management and archiving, SWISSUbase repository for the social sciences, mandates around the data collection and analysis, FORS Guides

## DaSCH – Swiss National Data and Service Center for the Humanities

- national infrastructure for Humanities' research data mainly funded by SNSF
- services: consulting / training / workshops /events, virtual research environment, FAIR open data repository (DSP) including data publication and persistent identifiers at object level, metadata browser



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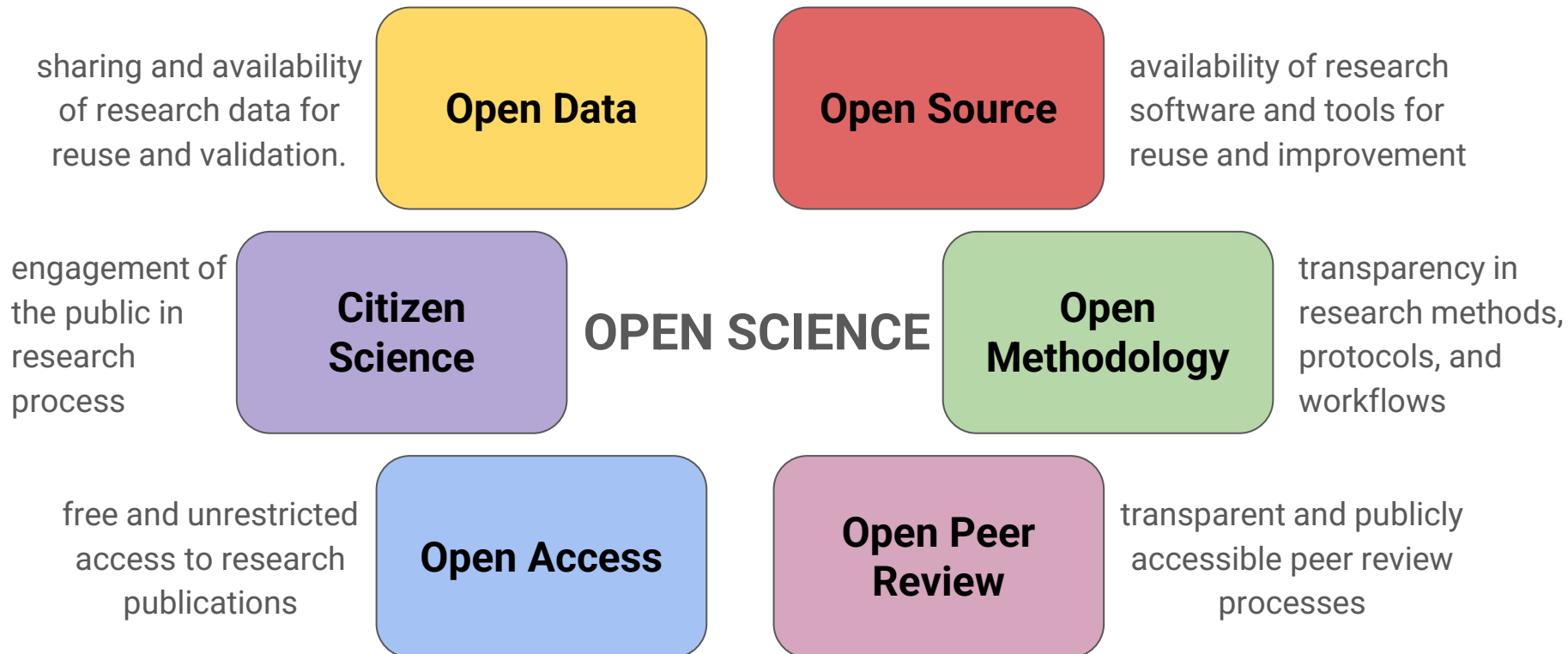
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# Programme

- 01 Introduction to Open Science
- 02 Stakeholders and legal requirements
- 03 Data Management Plan (DMP)
- 04 DMP case study: Images / Media assets
- 05 DMP case study: Interviews

# 01 Introduction to Open Science

# Core principles of Open Science



# Challenges of Open Science

resistance to shift from traditional publishing models to open ones

**Cultural Barriers**

**Legal and ethical issues**

navigating intellectual property rights, copyright, and data licensing complexities

**Data Privacy and Security**

balancing openness with protecting sensitive or personal data

**Quality Control**

Ensuring rigor and credibility in openly published and reviewed research

**Funding & Sustainability**

High costs for open access publishing and maintaining open infrastructure

# Benefits of Open Science

free access to research  
for everyone, reducing  
barriers to knowledge

**Improved  
Accessibility**

**Increased  
Collaboration**

fosters interdisciplinary and  
global research partnerships

**Enhanced  
Transparency &  
Reproducibility**

open data and methods  
improve research reliability  
and verification

promotes trust by  
making science more  
transparent and inclusive

**Greater Public  
Engagement &  
Trust**

**Faster  
Innovation &  
Problem Solving**

open sharing accelerates  
discoveries and responses  
to global challenges



# 02 Stakeholders and legal requirements

# Funders and Open Science view

In the early 2000s, the concept of data management and data sharing planning begins to gain attention from funding agencies:

