

This Data Management Plan ensures that the data created in the research project is managed effectively. This plan aims to define what data is being created, who is responsible for it and how it is going to be stored and made accessible.

## 1. Summary

1.1	Funding body	
1.2	Any partnership institutions involved	
1.3	Funding (does the funding include data management)	
1.4	Aims of the research:	
1.5	Timescale of the Project:	
1.6	Timescale for the data to be available:	
1.7	Roles and responsibilities:	

## 2. Data Source

2.1	What kind of data will you be using:	
2.2	What kind of data will you be creating:	
2.3	Quality Assurance of data created:	

## 3. Legal and ethical issues

3.1	Will there be any ethical issues that may arise from the research data and any relevant committees that must be consulted?	
3.2	Will the research data contain Personal data? (see data protection guidance and checklist below in Appendix A)	
3.3	If so, what provisions areW*nBT/F1 11.04 Tf8001 ref362	

4.4	Are there any embargo periods?	
4.5	Are there any existing data sets in this area of research – how are they stored?	
4.6	If the data is to be shared, how will it be shared?	

## **APPENDIX A Data protection guidance**

The University is subject to the General Data Protection Regulation and the UK Data Protection Act 2018.

### **1. Are you collecting personal data?**

The definitions of data in the legislation are as follows:

#### **Personal data**

information relating to an identified or identifiable natural person ('data subject'); individuals can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;  
applies only to living individuals "this Regulation should not apply to deceased persons"

#### **Special Category data**

personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation

#### **Criminal Convictions data**

personal data relating to criminal convictions and offences or related security measures

<i>Data Minimisation</i>	The researcher only collects personal data which is relevant to the purposes it is required for, unless certain safeguards around re-use apply.
<i>Accuracy</i>	The researcher ensures that the data is correct, up to date and able to be rectify any mistakes quickly
<i>Storage Limitation</i>	

*processing relates to personal data which*

Whilst there is no single way to do this defined in the law, the general expectations would be

The following is a brief summary of Freedom of Information exemptions that may be relevant to research data. If you received a Freedom of Information Request for your research data please contact the Data Protection and Information Compliance Manager as soon as possible.

## **1. Exemptions under the Freedom of Information Act**

The Freedom of Information Act provides rights of access to information held by public authorities in England, Wales and Northern Ireland. If the University receives a request for information, it needs to provide it within 20 working days. The only information that can be withheld must relate to specific legal exemptions provided within the Act. The following exemptions may be relevant to research data. Some exemptions require a 'public interest test'. This means that, even if the University agrees that the information falls under a specific exemption, it may be in the public interest to disclose it anyway.

Please consult the University Records Manager for any further information on Freedom of Information. You can also view the University's Freedom of Information policy at <https://www.ox.ac.uk/records>

