Plan Overview

A Data Management Plan created using DMPonline

Title: What’s keeping registered nutritional therapists up at night? Using classic Glaserian grounded theory to explore the current concerns of registered nutritional therapists against a backdrop of change in the healthcare sector.

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What’s keeping registered nutritional therapists up at night? Using classic Glaserian grounded theory to explore the current concerns of registered nutritional therapists against a backdrop of change in the healthcare sector.

Data Collection

What data will you collect or create?

Raw Data

1. Research participants name, interview number, date and contact details henceforth called "Participant Details".
2. MP3 audio recordings of semi-structured interviews with a pseudonymised filename.
3. Handwritten pseudonymised field notes for each interview.
4. Scanned PDF version of completed handwritten pseudonymised field notes.
5. Pseudonymised/anonymised electronic memos.

Analysed/Modified Data

1. Pseudonymised/anonymised substantive and theoretical coded data.

How will the data be collected or created?

1. Participant contact details will be collected at time of recruitment. Interview number and data will be recorded immediately after the interview is conducted.
2. Pseudonymised MP3 recordings will be made using a password protected Homder voice recorder. The recorder, which is not internet enabled, will be placed adjacent to the PC to record both the output from the PC speakers and interviewers voice in the same manner as an in-person interview. Recording using video conferencing software will not be undertaken at any time.
3. Pseudonymised field notes will be handwritten and recorded in a paper book during (and possibly immediately after) interviews.
4. Pseudonymised completed paper field notes will be scanned to create PDF versions.
5. Pseudonymised/anonymised memos will be created using Word.
6. Pseudonymised/anonymised substantive and theoretical coded data will be created using raw data in accordance with Classic Glaserian Grounded Theory.

Documentation and Metadata

What documentation and metadata will accompany the data?

Participant Details will also serve as a look up table for pseudonymised MP3 recordings and paper/electronic field notes.

Ethics and Legal Compliance

How will you manage any ethical issues?

1. Participant consent for data preservation and sharing is included in the Participant Consent Form and explained in the Participant Information Letter.
2. Identity of participants will be protected by pseudonymisation and/or anonymisation in accordance with current GDPR requirements. Apart from the Participant Details, all data will be pseudonymised from initial collection, and then as analysis progresses, anonymised.

3. The Participant Details which by it's nature, cannot be pseudonymised or anonymised, will be stored in accordance with current GDPR requirements only on the NCA Data Repository.

How will you manage copyright and Intellectual Property Rights (IPR) issues?

As per NCA IPR policy
https://nca.ac.uk/the-college/college-policies/ipr-policy

Storage and Backup

How will the data be stored and backed up during the research?

Data Storage

1. Participant Details will be updated and stored within the Closure Plan which will only be updated and stored on the NCA Data Repository.
2. Pseudomised MP3 interview recordings will be stored on the Homder recorder only. After each interview, and when field notes are complete, the recordings will be deleted from the recorder.
3. Pseudomised field notes will be made and stored in a paper book. As handwritten paper pseudonymised field notes are completed, they will be scanned to a PC with an encrypted hard drive using an HP Colour Laser Jet Pro MFP M281fdw (which is not web enabled) to make electronic PDF copies. These PDF copies will be uploaded to the NCA data repository, and when the upload is complete, the PDFs will be deleted from the PC.
4. Pseudonymised/anonymised memos will be stored on a PC with an encrypted hard drive. At time of dissertation submission, all memos will be uploaded to the NCA Data Repository and deleted from the PC.
5. Data that is no longer raw and has been analysed or modified (e.g., coded data) will be stored only on a PC with an encrypted hard drive.
6. When in use, the Homder recorder and book containing the paper field notes and memos, will always remain in sight and exclusive possession of the researcher.
7. When not in use, the Homder recorder and paper field notes, will be stored in a locked fireproof box, inside a locked cabinet in the researchers home.
8. A removal hard drive backup device for the PC will be stored in a locked fireproof box, inside a locked cabinet in the researchers home.

