Plan Overview

A Data Management Plan created using DMPonline

Title: Personalized GLAM narratives using attention analysis and conversational agents

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Template: TU Delft Data Management Plan template (2021)

Project abstract:

In this study members of the Future Libraries Lab (a partnership between TU Delft and the Royal Library) will conduct a brief survey followed by a series of focus groups to discuss feasibility and enjoyment of prototype experiences relating to visits to libraries and museums. The results from these discussions are intended to shape directions for innovations in access and use of library materials. Initial work will be conducted with stakeholder partners with potential expansion to general population via user panels and academic networks.

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Personalized GLAM narratives using attention analysis and conversational agents

0. Administrative questions

1. Name of data management support staff consulted during the preparation of this plan.

None (I am the faculty data steward)

2. Date of consultation with support staff.

2022-08-10

I. Data description and collection or re-use of existing data

3. Provide a general description of the type of data you will be working with, including any re-used data:

Type of data	File format(s)	How will data be collected (for re-used data: source and terms of use)?	Purpose of processing	Storage location	Who will have access to the data
Video recordings	.mp4	Head-mounted cameras, Tobii pro 3 or similar to ensure local storage & data control	Get insight into attention of people in heritage settings	SURFDrive/Project drive	Future Libraries Lab research team
Focus group materials	.jpg, .txt	Post-its or similar during group sessions	Gathering questions/concerns from multiple stakeholders	idem	idem
Survey	.csv	Online (Qualtrics)	Quantitative hypothesis testing of insights gained from focus groups	idem	idem
Interviews	.mp3, .txt	Locally if possible, else Zoom/Teams	Individual follow-ups from survey for qualitative study	idem	idem

4. How much data storage will you require during the project lifetime?

- < 250 GB

II. Documentation and data quality

5. What documentation will accompany data?

- Methodology of data collection
- README file or other documentation explaining how data is organised

III. Storage and backup during research process

6. Where will the data (and code, if applicable) be stored and backed-up during the project lifetime?

- Project Storage at TU Delft
- SURFdrive

IV. Legal and ethical requirements, codes of conduct

7. Does your research involve human subjects or 3rd party datasets collected from human participants?

- Yes

8A. Will you work with personal data? (information about an identified or identifiable natural person)

If you are not sure which option to select, ask your Faculty Data Steward for advice. You can also check with the privacy website or contact the privacy team: privacy-tud@tudelft.nl

- Yes

Personal data will only be collected/used in order to communicate with participants. At present the plan is to anonymize all video/image data (via blurring). Similar anonymization/pseudonymization will be done for text if needed.

8B. Will you work with any other types of confidential or classified data or code as listed below? (tick all that apply)

If you are not sure which option to select, ask your Faculty Data Steward for advice.

- No, I will not work with any confidential or classified data/code

9. How will ownership of the data and intellectual property rights to the data be managed?

For projects involving commercially-sensitive research or research involving third parties, seek advice of your Faculty Contract Manager when answering this question. If this is not the case, you can use the example below.

Wherever possible data relevant to the final output will be released under a permissive (CC) license.

10. Which personal data will you process? Tick all that apply

- Names and addresses
- Email addresses and/or other addresses for digital communication
- Gender, date of birth and/or age
- Photographs, video materials, performance appraisals or student results
- Signed consent forms
- Data collected in Informed Consent form (names and email addresses)

At present the plan is to collect standard demographic information for statistical analysis, though even this may be discarded later. All other personally identifiable information of participants will be destroyed following publication.

11. Please list the categories of data subjects

Library and museum visitors, academics, members of library and museum staff.

12. Will you be sharing personal data with individuals/organisations outside of the EEA (European Economic Area)?

- No

15. What is the legal ground for personal data processing?

- Informed consent

16. Please describe the informed consent procedure you will follow:

Focus group contributions will be solicited on a voluntary basis. Participants for interviews and videos will be asked for their written consent for taking part in the study and for data processing before the start of the interview.

17. Where will you store the signed consent forms?

- Same storage solutions as explained in question 6

18. Does the processing of the personal data result in a high risk to the data subjects?

If the processing of the personal data results in a high risk to the data subjects, it is required to perform a Data Protection Impact Assessment (DPIA). In order to determine if there is a high risk for the data subjects, please check if any of the options below that are applicable to the processing of the personal data during your research (check all that apply).
If two or more of the options listed below apply, you will have to complete the DPIA. Please get in touch with the privacy team: privacy-tud@tudelft.nl to receive support with DPIA.
If only one of the options listed below applies, your project might need a DPIA. Please get in touch with the privacy team: privacy-tud@tudelft.nl to get advice as to whether DPIA is necessary.
If you have any additional comments, please add them in the box below.

- None of the above applies

22. What will happen with personal research data after the end of the research project?

- Anonymised or aggregated data will be shared with others
- Personal research data will be destroyed after the end of the research project

Raw audio and video files containing personally identifiable information will be deleted at the end of the research. At least one anonymized video will be made available either publicly or for research use only to demonstrate validity of the analysis method. Interview transcripts may be anonymized and published in the same way with the consent of participants.

23. How long will (pseudonymised) personal data be stored for?

- 10 years or more, in accordance with the TU Delft Research Data Framework Policy

24. What is the purpose of sharing personal data?

- For research purposes, which are in-line with the original research purpose for which data have been collected

25. Will your study participants be asked for their consent for data sharing?

- Yes, in consent form - please explain below what you will do with data from participants who did not consent to data sharing

V. Data sharing and long-term preservation

27. Apart from personal data mentioned in question 22, will any other data be publicly shared?

- All other non-personal data (and code) underlying published articles / reports / theses

29. How will you share research data (and code), including the one mentioned in question 22?

- I will upload the data to another data repository (please provide details below)
- All anonymised or aggregated data, and/or all other non-personal data will be uploaded to 4TU.ResearchData with public access

Relevant materials will be placed into long-term repositories, either the 4TU, Zenodo or similar according to agreements among the research team.

30. How much of your data will be shared in a research data repository?

- < 100 GB

31. When will the data (or code) be shared?

- As soon as corresponding results (papers, theses, reports) are published

32. Under what licence will be the data/code released?

- CC BY
- MIT License

VI. Data management responsibilities and resources

33. Is TU Delft the lead institution for this project?

- Yes, the only institution involved

34. If you leave TU Delft (or are unavailable), who is going to be responsible for the data resulting from this project?

No one - this research will be discontinued if no members of the team remain at TU Delft.

35. What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?

None beyond the current standard benefits of being a TU Delft employee.