- eResearch drivers: explosion of global internet traffic and data production, fundamental changes in research, no solution to store these data
- Open drivers: emergence of the open access movement
- Economic drivers: low return on public research funding due to almost no re-use of data

Funders began to require DMPs in grant applications

- Worldwide: Since 1 October, 2003, the National Institutes of Health (NIH)
- Europe: In 2014, the European Commission launched Horizon 2020
- Switzerland: Since 2017, the Swiss National Science Foundation (SNSF)
- UNIL: Since 2019, the UNIL Directive 4.5 on the processing and management of research data

→ Due to the economic perspective, DMPs have largely been made from the perspective of the benefits of data sharing.

→ Most of the templates focus more on data preservation and archiving

# A Researcher's tool

The concept of data management originated in the 1960s, and was first used in:

- aerospace and
- engineering projects.

In the 1970s and 1980s, DMPs were extended to all scientific and engineering disciplines to:

- support the active management of complex projects
- solve the immediate complexities of data acquisition, processing and storage

Until the early 2000s, DMPs were used as:

- management tools for projects of high technical complexity.

Nowdays?

- Still a document to help researchers navigate complex projects

Ressource: Smales et al., 2020

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EDITORIAL | 13 March 2018

## Everyone needs a data-management plan

**They sound dull, but data-management plans are essential, and funders must explain why.**



Keep your research data organized with a management plan. Credit: Jasper Juinen/Bloomberg/Getty

Source: [lien](#)

# Data Protection Perspectives

The 20th century: The century of research horror stories.

- Nazi Doctors (Nuremberg),
- Tuskegee Study (1932 - 1972), Milgram Experiment (1961), Stanford Prison Study (1971)

The need for formal research ethics and regulations became evident:

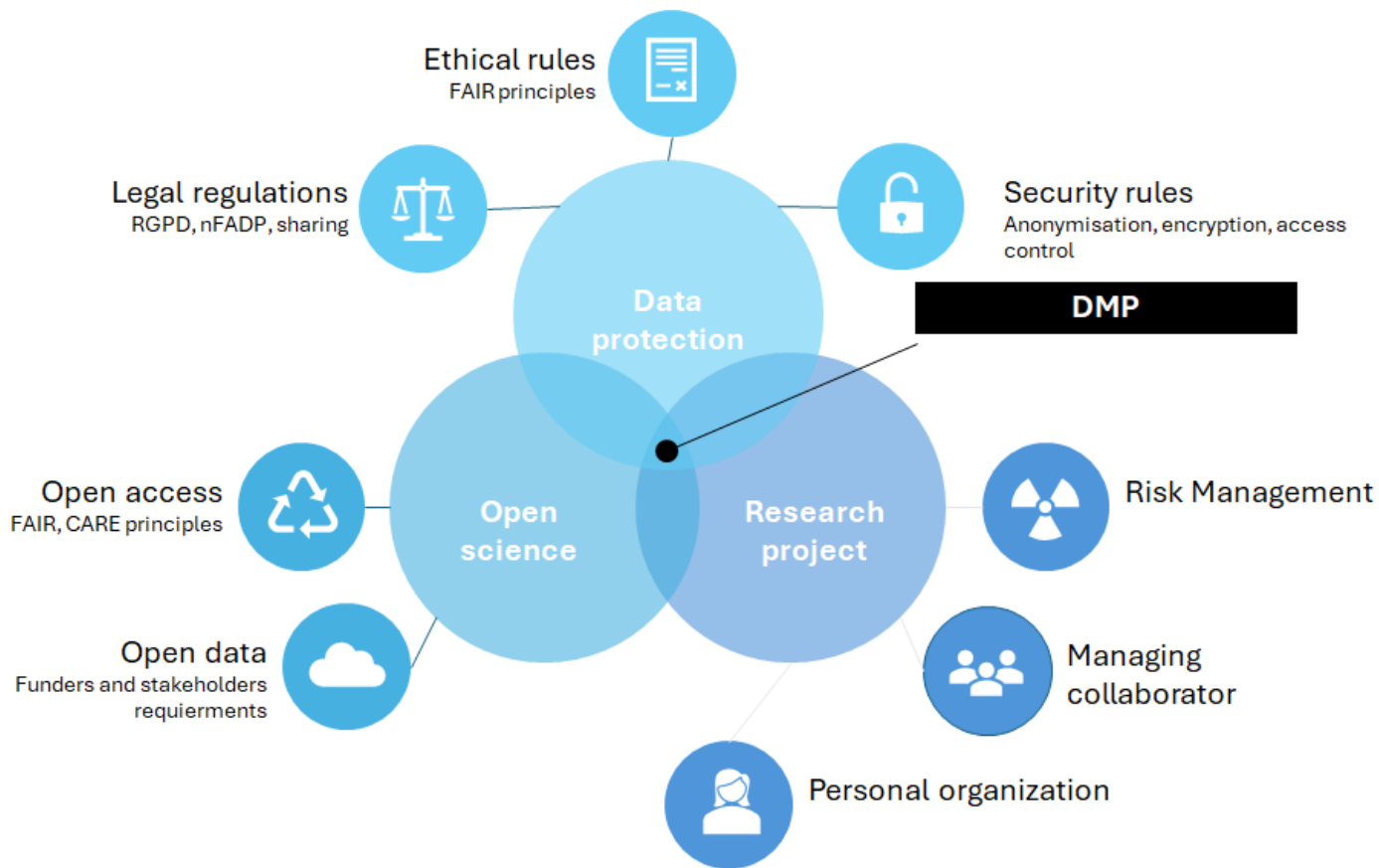
- 1947: The Nuremberg Code is established in response to unethical human experimentation conducted during World War II.
- 1979: The Belmont Report

