Data Management Plan

Project Name PROGRRES - Data Management Plan
Grant Title G0D0622N
Principal Investigator / Researcher Martin Sas
Project Data Contact martin.sas@kuleuven.be
Description PROGRRES aims to build a right-based privacy risk rating system for developing online-games which protect children's rights.
Institution KU Leuven

1. General Information
Name applicant

Martin Sas, on behalf of Pr. Peggy Valcke (promotor-woordvoerde)

FWO Project Number & Title

Privacyclassificatiesystemen voor online spelen: onderzoek naar de haalbaarheid van een rechten-gebaseerd risicobeoordelingsysteem (PROGRRES)
G0D0622N

Affiliation

- KU Leuven

2. Data description
Will you generate/collect new data and/or make use of existing data?

- Generate new data
- Reuse existing data

Describe in detail the origin, type and format of the data (per dataset) and its (estimated) volume. This may be easiest in a table (see example) or as a data flow and per WP or objective of the project. If you reuse existing data, specify the source of these data. Distinguish data types (the kind of content) from data formats (the technical format).

Type of data	Format	Volume (estimation)	How created

| Survey questionnaires (+/- 6000 in total, due to the repeated measuring times) | In the case of paper-based questionnaires: paper printed questionnaires, once filled out digitized (scanned) in .jpg or .pdf and further transcribed into .xls or .csv for import in statistical data analysis program (R and/or SPSS).

In the case of online data-gathering through online questionnaires via KU Leuven account on Qualtrics, data input is collected in an .xls or .csv exportable format, and ready for further import in statistical data analysis program (R and/or SPSS). | 1GB when compressed | All the surveys used within PROGRRES FWO project will be carried out by and under the control of partners of the Gam(e)(a)ble SBO project in accordance with their own data mangement plan. PROGRRES project will only access and process the results of the surveys. Any personal data originally present within the survey will be deleted or anonymised before the transfer. PROGRRES will not engage in separate collection or processing of personal data via survey questionnaire.

The survey are Hand-filled, then scanned and summarised by typing on computers.

In the case of digital data collection, it is created through the KU Leuven Qualtrics account for online surveys. |

Reports and academic pieces from technical, social sciences and psychology experts	Original articles as PDF; .doc / .odt documents and .xls / .ods summary if needed; Zotero-archive gathering the documents	10 MB	gathering and analysis of relevant literature, then summary and critical comments
Literature reviews	Original articles as PDF; .doc / .odt documents and .xls / .ods summary if needed; Zotero-archive gathering the documents	10 MB	gathering and analysis of relevant literature, then summary and critical comments
Legal regulations, case law, soft law document and law databases	doc / .odt documents and .xls / .ods summary if needed	50 MB	gathering, classification, and analysis of national and international laws, regulations, case law, and soft law documents.

3. Legal and ethical issues
Will you use personal data? If so, shortly describe the kind of personal data you will use. Add the reference to your file in KU Leuven's Register of Data Processing for Research and Public Service Purposes (PRET application). Be aware that registering the fact that you process personal data is a legal obligation.

- No

PROGRRES will use the results of the survey questionnaires coming from GAMEABLE project.
The processing of the personal data of the survey respondants will only be done by the partners within GAMEABLE project.
The survey data shared from GAMEABLE to PROGRRES will therefore only consist of the results of the questionnaires and no access to personal data will be permitted as those will be anonymised before being shared.
In the event, where new surveys will be issued. PROGRRES will only be involved in the design of additional questions to the GAMEABLE surveys and the evaluation of the survey's results without having access to personal data". PROGRRES will not take part in the actual management of the surveys. In any case, the surveys will be conducted within the framework of the GAMEABLE's PRET application assigned with the Privacy Registry Reference : G-2021-3439.

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, add the reference to the formal approval by the relevant ethical review committee(s)

- No

Does your work possibly result in research data with potential for tech transfer and valorisation? Will IP restrictions be claimed for the data you created? If so, for what data and which restrictions will be asserted?

- No

Do existing 3rd party agreements restrict dissemination or exploitation of the data

you (re)use? If so, to what data do they relate and what restrictions are in place?

- No

4. Documentation and metadata
What documentation will be provided to enable reuse of the data collected/generated in this project?

For litterature and law materials, the data will be documented via Zotero software by keeping recording of the title of document, the author(s), the data of publication, data of registration into the software, the URL, and access data and hour.

For the survey data coming from Gam(e)(a)ble SBO project, the project partners are using the DDI framework as described in the "metadata standard" section.

