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## Plan Overview

*A Data Management Plan created using DMPonline*

**Title:** Food insecurity and Universal Credit study in Nottinghamshire

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**Affiliation:** University of Nottingham

**Funder:** University of Nottingham

**Template:** University of Nottingham generic Data Management Plan

### Project abstract:

The experience food insecurity is characterised by anxiety and worry about having enough money to buy food, as food insecurity increases in severity, adaptations are made to the food purchased, often, cheap and filling foods are prioritised. In the severest form, meals are skipped and individuals go whole days without eating. Diet is a key role in health and diets high in fat, salt and sugar although cheaper are associated with poorer health, whilst diets meeting dietary guidelines are associated with benefits to health, they are more expensive but unaffordable for those with a low income. The experience of food insecurity adversely impacts the quality and quantity of the diet contributing to wider diet and health inequalities; therefore, it is a public health concern in the UK. Food insecurity is felt more acutely by Universal Credit claimants compared to the overall general population. However, there is little evidence on the food security status of Universal Credit claimants within different geographic areas of the UK and it is recognised there is little data for Nottinghamshire. As such this study aims to address this and provide the data needed to inform local council responses to food insecurity.

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**Copyright information:**

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# Food insecurity and Universal Credit study in Nottinghamshire

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## Data description

### What data will you create?

The data created in this study will include survey responses to questions related to household food security, habitual food intake (estimated from a food frequency questionnaire) and participant demographics. The survey will be conducted using "JISC online Surveys". Response will be downloaded into excel/ SPSS and stored in a password protected folder on the University of Nottingham OneDrive.

## Data collection / generation

### What are your methodologies for data collection / generation? How will you ensure data quality? What data standards will you use?

We will be using established programs for Data collection which are "Jisc online surveys" All participants will be assigned a participant number which will be used throughout the study to ensure anonymity.

## Data storage and security

### Where and how will data will be stored, backed-up, transferred, and secured during the active phase (short to medium term) of research?

We will use UoN-provided storage for our working data. UoN licenses Microsoft Teams, allowing for secure and controlled sharing of data among the research team. Microsoft Teams encrypts data both in transit and at rest and is approved against the University's Handling Restricted Data Policy. The service provides several layers of automatic back up and, in a disaster scenario, files can be recovered. Access to data stored in MS Teams is via secure log-in with multi-factor authentication. We will store data for a period of no less than 7 years after the research project finishes. The researchers who gathered or processed the data may also store the data indefinitely and reuse it in future research. Password protected files on OneDrive will also be used for storage of data. Data provided via an online questionnaire and food intake data from the food application (FFQ) will be transferred to the Excel and SPSS spreadsheets and anonymised for further analysis with the same unique study identification number which will be given to each participant. Participants' contact details, including e-mail address and postcode, will be kept in a different study folder. All research data including consent and personal data will be password-protected and stored securely in a locked archive.

## Data management, documentation, and curation

### What are your principles, systems, and major standards for data management and creation? What metadata and documentation will you keep?

All data will be managed according to the University of Nottingham's data management policy (accessible to University staff through the library website - <https://www.nottingham.ac.uk/library/research/research-data-management/index.aspx>; <https://uniofnottm.sharepoint.com/sites/DigitalResearch/SitePages/Research-Data-Management-Policy.aspx>) with specific focus on policy statement 3.1

3.1 It is the policy of the University of Nottingham that all research data be managed in a manner that supports its authenticity, reliability, security, discoverability and, where appropriate, accessibility for re-use.

Data will be generated using online survey managed by "Online Surveys" (Online surveys Jisc, 4 Portwall Lane, Bristol, BS1 6NB, UK). All survey data through the JISC service is stored "...within Amazon Web Services (AWS),

within the Republic of Ireland..." and the security of this data is guaranteed to ISO/IEC 27001 standard.

## **Ethics & Privacy**

### **Are there any ethical or privacy related issues associated with your data?**

We will have email addresses and post codes for a number of respondents.

We will have some contact details (e-mail address and postcode) for participants. However, these contact details will not be used for data analysis or published in further studies. These identifiable details will be removed from the study data and transferred to another folder and protected securely. All research data (questionnaire and food intake data) will be anonymized.

## **Data preservation**

### **How will you ensure the long term storage and preservation of data?**

The research team will be responsible for the protection of original research data and they will be responsible for protecting the participants' rights and privacy.

The study team will adhere to General Data protection Regulation, 2018. Study data will be held securely and password protected at the University of Nottingham.

The University of Nottingham uses Microsoft OneDrive for storage of data. Study datasets will be stored within the lead researcher's OneDrive. The specific folder will be accessible only to other members of the research team.

## **Data sharing and access**

### **How will the data generated be shared and published?**

Data will only be shared amongst the study group for the purposes of analysis. All data will be anonymised, so all of the summary findings will be derived according to groups of people rather than for individuals.

If external researchers request access to the data, we will take careful guidance from the University Information Compliance Office in order to ensure adherence to correct procedure and permissions.

All data processing and sharing will adhere to the University of Nottingham Data Protection Policy (<https://www.nottingham.ac.uk/governance/records-and-information-management/data-protection/data-protection-policy.aspx>). Outcomes identified from analysis of the data will be published in the scientific literature as appropriate. We expect publication of study data to take place between 4 - 6 months after the second data collection. If, however, the early outcomes of the study identifies particularly vulnerable groups who might be aided by local or targeted national policy/intervention, we will communicate with the information compliance team in order to appropriately disseminate the details to the relevant local authorities. Participants will not be identifiable in the further publications, as their personal data is transferred from study data to another file and given to them unique study number instead

## **Roles & responsibilities**

### **Who will be responsible for managing data, data security, data quality, and data security both during the award and post-award?**

The responsibility for the data will fall to the main study leaders. The overall responsibility for data security is held by the University of Nottingham Chief information security officer.

The datasets generated in this study will not be deposited in any public repository so we do not anticipate needing to generate metadata to allow its identification for wider groups.

## Relevant policies

### What are the relevant institutional, departmental or study policies on data sharing and data security?

The University of Nottingham abides by The General Data Protection Regulation (GDPR) and the university is the Data Controller under UK Data Protection laws (legally responsible for the data security).

For further information: <https://www.nottingham.ac.uk/utilities/privacy/privacy.aspx>

Specifically relevant policies include:

University of Nottingham Research Data Management Policy

Records Management Policy

Records Retention Policy

Data Protection Policy

Data Handling Standards Policy

Information Security Policy

## IPR

**Who will own the copyright and IPR of any data that you will collect or create? Will you create a licence(s) for its use and reuse? If you are planning to use existing data as part of your research, do any copyright or other restrictions determine its use?**

Copyright & IPR for all project research data is owned by University of Nottingham.

## Budgeting

**What are the costs or funding required for capturing, processing, storing, and archiving your data?**

Unkown

## Further Help

**Would you like your plan to be reviewed by specialists in Libraries?**

**Saving this plan after checking the "Yes" box will immediately notify Libraries DMP review service, please only do this when you are ready for review.**

- Yes

**Would you like a reminder and further guidance on depositing your data? If so, indicate when would be most useful.**

**Guidance is sent out twice a year, but you can contact [library-researchsupport@nottingham.ac.uk](mailto:library-researchsupport@nottingham.ac.uk) at any time for further support.**

- January 24