Consequently, This led to the regulation of personal data:

- 1981: Convention 108
- 2016: General Data Protection Regulation (GDPR)
- 2023: Revision of the Federal Act on Data Protection (nFADP)

As a result, researchers' ethical, legal and safety obligations have evolved dramatically:

- **Legal**
  - Informed consent
  - nFADP compliant
- **Ethical**
  - Protection human participants
  - Ethical review?
- **Storage and security rules**
  - Protection of participant data
  - Anonymisation,
  - Encryption
  - Backup
  - Access control



# 03 Data Management Plan (DMP)

# SNSF DMP Template

## 1. Data collection and documentation

1.1 What data will you collect, observe, generate or re-use?

1.2 How will the data be collected, observed or generated?

1.3 What documentation and metadata will you provide with the data?

## 2. Ethics, legal and security issues

2.1 How will ethical issues be addressed and handled?

2.2 How will data access and security be managed?

2.3 How will you handle copyright and Intellectual Property Rights issues?

# SNSF DMP Template

## 3. Data storage and preservation

3.1 How will your data be stored and backed-up during the research?

3.2 What is your data preservation plan?

## 4. Data sharing and reuse

4.1 How and where will the data be shared?

4.2 Are there any necessary limitations to protect sensitive data?



# DMP checklist

- Every type of data/dataset** generated in the project is described clearly and separately
- Every type of data has one or more **formats** associated with it and a **size estimate**.
- It is stated which types of data are **original** and which are **reused** (if any).
- If there is **sensitive data**, the DMP provides information on how/where sensitive data will be stored during the project lifetime and how this data is desensitized before putting it into a repository.
- The DMP states whether there are **copyright/property rights** associated with the data, and how this impacts the release of the data.
- For each dataset, the DMP will specify the **format(s)** chosen for **long-term preservation**.

# DMP is a living document!

- you need to submit a first DMP version to the SNSF before you start your project
- it is either accepted or you are asked to elaborate a bit more on certain points
- you don't have to stick to what you initially drafted in the DMP – things change in the course of a research project, something may not work as suspected, new and better tools or resources may be available, etc. ...
- update your DMP when significant changes happen
- mandatory to update your DMP at the end of the project

# 04 DMP case study: Images / Media assets

## 2 basic use cases

1. You want to (re)use already existing media assets which are held by an institution (e.g. university, museum, library, gallery, foundation, ...) or scraped from the internet – secondary data
  - *you have to agree with these institutions on how you may use the images and how you can fulfill the FAIR principles requested by funders*
1. You will digitise or create media assets yourself – primary data
  - *you are responsible for their long-term availability in a FAIR manner*

# Showcase project

## Depictions of Animals in Art: A Cross-Cultural and Temporal Study

The representation of animals in art serves as a mirror reflecting the cultural, religious, and societal values of various civilizations across different epochs. This research project aims to provide a comprehensive analysis of animal depictions in art, spanning diverse cultures and historical periods, to understand the multifaceted roles animals have played in human expression and symbolism. By examining a wide array of artistic mediums – including painting, sculpture, pottery, textiles, and digital media – this study seeks to uncover the underlying themes, meanings, and functions attributed to animals in artistic works.

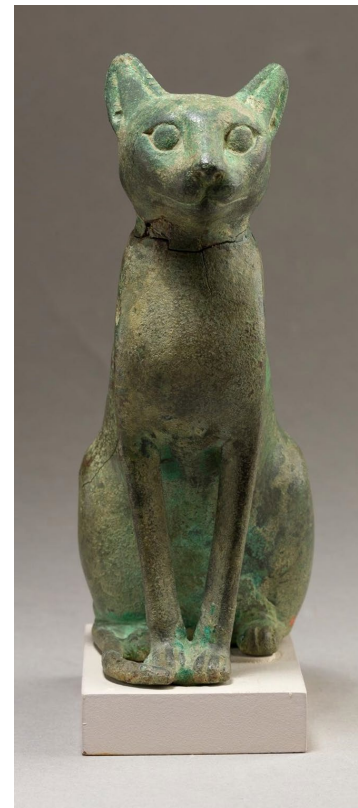
The project adopts a comparative approach, focusing on four distinct cultural and temporal contexts: Ancient Egypt, Classical Greece, Medieval Europe, and Contemporary Asia. In Ancient Egypt, animals were integral to religious iconography and were often depicted as deities or symbols of divine power. The project's analysis of Egyptian art will explore how animals like cats, hawks, and crocodiles were venerated and how their depictions were used to convey religious narratives and social hierarchy. [...]

