

# Data Management Plan

**Purpose:** the purpose of this project to examine the seasonal differences in the deviation of actual deaths compared to the 5-year average for the same date.

**Data:** the data to be captured includes:

- date (date),
- week number (integer),
- year (integer),
- count of deaths (integer),
- mortality average (float),
- variance from average (float)

**Collection:** the data will be collected from data already collected by the Office of National Statistics. A data collection tool has been created and data characteristics will be validated at source.

**Metadata:** the data will be supported with a data dictionary appended to the raw dataset.

**Ethics:** the data is already aggregated and anonymised and this data that is routinely published publicly. This reduces concerns about sensitivity and security.

**Storage and backup:** The data will be stored in a secure cloud-based environment at University of Edinburgh. It will be managed in line with the University's data privacy and security measures. The data will be maintained for the duration of the project and access will be limited to the project team.

**Selection and preservation:** The processed data set, analysis and outputs will be preserved for 5 years following the publication. The original raw data will be deleted after the project is completed and published.

**Data sharing:** the results of the analysis will be visualised and made available for NHS resource planners via interactive widget to enable the end users to engage with and extract further insights for operational decisions where possible.