Plan Overview

A Data Management Plan created using DMPonline

Title: How is the Convention for Biological Diversity attempting to govern digitalisation in the biological sciences for societal benefit?

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Last modified: 15-03-2024

Copyright information:

Manchester Data Management Outline

1. Will this project be reviewed by any of the following bodies (please select all that apply)?

- Ethics

2. Is The University of Manchester collaborating with other institutions on this project?

- No – only institution involved

3. What data will you use in this project (please select all that apply)?

- Acquire new data
- Re-use existing data (please list below)

New data in the form of interviews
New data in terms of generating insights from documents

4. Where will the data be stored and backed-up during the project lifetime?

- P Drive (postgraduate researchers and students only)

Password protected

Semi anonymised

5. If you will be using Research Data Storage, how much storage will you require?

- Not applicable

6. Are you going to be receiving data from, or sharing data with an external third party?

- No

7. How long do you intend to keep your data for after the end of your project (in years)?

- 0-4 years

Guidance for questions 8 to 13

Highly restricted information defined in the [Information security classification, ownership and secure information handling SOP](#) is information that requires enhanced security as unauthorised disclosure could cause significant harm to individuals or to the University and its ambitions in respect of its purpose, vision and values. This could be: information that is subject to export controls; valuable intellectual property; security sensitive material or research in key industrial fields at particular risk of being targeted by foreign states. See more [examples of highly restricted information](#).

If you are using 'Very Sensitive' information as defined by the [Information Security Classification, Ownerships and Secure Information Handling SOP](#), please consult the [Information Governance Office](#) for guidance.

Personal information, also known as personal data, relates to identifiable living individuals. Personal data is classed as special category personal data if it includes any of the following types of information about an identifiable living individual: racial or ethnic origin; political opinions; religious or similar philosophical beliefs; trade union membership; genetic data; biometric data; health data; sexual life; sexual orientation.

Please note that in line with [data protection law](#) (the UK General Data Protection Regulation and Data Protection Act 2018), personal information should only be stored in an identifiable form for as long as is necessary for the project; it should be pseudonymised (partially de-identified) and/or anonymised (completely de—identified) as soon as practically possible. You must obtain the appropriate [ethical approval](#) in order to use identifiable personal data.

8. What type of information will you be processing (please select all that apply)?

- Anonymised personal data
- Pseudonymised personal data
- Audio and/or video recordings

9. How do you plan to store, protect and ensure confidentiality of any highly restricted data or personal data (please select all that apply)?

- Store data on University of Manchester approved and securely backed up servers or computers
- Store data on servers, computers or devices not connected to an external network
- Pseudonymise data and apply secure key management procedures
- Anonymise data
- Impose suitable data sharing and collaboration agreements
- Access data hosted by the University of Manchester via its secure Virtual Private Network (VPN)

10. If you are storing personal information (including contact details) will you need to keep it beyond the end of the project?

- Not applicable

11. Will the participants' information (personal and/or sensitive) be shared with or accessed by anyone outside of the University of Manchester?

- No
- Not applicable

12. If you will be sharing personal information outside of the University of Manchester will the individual or organisation you are sharing with be outside the EEA?

- Not applicable

13. Are you planning to use the personal information for future purposes such as research?

- No

14. Will this project use innovative technologies to collect or process data?

- No

15. Who will act as the data custodian for this study, and so be responsible for the information involved?

Philip Shapira

16. Please provide the date on which this plan was last reviewed (dd/mm/yyyy).

2022-10-12

Assessment of existing data

Provide an explanation of the existing data sources that will be used by the research project, with references

Question not answered.

Provide an analysis of the gaps identified between the currently available and required data for the research

Question not answered.

Information on new data

Provide information on the data that will be produced or accessed by the research project

Question not answered.

Quality assurance of data

Describe the procedures for quality assurance that will be carried out on the data collected at the time of data collection, data entry, digitisation and data checking.

Question not answered.

Backup and security of data

Describe the data security and backup procedures you will adopt to ensure the data and metadata are securely stored during the lifetime of the project.

Question not answered.

Management and curation of data

Outline your plans for preparing, organising and documenting data.

Question not answered.

Difficulties in data sharing and measures to overcome these

Identify any potential obstacles to sharing your data, explain which and the possible measures you can apply to overcome these.

Question not answered.

Consent, anonymisation and strategies to enable further re-use of data

Make explicit mention of the planned procedures to handle consent for data sharing for data obtained from human participants, and/or how to anonymise data, to make sure that data can be made available and accessible for future scientific research.

Question not answered.

Copyright and intellectual property ownership

State who will own the copyright and IPR of any new data that you will generate.

Question not answered.

Responsibilities

Outline responsibilities for data management within research teams at all partner institutions

Question not answered.

Preparation of data for sharing and archiving

Are the plans for preparing and documenting data for sharing and archiving with the UK Data Service appropriate?

Question not answered.

Is there evidence that data will be well documented during research to provide highquality contextual information and/or structured metadata for secondary users?

Question not answered.