## Showcase project: (re)use existing media assets

- experience: can be tedious topic
- lesson learnt: ideal to reach an agreement with institutions BEFORE starting the project!

### Basics (DMP 1.1 and 2.3)

- Data Reuse Template (<https://shs.hal.science/halshs-03367459v2/document>)
- Based on [Data Reuse Charta](#) with 6 basic points: Reciprocity, Interoperability, Citability, Openness, Accountability, Trustworthiness



MET 17.120.146  
<https://www.metmuseum.org/art/collection/search/552042>; public domain

# Showcase project: digitise / create media assets yourself

## Types of media assets

- 2D images: photographs, drawings, illustrations, maps, AI generated images
- digitised texts (notebooks, manuscripts, books)
- 3D models
- audios
- videos



Cat

photographer: Rita Gautschy

[CC BY-SA 4.0](#)

# Showcase project: description of data (1.1)

<b>Name of dataset</b>	<b>type(s)</b>	<b>File format(s)</b>	<b>File size</b>
Dataset 1: Greek depictions	text, image	tiff, jpg, pdf	50 GB
Dataset 2: Ancient Egyptian textual sources	text	pdf, docx, xml	10 GB
Dataset 3: Medieval animal depictions	text, image	csv, jpg	15 GB



# Showcase project: file formats (1.1)

<b>type</b>	<b>file formats</b>	<b>File formats suitable for longterm-preservation</b>
2D	e.g. jpg, png, bmp, tiff, gif	tiff, jpg2
3D	e.g. obj, ply, stl, x3d, glb, gltf	<i>still to be defined</i>
audio	e.g. mp3, wav	mp3
video	e.g. mov, avi, mp4	mp4
text	e.g. xml, txt, json, docx, pdf	xml, txt, pdf/a

# Showcase project: data collection (1.2)

## Data are collected

- from the literature
- from published datasets, museum databases and other discipline-specific databases

## Data are generated

- by defining an appropriate data model / data structure
- data generation itself will happen within the virtual research environment *XY* according to the defined data model

## Showcase project: data collection (1.2)

- Links to gazetteers or authority databases to cover alternate names, spellings and transliterations
  - e.g. Pleiades, Getty Thesaurus of Geographic Names (TGN), iDAI.gazetteer, geonames
- Reused data will be harmonised and enriched by additional data
  - e.g. named entities, linked open data, controlled vocabularies

## Showcase project: documentation and metadata (1.3)

- all collected data will be accompanied by at least minimal set of metadata: storage institution or storage location, culture, time period, genre
- extended by further metadata such as inventory number or author/artist, if known
- main project data will be archived in FAIR repository *XY* at the end of the project
- *repository-dependent information: persistent identifier(s), accessibility*
- documentation of data model / data structure and the research methodology will be compiled and part of the archived data

## Personal or sensitive data (4.2)

- protect privacy and comply with regulations such as the General Data Protection Regulation (GDPR)

### Images

- Desensitizing image data – Example: Facial anonymisation
  - Blurring
  - Pixelation
  - Mosaic
  - Mask / Overlay

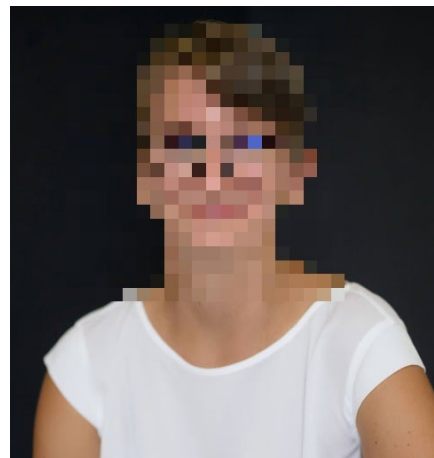
## Personal or sensitive data (4.2)



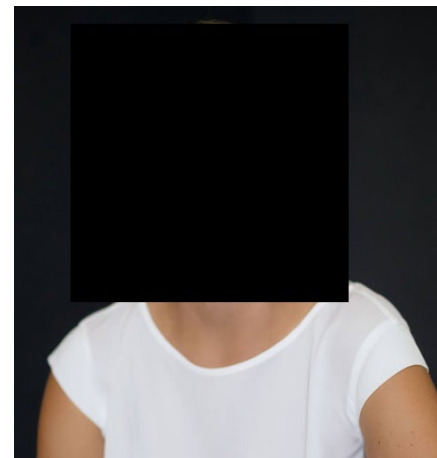
blurring



pixelation



mosaic



masked

Attention: image deconvolution is possible!

