
MiPRiS: Multilingualism in Prisons and Reintegration into Society: an interdisciplinary evaluation of Belgian language legislation, policy and practice within a European human rights framework

A Data Management Plan created using DMPonline.be

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Project abstract:

Like many European states, Belgium is confronted with an increasingly multilingual population in its detention facilities. Among detainees, there are significant differences in the proficiency of the official languages in Belgium (Dutch, French and German). This project will study language legislation, policy and practice in Belgian prisons, to map to what extent it impairs the detention process and successful reintegration of prisoners into society. By combining an ethnographic study in situ, with a legal analysis of the European human rights law framework, the project will not only show how language practices impact reintegration trajectories, but also identify priorities for policy change. Hence, the project will produce a normative framework and policy recommendations that are relevant to all 46 Council of Europe member states.

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Research Data Summary

List and describe all datasets or research materials that you plan to generate/collect or reuse during your research project. For each dataset or data type (observational, experimental etc.), provide a short name & description (sufficient for yourself to know what data it is about), indicate whether the data are newly generated/collected or reused, digital or physical, also indicate the type of the data (the kind of content), its technical format (file extension), and an estimate of the upper limit of the volume of the data.

Dataset name / ID	Description	New or reuse	Digital or Physical data	Data Type	File format	Data volume	Physical volume
		<i>Indicate: N(ew data) or E(xisting data)</i>	<i>Indicate: D(igital) or P(hysical)</i>	<i>Indicate: Audiovisual Images Sound Numerical Textual Model Software Other (specify)</i>		<i>Indicate: <1GB <100GB <1TB <5TB >5TB NA</i>	
Research Journal	Notes: research journal	N	D	T	I use Notion	NA	NA
Print Books	Literature: print books	E	P	T	NA	NA	NA
Digital Books & Articles	Literature: digital books and articles	E	D	T	NA	NA	NA
Bibliographic References & Annotations about Literature	Notes: bibliographic references and annotations about literature	N	D	T	I use Zotero	NA	NA
Survey	Introductory survey: Foreign Language Speaking Detainees (FLSD) profiling	N	D + P	T	Word or PDF	<100 GB	Physical copies will be stored in a locked closet
Written Documents in Prison	Database and analysis of written documents available in prison for detainees	N	D + P	T	Word or PDF	<100 GB	Physical copies will be stored in a locked closet
Audio Recordings, Transcriptions and Translations	New audio recordings of 60 interviews with detainees, prison staff members and members of different committees e.g. the Complaints' Committee and the Supervision Committee + their transcriptions and translations	N	D	A + T	.mp3 + Word or PDF	<100 GB	NA
Database Respondents	Participant database: a spreadsheet to keep track of all the people who responded to our call for participants (for the audio interviews), who eventually participated, etc.	N	D	T	Word or PDF	<100 GB	NA
Additional documents	Documents collected or created throughout the research process: flyers for interviews, field notes from observations, confidentiality clauses for interpreters and translators, interview guides, ICF for the interviews, information letters for the interviews, list of relevant decisions of the complaints' committees and committees of appeal, overview of Belgian prisons, ...	N	D + P	T	Word or PDF	<100 GB	Physical copies will be stored in a locked closet
Website	Information about the project will be published on a website	N	D	T	NA	NA	NA

If you reuse existing data, please specify the source, preferably by using a persistent identifier (e.g. DOI, Handle, URL etc.) per dataset or data type:

No, I do not reuse data.

Are there any ethical issues concerning the creation and/or use of the data (e.g. experiments on humans or animals, dual use)? If so, refer to specific datasets or data types when appropriate and provide the relevant ethical approval number.

- Yes, human subject data (Provide SMEC or EC approval number below)

Ethical approval number: PRET application in process (G-2023-7310) - has been submitted - waiting for feedback

Data collection with human subjects: foreign language speaking detainees, prison staff and members of committees e.g. Complaints' Committees.

Data to be collected:

- survey on nationality and language use
- observation periods in prison
- written documents available for detainees in prison
- interviews that will be audio recorded

Will you process personal data? If so, please refer to specific datasets or data types when appropriate and provide the KU Leuven or UZ Leuven privacy register number (G or S number).

- Yes (Provide PRET G-number or EC S-number below)

Ethical approval number: PRET application in process (G-2023-7310) - has been submitted - waiting for feedback

Short description of the kind of personal data that will be used: name, age, nationality, education, job, language skills, detention period, residence permit, seniority

The data will be pseudonymised.

Does your work have potential for commercial valorization (e.g. tech transfer, for example spin-offs, commercial exploitation, ...)? If so, please comment per dataset or data type where appropriate.

- No

Do existing 3rd party agreements restrict exploitation or dissemination of the data you (re)use (e.g. Material or Data transfer agreements, Research collaboration agreements)? If so, please explain in the comment section to what data they relate and what restrictions are in place.

- No

Are there any other legal issues, such as intellectual property rights and ownership, to be managed related to the data you (re)use? If so, please explain in the comment section to what data they relate and which restrictions will be asserted.

- No

Documentation and Metadata

Clearly describe what approach will be followed to capture the accompanying information necessary to keep data understandable and usable, for yourself and others, now and in the future (e.g. in terms of documentation levels and types required, procedures used, Electronic Lab Notebooks, README.txt files, codebook.tsv etc. where this information is recorded).

For each dataset (anonymous surveys, pseudonymised transcriptions, etc.), documentation of how the data was collected and information on

how to read the dataset will be provided in a README file.

