

Data Management Plan (DMP)

Asset Inventory

1. Title of the data asset: *Food Master*

2. Data owner:
Yichen Lu
Nominated replacement:

Data steward(s):
Andrew French

Data users:
Yichen Lu

Name of Principal Investigator (PI) or supervisor

Director of Research (*change if other*)

Name(s) of the members of staff or students who will look after the data and their responsibilities (e.g., X person will collect the data, Y will pre-process the data, Z will analyse the data, etc.)

Name(s) of the members of staff or students who will use the data in conducting and reporting the research

Note: The details provided in Section 2 may change and need to be updated over the lifetime of the project. Only UoN staff can be data owners, stewards or users; any non-UoN party involved is a third-party and should be described in Section 7.

3. Who or where will the data be obtained from?
Students, Social Volunteers

4. 4.1 Where will the data (digital and / or physical) be stored?
OneDrive with 365 account

4.2 How will physical data (e.g., paper forms) be secured?
No physical data

4.3. How will you ensure only authorised users have access to the data?
You must notify the ethics committee immediately if a data breach occurs
The data will be only accessible for myself.

4.4 How will access be revoked?
The file will be deleted.

5.

5.1 Will the asset include data that identifies or could identify people involved in the research, either on its own (e.g., audio or video) or in combination with other data (e.g., location data)?

☐ Yes ☒ No

If Yes specify the categories of identifiable or potentially identifiable data that will be collected and used in the research:

e.g., names, postcodes, audio data, video data, IP or MAC addresses, account handles, etc.

5.2 Will data that identifies or could identify people be de-identified (anonymised or pseudonymised) before it is used?

☐ Yes ☐ No ☒ N/A

5.3 Will data that identifies or could identify people be destroyed after it has been de-identified?

e.g., will audio recordings be destroyed after they have been transcribed or textual responses had identifying details removed

☐ Yes ☐ No ☒ N/A

If No please explain why not:

Note: It is best practice to de-identify data before use and destroy the original data that identifies or could identify people, if possible and practical to do so

6. 6.1 Will the data include special category data?

Special category data includes health, genetic and biometric data, and data about people's sexual orientation or sex life, racial or ethnic origin, trade union membership, political opinions, religious or philosophical beliefs.

☐ Yes ☒ No

If Yes specify which special categories of data will be collected and used in the research:

6.2 Will large volumes of special category data that identifies or could identify people be collected and used?

If you are unsure as to what constitutes a 'large volume' please contact the ethics committee

a) ☐ Yes ☒ No ☐ N/A

If Yes has a data protection impact assessment (DPIA) been conducted?
Contact the University's Data Protection Officer for DPIA guidance

b) ☐ Yes ☐ No ☐ N/A

If Yes please provide the DPIA reference and submit the DPIA with the ethics application:

7. 7.1 Will data collected during the research be shared with third-party recipients (anyone outside the University, e.g., research partners)?

☐ Yes ☒ No

If Yes please list them:

7.2 Will data that identifies or could identify people be shared with third-party recipients?

i.e., with anyone outside the University

☐ Yes ☒ No

If Yes please list them:

7.3 Will data that identifies or could identify people be shared with and / or processed by an online service that is not provided by the University (non-University software)?

This includes GitHub and other repositories that store data that may identify people (storage is part of data processing)

☐ Yes ☒ No

If Yes name and insert a URL to the online service(s) the data will be shared with:

If using GitHub or other repositories, insert a URL to the project site when this has been created

7.4 If data that identifies or could identify people is to be shared with third-party recipients or online services not provided by the University, will the data first be anonymised or pseudonymised?

☐ Yes ☐ No ☒ N/A

If No please explain why not: In the survey, there will be nothing related to the people's identification.

7.5 If data that identifies or could identify people will be shared with third-party recipients or online services not provided by the University, do they comply with data protection regulation?

i.e., are they GDPR compliant

☐ Yes ☐ No ☒ N/A

If Yes, please describe how they ensure data protection (e.g., copy/paste relevant extracts from their privacy policy, terms and conditions concerning data usage, or the binding contractual clauses that ensure data protection, include URL's or a University contract number as appropriate):

8. 8.1 Is it a requirement that the data is open and / or made available to others (e.g., following publication)?

See SHERPA/JULIET <http://www.sherpa.ac.uk/juliet/index.php>

☐ Yes ☒ No

8.2 Will data that identifies or could identify people be de-identified before it is made available to others?

i.e., will the data be anonymised or pseudonymised

☐ Yes ☐ No ☒ N/A

If No the data should not be made available to others, unless clearly gathered for public purposes and consent has been obtained

9. Is the data confidential?

e.g., does it involve trade secrets or is will it be protected by a non-disclosure agreement

☐ Yes ☒ No

If Yes please provide the reference number of the confidentiality agreement signed by the University's Research Operations team:

10. Declaration

In signing this form, I confirm that the information provided above is correct.

I confirm that I will not make data that that identifies or could identify people available to others unless it is clearly gathered for public purposes as specified in the ethics forms, and consent has been obtained.

I confirm that I will notify the ethics committee immediately should a data breach occur.

Signed: Yichen Lu

Print name: Yichen Lu

Date: 14/03/2023

The DMP should be submitted to CS REC for audit purposes if ethics approval is required for the research. Submit the DMP along with your ethics application.