## Personal or sensitive data (4.2)

Don't forget contextual information - can be sensitive too!

- exif metadata such as geolocation, timestamp
  - can be removed
- background of images
  - may contain identifiable landmarks, home interior, documents on e.g. a table, ...

→ be sure to identify all sensitive information in images

# Personal or sensitive data (4.2)

## Desensitizing audio data

- Identify and remove specific parts with sensitive information
- Voice anonymisation
- Masking speech segments
  - Beeping
  - Add noise



# Personal or sensitive data (4.2)

## Desensitizing video data

- Blurring faces and objects
- Pixelation of faces and objects
- Mask / Overlay
- Audio desensitization
- Voice anonymisation
- Object and scene removal

# Resources

Full abstract and the DMP of the showcase project:

[https://ark.dasch.swiss/ark:/72163/1/0810/OJ\\_UAT\\_5Qqi6dhXbn1aw\\_g8](https://ark.dasch.swiss/ark:/72163/1/0810/OJ_UAT_5Qqi6dhXbn1aw_g8)

python code snippets for image desensitizing (created by ChatGPT 4o):

<https://ark.dasch.swiss/ark:/72163/1/0810/U76NJHcTQu2RkCh5ZwQp1g2>

# 05 DMP case study: Interviews

# “INHALE” Research project - Abstract

**Adolescence is a critical developmental period** characterised by significant **psychological and social changes**, and the ubiquitous **presence of social media in teenagers' lives** has been linked to **both positive and negative outcomes**. While **social networks** can provide a platform for **self-expression** and **social support**, they also pose **risks** such as **increased anxiety, depression, cyberbullying and exposure to inappropriate content**. Current research highlights the need for a balanced understanding of these effects, as excessive passive use of social media can lead to feelings of inadequacy and lower life satisfaction. Without a comprehensive study, **the nuanced effects of social networking use on adolescents' mental health remain poorly understood**.

To fill this gap, this research project **explores the risks associated with social network use on the mental health of 9th grade Harnos students** (aged 12-13) through **in-depth structured interviews**. The study will involve **three classes of 22 students each**, and will use **standardised questionnaires** such as the Psychological Distress K10 (Kessler et al., 2003), the School Burnout Inventory (Salmela-Aro et al., 2009) and the Stress Resilience Scale (Smith et al., 2008) **to guide the interviews**. In addition, **demographic information will be collected**, including name, gender, nationality, family situation, parental occupation, and school level. The **answers** to the questionnaire and the demographic information will be **recorded** and **registered in RedCap** during the interview. **Informed consent** will be obtained from **both parents and students**. Once the interviews have been **transcribed using Whisper**, this study will use **Nvivo software** to find patterns and connections in the transcriptions.

# Data collection and documentation (1)

- 1.1. What data will you collect, observe, generate or re-use?
- 1.2. How will the data be collected, observed or generated?
- 1.3. What documentation and metadata will you provide with the data?



Credits [Ghasoub Alaeddin](#) de [Pixabay](#)

# What data will you collect, observe, generate or re-use? (1.1)

In this part of the DMP, the aim is to describe

- What **type, format** and **volume** of data will you **collect**, observe, generate or **reuse**?
- Which existing data (yours or third-party) will you reuse?

The data produced by this research project falls into two categories:

- Primary data: including recorded and textual data generated through pupils' interviews.
- Secondary data: including textual observation data collected by teachers..

The specific data types, storage formats and volumes are listed in Table 1 below

Origin	Type	Equipment/ Software	Format	Size
<b>Primary data</b>	Interview	Recorder	.mp3	<100 GB
	Transcription	Whisper, Nvivo	.docx	<100 GB
	Questionnaire answers	RedCap	.csv	<100 GB
<b>Secondary data</b>	Observation notes	Word	.docx	<100 GB
	Academic transcript	PDF	.pdf	<100 GB

# How will the data be collected, observed or generated? (1.2)

In this part of the DMP, the aim is to

- **provide a description of the methods and instruments of data collection used**
- **outline how quality will be measured and documented throughout the research**
- Demonstrate that a data organization strategy has been defined

- **Structured Interviews:**
  - **Method:** Conducting in-depth structured interviews with 9th Harnos grade students.
  - **Instruments:** Standardized questionnaires such as the Psychological Distress K10, the School Burnout Inventory, and the Stress Resilience Scale will guide the interviews.
  - **Procedures:** Interviews will be conducted in a controlled environment to ensure consistency. Each interview will be recorded and transcribed using Whisper software. In addition, questionnaire responses and demographic information will be recorded in RedCap during the interview.
  - **Quality measurement:**
    - **Sound check:** carried out before the interviews are recorded to check the sound quality.
    - **Pilot test:** Conduct a pilot test of the interviews and questionnaires to identify any issues and make necessary adjustments.
    - **Standardization:** Use standardized instruments and procedures to ensure consistency and reliability of the data.
- **Observational Notes:**
  - **Method:** Teachers will observe and document pupils' behavior before and after the interview sessions.
  - **Instruments:** Observation sheets or digital note-taking tools.
  - **Procedure:** Teachers will use a standardized format to ensure consistency in the observations.