Will a metadata standard be used to make it easier to find and reuse the data?

If so, please specify which metadata standard will be used.

If not, please specify which metadata will be created to make the data easier to find and reuse.

- No

I will create a metadata file using Excel and will incorporate the data from the surveys, the observations, the written documents in prison and the interviews. The respondents' data will be pseudonymised. The metadata is based on the Dublin Core standard. The following metadata will be registered:

Title	Name given to the resource	
Creator	Entity primarily responsible for making the resource	
Subject	Topic of the resource	
Description	Account of the resource	
Respondent ID code	Pseudonymised respondent ID	Only identifiable by the researcher; secret code saved on another digital location
Date issued	Date of data creation	
Date modified	Date of last modification	
Language	Language of the resource	
Type	Nature of the resource	
Format	File format and dimensions of the resource	Duration of the audio files and word count for transcriptions
Source	Related resource from which the described resource is derived	E.g. linking transcriptions to audio files

Data Storage & Back-up during the Research Project

Where will the data be stored?

- Personal network drive (I-drive)
- OneDrive (KU Leuven)

The data will be stored on the KU Leuven OneDrive for Business with an enabled multifactor authentication. The recordings of the interviews will be deleted once successfully transcribed to ensure anonymisation of the respondents.

How will the data be backed up?

- Standard back-up provided by KU Leuven ICTS for my storage solution

OneDrive for Business provides automatic backups of the data on the cloud.

Is there currently sufficient storage & backup capacity during the project?

If no or insufficient storage or backup capacities are available, explain how this will be taken care of.

- Yes

We believe that there will be sufficient storage and backup capacity during the project seeing as the standard offer of OneDrive for Business is 2 TB.

How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?

The data will be stored on the KU Leuven OneDrive for Business with an enabled multifactor authentication. Only the researcher and the supervisors of the aforementioned project will have access to the data. Translators and interpreters that partake in the project will be bound by a confidentiality clause. Translators will only have selected access to the data. This means that only the files that require translation will be shared via OneDrive with the translator. This access will be granted by the researcher. Finally, the researcher will destroy data that contain personal data once not needed anymore e.g. audio recordings after transcription.

What are the expected costs for data storage and backup during the research project? How will these costs be covered?

No additional costs.

Data Preservation after the end of the Research Project

Which data will be retained for 10 years (or longer, in agreement with other retention policies that are applicable) after the end of the project?

In case some data cannot be preserved, clearly state the reasons for this (e.g. legal or contractual restrictions, storage/budget issues, institutional policies...).

- All data will be preserved for 10 years according to KU Leuven RDM policy

All relevant data will be preserved for 10 years; including: the survey results and analysis, the interview transcriptions, the analysis of the qualitative data. The audio recordings of the interviews will be deleted.

Where will these data be archived (stored and curated for the long-term)?

- KU Leuven RDR

The data will be stored for at least 10 years, conform with KU Leuven RDM policy. Possible storage locations for the data include archival storage purchased via the Faculty of Arts (paid), or a data repository such as KU Leuven RDR (free up to 50GB).

What are the expected costs for data preservation during the expected retention period? How will these costs be covered?

We expect no significant costs for data storage during or after the research.

Data Sharing and Reuse

Will the data (or part of the data) be made available for reuse after/during the project?

Please explain per dataset or data type which data will be made available.

- Yes, as open data
- Yes, as restricted data (upon approval, or institutional access only)

Wherever possible given the sensitive nature of some of the data collected, we will prioritize archival and sharing via a data repository that would allow us to publish the data in a FAIR (Findable, Accessible, Interoperable, Reusable) manner.

Possible data that could be made available are e.g. the overview we created of decisions made by the complaints' committees and committees of appeal. The results of the survey and the pseudonymised transcriptions of the interviews can also be made available. The document with identifiable information will not be shared.

If access is restricted, please specify who will be able to access the data and under what conditions.

Should access be restricted for some of our data, then access can be granted via the researcher or the supervisor of the project. They will decide whether or not to grant access based on the nature of the request. We stress again that all data containing personal data will be pseudonymised.

Are there any factors that restrict or prevent the sharing of (some of) the data (e.g. as defined in an agreement with a 3rd party, legal restrictions)?

Please explain per dataset or data type where appropriate.

- Yes, other

The requests of the respondents regarding the sharing of the data generated will be respected. If a respondent does not consent to the sharing of their (pseudonymised) data, this data will not be shared.

Where will the data be made available?

If already known, please provide a repository per dataset or data type.

- KU Leuven RDR (Research Data Repository)

The data will be made available in the KU Leuven RDR.

When will the data be made available?

- Upon publication of research results

The data will be made available upon publication of the research results.

Which data usage licenses are you going to provide?

If none, please explain why.

- CC-BY 4.0 (data)
- Data Transfer Agreement (restricted data)

Do you intend to add a persistent identifier (PID) to your dataset(s), e.g. a DOI or accession number? If already available, please provide it here.

- No

What are the expected costs for data sharing? How will these costs be covered?

None

Responsibilities

Who will manage data documentation and metadata during the research project?

The researcher (Elle Leon) and the supervisor (Heidi Salaets)

Who will manage data storage and backup during the research project?

The researcher (Elle Leon) and the supervisor (Heidi Salaets)

Who will manage data preservation and sharing?

The researcher (Elle Leon) and the supervisor (Heidi Salaets)

Who will update and implement this DMP?

The researcher (Elle Leon) and the supervisor (Heidi Salaets)