Data Backup

1. Paper based data (field notes) backup occurs when this data is scanned and uploaded to the NCA Data Repository.
2. Memos and all other modified/analysed research data will be backed up at least once a week from the PC with encrypted hard drive using a removable hard drive.
3. Memos will also be copied to the NCA Data Repository no later than submission of dissertation.
4. Backup of electronic documents stored on the NCA Data Repository (Participant Details and PDF field notes and memos) is the responsibility of the NCA.
5. No cloud services will be used other than the NCA Data Repository.

How will you manage access and security?

Data Stored on the NCA Data Repository

1. Only the researcher and Dissertation Manager will have access to the NCA Data Repository which will hold raw data (field notes and memos) and Participant Details until submission of the dissertation.
2. A week after submission of the dissertation the Closure Plan containing Participant Details, will be removed by the NCA from the NCA data repository and stored in a separate location on OneDrive and confidentially held by the NCA until the dissertation mark is confirmed by the Progression and Finalists' Board.
3. After submission of the dissertation the raw data (field notes and memos) in the NCA Data repository will be shared by the NCA with internal and external examiners and possibly also the Module Assessment Board.
4. After ratification of the dissertaion mark, other NCA students and researchers will be able to access the raw data (field notes and memos) in the NCA Data repository.

Data Stored by the Researcher

1. Under normal circumstances only the researcher will have access to data retained outside the NCA Data Repository (e.g., data stored on the Homder recorder/paper/PC/USB backup).
2. In the event of early termination of the research project the "responsible person" in the Closure Plan (Alison Talbot) may be

given access to all data stored by the researcher for the purposes of data destruction, if the researcher is unable to destroy the data themselves.

Selection and Preservation

Which data are of long-term value and should be retained, shared, and/or preserved?

Data Retention/Sharing/Preservation

Pseudonymised raw research data without modification or analysis (pseudonymised field notes and memos) is required to be retained indefinintely and shared via the NCA Data Repository with the "responsibe person", Research Director, examiners, module assessment board, other NCA students and any other person described in the Data Repoitory section of the "NCA MSc Dissertation Handbook, 7009 Dissertation and Advanced Research Methods - For returning students on the one year pathway only 2019-20."

Data Deletion/Destruction Before Dissertation Submission

All data deletion will be conducted by the researcher unless otherwise stated.

1. After each interview, and when field notes are complete, the MP3 recordings will be deleted from the Homder recorder.
2. PDFs of the psudonymised field notes will be created, uploaded to the NCA Data Repository and deleted from the PC as they are generated.
3. When upload of the pseudonymised memos to the NCA Data Repository is complete, they will be deleted from the PC. This will be no later than submission of the dissertation.
4. If the research is terminated early, data and data devices will be deleted/destroyed as per the closure plan.

Data Deletion/Destruction After Dissertation Submission

1. Participant Details, stored only on the NCA data repository or One Drive, will be destroyed no later than seven years from date of collection by the NCA.
2. When the dissertation is submitted all data and data devices outside the NCA Data Repository will be deleted/destroyed as per the closure plan.

What is the long-term preservation plan for the dataset?

See previous section.

Data Sharing

How will you share the data?

See previous section.

Are any restrictions on data sharing required?

Data sharing must be compliant with GDPR regulation and the "NCA MSc Dissertation Handbook, 7009 Dissertation and Advanced Research Methods - For returning students on the one year pathway only 2019-20."

Responsibilities and Resources

Who will be responsible for data management?

The researcher will be responsible for management of all data, on all platforms, up to submission of dissertation. After submission of dissertation, NCA will be responsible for management of data stored on the NCA Data Repository.

In the event of early termination of the research project and researchers inability to be responsible for the data, responsibility will

pass to Alson Talbot as per the Closure Plan.

What resources will you require to deliver your plan?

Specialist software to destroy research data from the encrypted hard drive storage will be required. Secure Eraser (or similar) will be used. http://www.secure-eraser.com/