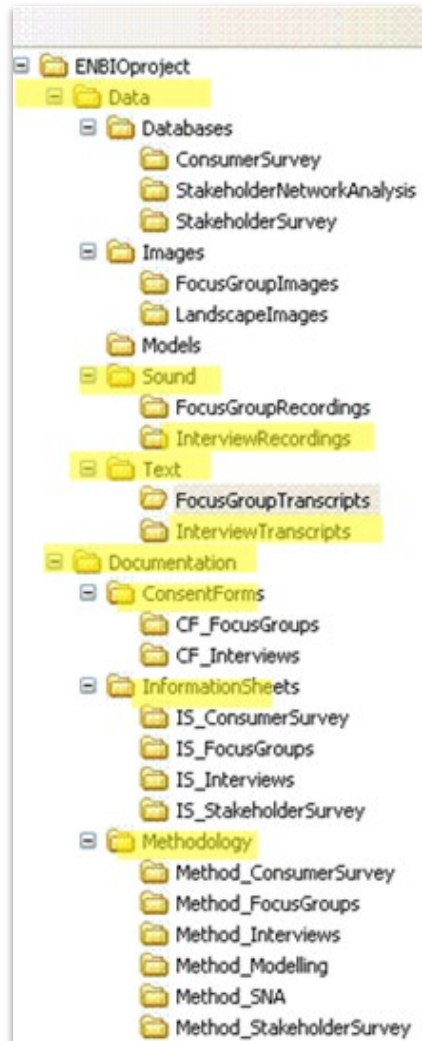
# How will the data be collected, observed or generated? (1.2)

In this part of the DMP, the aim is to

- provide a description of the methods and instruments of data collection used
- outline how quality will be measured and documented throughout the research
- **Demonstrate that a data organization strategy has been defined**

- Folders are organised according to ...
- File naming strategy:
  - Date\_Audio\_PupilCode.mp3
  - Date\_Tran\_PupilCode.docx
  - Date\_Obs\_PupilCode.docx
- Versioning strategy: A table with the version, author's name, etc...

Version number	Author	Purpose/Change	Date
0.1	AM, Post-Doc	Initial Transcription	01/01/2024
0.2	SS, Post-Doc	Remove direct identifier	05/03/2024
0.2.1	AF, PhD	Remove indirect identifier	01/04/2024





# What documentation and metadata will you provide with the data? (1.3)

Here the aim is to present the type of background data that will be produced

- **Documentation:** information needed to understand the data in the long term for you or others
- **Metadata:** are a form of documentation, structured according to various disciplinary standards

We will document our project at three different levels:

- **Project Level:** A report will be produced, including a brief summary of the project, information on copyright, ownership, data collection, etc. (see the CESSDA recommendations).
- **Files and folders level:** A readme.txt describing the file naming convention and the file structure will be attached to the project folder
- **Data level (see the UK data service recommendations):**
  - A list of the interviews conducted, including interview ID, age, gender, occupation, organisation, location, place of interview, date of interview, transcript file name, recording file name, will be attached to the audio folder.
  - A list of the transcriptions, including ... will be attached to the transcription folder.
  - A codebook describing the codes used to analyse the interview, how the codes were selected and generated by Nvivo.
  - A Codebook describing the variables on REDCap

Metadata: The metadata of the INHALE project (such as audio transcriptions and observation notes) will be available on the Lausanne University data repository SWISSUBase in a generic English version as well as in French. The SWISSUBase repository, follows the DDI metadata standard (title, author names, institution, etc.).

## 2. Ethics, legal and security issues

2.1 How will ethical issues be addressed and handled?

2.2 How will data access and security be managed?

2.3 How will you handle copyright and Intellectual Property Rights issues?



# How will ethical issues be addressed and handled? (2.1)

The aim of this section is to specify the ethical and legal issues raised by the research project and to present the measures planned to ensure the:

- **protection of participants,**
- security of the data,
- respect of copyright.

- INHALE activities are **related to human subjects research**. Therefore, this project is guided by:
  - The Swiss Federal Law on Human Research (HRA)
  - International principles of research ethics such as **the Convention on Human Rights and Biomedicine** developed by the council of Europe (Ovideo, 1997) and **the Declaration of Helsinki** (World Medical Association (WMA), 2024).
- In accordance with the **HRA legislation**, INHALE has been **submitted** to and **validated** by the **CER Vaud**.
- Furthermore, INHALE **respondents are volunteers**, and all data collection is based on **informed consent**. This is done on three levels:
  - First, all **potential respondents are informed** about the contents of the interview during an oral presentation of the project
  - Second, at the end of the presentation to the pupils and parents, **the consent forms are distributed** to the participants. Teachers will collect the completed consent forms in class three weeks later. The consent forms will include (please add details)
  - Thirdly, during the interview, answers to **all questions are voluntary**. Each **question can be skipped** if a pupil does not wish to answer a specific question.