Other general information from Gam(e)(a)ble SBO project will also be shared via the GAMEABLE Microsoft Teams channel available to the research team.

Will a metadata standard be used? If so, describe in detail which standard will be used. If no, state in detail which metadata will be created to make the data easy/easier to find and reuse.

- Yes

For the survey data coming from Gam(e)(a)ble SBO project, due to the interdisciplinary character of the project and the variety of the data collected, the project partners use the DDI (data documentation initiative) standard, in its DDI Lifecycle 3.3. form, which allows to document and manage data across the entire life cycle, from conceptualization to data publication, analysis and beyond. DDI Lifecycle 3.3. encompasses all of the DDI-Codebook specification and extends it. The DDI standard is described here: https://ddialliance.github.io/ddimodel-web/DDI-L-3.3

5. Data storage and backup during the FWO project
Where will the data be stored?

The project relies on publicly availble legal sources available online or in libraries which can be freely consulted.

Other project data (survey results, report documents, litterature, etc.) will be stored on a central repository within KU Leuven (Share Point) which requires two-factor authentication. Copies of the data will also be made and kept on personal devices.

How is backup of the data provided?

Both Share Point and Microsoft Teams have an in-program backup system.
A monthly copy of the data will also be made on personal device.

Is there currently sufficient storage & backup capacity during the project? If yes, specify concisely. If no or insufficient storage or backup capacities are available then explain how this will be taken care of.

- Yes

The current capacity of both storage platform is significantly sufficient to store the expected amount of data needed for the project. In the unlikely case of a need for even more space, it can be extended on simple request.

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

The cloud data storage solutions we use are made available by KU Leuven for its personnel at no or only a low cost.

Data security: how will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?

Share Point platform is encrypted and protected by authenticated access control.
Microsoft Teams space is only accessible to the research team members and protected by a password access (monitored by Microsoft Authenticator).
Copies of data on personal devices are protected by the laptop password.

6. Data preservation after the FWO project
Which data will be retained for the expected 5 year period after the end of the project? In case only a selection of the data can/will be preserved, clearly state the reasons for this (legal or contractual restrictions, physical preservation issues, ...).

Upon completion of the project, all the data created and processed during the project will be stored on Share Point (Archive section) for a period of 5 years minimum.

Where will the data be archived (= stored for the longer term)?

Upon completion of the project, all the data created and processed during the project will be stored on Share Point (Archive section) for a period of 5 years minimum.

What are the expected costs for data preservation during the retention period of 5 years? How will the costs be covered?

The cloud data storage solutions we use are made available by KU Leuven for its personnel at no or only a low cost.

7. Data sharing and reuse
Are there any factors restricting or preventing the sharing of (some of) the data (e.g. as defined in an agreement with a 3rd party, legal restrictions)?

- No

Which data will be made available after the end of the project?

Only the findings of the project research will be made available via blog posts, academic publication, presentation to workshops and international conferences, and a PhD manuscript. Besides the data coming from Gam(e)(a)ble SBO project which will be made available pursuant the DMP of that given project, all the data processed and stored within PROGRRESS project will be publicly available data (e.g. literrature, law, regulation, case law, soft law documents, etc.). PROGRRES will never made available any sensitive or confidential data.

Where/how will the data be made available for reuse?

- In an Open Access repository

The Open Access repository used will be LIRIAS.
Besides, the results of the project could also be found in the specific journal data base which will publish it.

When will the data be made available?

- Upon publication of the research results

Data used or referred to in a publication will be made accessible in a read-only version upon publication.

Who will be able to access the data and under what conditions?

The data which are not published via LIRIAS are stored on Share Point and will only be accessible by authenticated researchers within the Centre for IT & IP Law (CiTiP) - KU Leuven.

Specific data could be shared to external users, upon justified request by mail.

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

The cloud data storage solutions we use (i.e., Share Point and LIRIAS) are made available by KU Leuven for its personnel at no or only a low cost.

8. Responsibilities
Who will be responsible for data documentation & metadata?

The PI (Peggy Valcke) will be responsible for data documentation & metadata

Who will be responsible for data storage & back up during the project?

The PI (Peggy Valcke) will be responsible for data storage & back up during the project.

Who will be responsible for ensuring data preservation and reuse ?

The PI (Peggy Valcke) will be responsible for ensuring data preservation and reuse.

Who bears the end responsibility for updating & implementing this DMP?

The PI (Peggy Valcke) bears the end responsibility of updating & implementing this DMP.