Automation of decisions in social assistance (3H220619)

A Data Management Plan created using DMPonline.be

Creators: Janne Petroons, Marjolijn De Wilde, n.n. n.n.

Affiliation: KU Leuven (KUL)

Funder: KU Leuven (KUL)

Template: KU Leuven BOF-IOF

Principal Investigator: Marjolijn De Wilde, n.n. n.n., Janne Petroons

Data Manager: Marjolijn De Wilde, n.n. n.n., Janne Petroons

Project Administrator: Marjolijn De Wilde, n.n. n.n., Janne Petroons

Grant number / URL: C24M/22/009

ID: 197508

Start date: 02-11-2022

End date: 02-11-2026

Project abstract:

In the welfare state, decisions are increasingly being automated. In this project, we examine the extent to which automation of social assistance benefits leads to better outcomes for the most vulnerable clients. We examine whether, and under what conditions, automated decision-making leads to more equal, accurate, and transparent decisions regarding the social assistance benefit compared to procedures used today. We evaluate existing automated processes, develop new automated applications that can improve the social assistance benefit application process, and examine how automated processes change the behavior and decisions of professionals and to what extent it affects their ability to engage responsively with clients. In collaboration with relevant partners, we develop a valorisation strategy that will greatly improve the social assistance benefit application process in Belgium and abroad.

Last modified: 21-06-2023

Automation of decisions in social assistance (3H220619)

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
		Indicate: ***N****(ew data) or* ***E****(xisting data)*	Indicate: **D**(igital) or **P**(hysical)	Indicate: **A**udiovisual **I**mages **S**ound **N**umerical **T**extual **M**odel **SO**ftware Other (specify)		Indicate: <1GB <100GB <1TB <5TB >5TB NA	
Opnames verenningsgesprek	Opnames van interviews	N	D	S	audio bestand	ongeveer 50 MB per opname	
Schema verkenningsgesprek	Papieren overzicht a.h.v. post-its	N	P	I	blad papier		ongeveer 20 A3 pagina's
Transcripties van de gesprekken	Woordelijke transcriptie van de interviews	N	D	T	Wordbestand	<1GB	Iets minder dan 100 A4's

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:

-

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)

Data retrieved from humans through interviews (probably later on through surveys, vignettes,... as well)

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)

G-2022-5488

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).

Interviews recorded on personal phone.
Transcribed and stored on shared drive.
Meta data listed in an online document, stored on a shared drive.

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

Meta data listed in an online document, stored on a shared drive.
The following documents will be provided:
- topiclist used during the interviews
- anonymized professional / demographic information about respondents and interviewers
- metadata list about the interviews including date, time and mode of collection
- code tree
- in the methodology chapter, discussing the processing of the interviews, information will be provided on how the interviews were transcribed and coded.

Data Storage & Back-up during the Research Project

Where will the data be stored?

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

How will the data be backed up?

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

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

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

Only the researchers working on the project know where the data is stored. All data is stored using the networks provided by KU Leuven, which is considered to provide high security.

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

no extra costs needed

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

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

- Shared network drive (J-drive)
- Other (specify below)

Physical data can be stored in locked cabinet in the office of the supervising professor

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

no costs expected

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.

- No (closed access)

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

Only researchers working on the project have access to the data

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, privacy aspects
- Yes, ethical aspects

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)

When will the data be made available?

- Upon publication of research results

Which data usage licenses are you going to provide?

If none, please explain why.

Taking in account privacy considerations, we are not going to make our data available to the public.
Other research stages could imply we assemble data that could become open-access in the future.

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?

no costs

Responsibilities

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

Doctoral researcher Janne Petroons

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

Doctoral researcher Janne Petroons

Who will manage data preservation and sharing?

Doctoral researcher Janne Petroons
Promotor Prof. Wim van Lancker

Who will update and implement this DMP?

Promotor Prof. Wim van Lancker