## How will data access and security be managed? (2.2)

The aim of this section is to specify the ethical and legal issues raised by the research project and to present the measures planned to ensure the:

- protection of participants,
- **security of the data**,
- respect of copyright.

Detailed **technical** and **organisational** measures are taken to ensure the security of data processing and compliance with national data protection laws.

- Data will be manually **anonymized** by removing direct and indirect identifiers throughout the audio transcription process. [Add details on the anonymization process]. **Released data** will never contains ID numbers but only codes. Only the PI will have access to the list of the correspondence codes.
- Only **software approved** by the University **DPO** will be used for this project. This includes REDCap, Nvivo and Whisper software.
- Strict **access controls** will be implemented. Access to data will only be granted to researchers involved in data collection and analysis and to the PI in charge of the INHALE project.
- The Veracrypt solution will be used for data **encryption**.
- We will follow the IT recommendations and use the institutional **storage solution** Tresorit and the automated **backup solution** Comet Backup.

# How will you handle copyright and Intellectual Property Rights issues? (2.3)

The aim of this section is to specify the ethical and legal issues raised by the research project and to present the measures planned to ensure the:

- protection of participants,
- security of the data,
- **respect of copyright.**

- **Intellectual property rights (primary data)**
  - Data owner: University of Lausanne
  - Licence selected: CC BY-NC-SA
  - DOI: The INHALE project will use Digital Object Identifiers (DOI) to make datasets permanently identifiable and discoverable
- **Respect of copyright (secondary data)**
  - Data owner: The school involved in the project
  - Respect the terms of re-use
  - Citation

## 3. Data storage and preservation

3.1 How will your data be stored and backed-up during the research?

3.2 What is your data preservation plan?

RECHENZENTRUM IN FLAMMEN

### Am Rhein brennt Europas Datenschatz

VON NIKLAS MAAK - AKTUALISIERT AM 23.03.2025 - 04:29

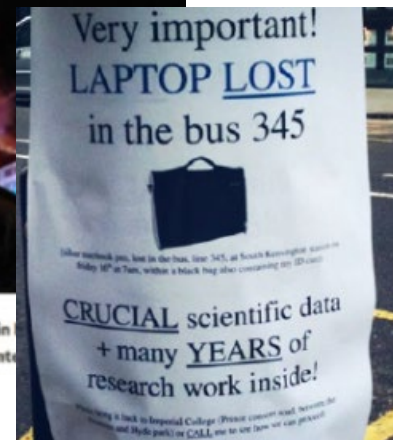


Ein ikonisches Bild: Europas größtes Rechenzentrum geht in Flammen auf. Die Daten sind für immer verloren. Was bedeutet das für uns in der Forschung?

### LE TEMPS

## Le pire est survenu: les données volées à l'Université de Neuchâtel ont été publiées

Salaires, photos d'étudiants ou encore contrats de travail ont été mis en ligne par les pirates sur le darknet après la cyberattaque intervenue mi-février



# How will your data be stored and backed-up during the research? (3.1)

## Storage solution

- With the exception of the correspondence table, all data is stored in the institutional cloud solution Tresorit. Tresorit is a cloud storage solution that uses end-to-end encryption to store and share folders and files with designated collaborators. It provides encryption, access logging, and file versioning that is compliant with the Swiss Federal Act on Human Research (HRA).
- UNIL has a special contract with Tresorit AG, which guarantees that data is stored in Switzerland. Tresorit uses online storage on the Microsoft Azure platform. Tresorit encrypt the data before sending it to the online repository. They require the identity of the researcher to be verified using a password and a code on the researcher's mobile phone. Only the PI and the researcher assigned to the project have access to the platform.
- Tresorit provides three physical copies of the data.
- The correspondence table is stored on a password-protected external hard drive in a separate office, which requires a key to enter.
- Research material related to the project, such as documentation, will be attached to the data on Tresorit

Source: [FAQ Tresorit UNIL](#)

Source: [Stockage de données à l'UNIL, outil pour choisir le bon service](#)  
WEBINAR 11/24 :: Data Management Planning

## Back-up solution

- Comet Backup is an application provided by UNIL's IT Center with which it is possible to back up users' computer session.
- The data is stored on the European servers of Wasabi SA and is encrypted with an encryption key.
- Data backup is triggered every 3 hours. Data retention on the backup servers is 90 days. Data deleted by the person registered for the service can be recovered up to 90 days after deletion, provided it has been backed up at least once. A device not connected to the service for more than 5 months is considered obsolete and is automatically deactivated.

Source: [Sauvegarde du poste de travail](#)

# What is your data preservation plan? (3.2)

In this section of the DMP you are expected to

- explain **how you will select the data you want to keep** in the long-run,
  - explain **how you will keep them accessible over time** by storing them on an adequate device,
  - and indicate the appropriate preservation format.
- You do not need to provide a detailed preservation plan at this point, but rather show that you have considered a number of questions and are aware of the importance of ensuring the long-term preservation of at least part of your data.
  - **Explain your data keeping process:**
    - Data you intend to share
    - Data you do not intend to share, but wish to keep private
    - Data you intend to delete
  - **Ask yourself:**
    - What data do I want to keep beyond the research project? What are the most likely uses? Consider all your data (research data, background data, process data) and their different formats. For example, you may decide to keep interview transcripts but delete recordings.
    - How long do I want to keep the data and why? For example, you may want to anticipate future research, or you may want to keep or delete some (sensitive) data for legal reasons.
  - **Example:**
    - At the end of the project, only anonymized raw data will be shared using institutional data repository (i.e. SWISSUbase).
    - The rest of the research material will be archived on the University's LT servers. The archives will include all raw data, transformed data, transformation operations, version history and so on.
    - The comprehensive archive will be maintained for a minimum period of 10 years, after which the data will be re-evaluated to determine what should be retained.
    - Where possible, data will be stored and archived in non-proprietary formats (.txt, .csv, .xml, .pdf). Where this is not possible, we will include information about the software used and its version number.

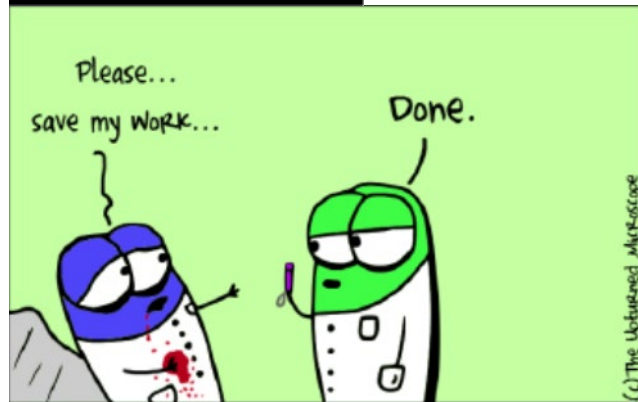


## 4. Data Sharing and reuse

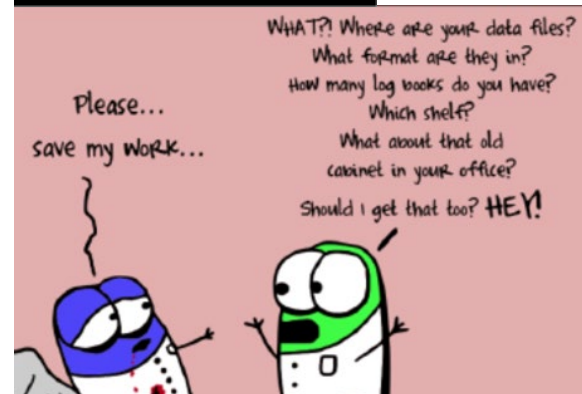
4.1 How and where will the data be shared?

4.2 Are there any necessary limitations to protect sensitive data?

### Movie scientist



### Real scientist



# How and where will the data be shared? (4.1)

The aim of this question is to describe

- In **which repository** do you plan to share your data? (i.e. repository or other archiving solution)
  - How will potential users **find out about your data?**
- Research material from this work will be deposited in SWISSUbase, the institutional data repository of the University of Lausanne, and will be made available at the time of publication. In accordance with informed consent and with the aim of potential re-use, only anonymised raw data will be shared. To this end, we will share the anonymised versions of the transcription, the observation notes, the REDCap database and the documentation.
  - Data files deposited in SWISSUbase will be assigned a Digital Object Identifier (DOI) and the associated metadata will be listed in the project catalogue. The initial retention period for data will be 10 years from the date of deposit, with extensions applied to datasets accessed subsequently.
  - The DOI assigned to datasets in the repository can be included as part of a data citation in publications, allowing the datasets underlying a publication to be identified and accessed.
  - Metadata about datasets held in the university repository will be publicly searchable and discoverable via the SWISSUbase projects catalogue, and will indicate how and under what conditions the dataset can be accessed.

# What is your data preservation plan? (3.2) and How and where will the data be shared? (4.1)

Data to keep	Strategy	Audience	Purpose	Location	Format
Transcription	Sharing	Researchers in the field	Reuse	SWISSUBase	.txt
Observation notes	Sharing	Researchers in the field	Reuse	SWISSUBase	.txt
All materials	Archiving	PI and researchers involved in the project	Future personal research PI need	LTS Unil	
Etc...					

# Are there any necessary limitations to protect sensitive data? (4.2)

The aim of this question is to explain (if so) **why your sharing strategy is limited** and what **conditions are needed to make the data accessible**.

- Under which conditions will the data be made available (timing of data release, reason for delay if applicable)?
- Due to the sensitivity of the project, data will only be shared for teaching or similar research purposes.
- Therefore, the data will only be shared under the conditional access solution provided by SWISSUbase
- Conditional access sharing provides metadata information to unauthorised individuals and access to the entire shared material to individuals who meet the conditions.
- This allows researchers to retain control over the re-use of the data.

# Questions?



# References

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