Plan Overview

A Data Management Plan created using DMPonline

Title: Thesis on the standardization of methodologies for corporate greenhouse gas inventories.

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Affiliation: Delft University of Technology

Template: TU Delft Data Management Questions

Project abstract:

Identification and weighing of factors that influence the selection and adoption of quality standards, applied to the case of a new standardized calculation and measurement methodology for corporate greenhouse gas inventories.

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Thesis on the standardization of methodologies for corporate greenhouse gas inventories.

General TU Delft data management questions

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

Nicolas Dintzner, the Data Steward of the faculty of Technology, Policy and Management

Date of consultation with support staff [YYYY-MM-DD]

2020-06-22

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

- Yes, leading the collaboration

The TU Delft is the leading institution, the research is performed at Royal Dutch Shell.

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

The responsibility for the handling of the data will fall to Geerten van de Kaa, the first supervisor for this research

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

- Another storage system - please explain below, including provided safety measures
- SURFdrive

The interviews will be recorded through skype for business, which will save them to a local folder. They will then be transferred to a Surfdrive folder, which is shared with the first supervisor, and deleted from the local pc.
The Survey responses will remain stored on the qualtrics server, after which they will be extracted and moved to the SURFdrive.
Statistical summary, the statistical summary will be saved on the SURFdrive.
Interview audio recordings will automatically be stored locally and moved to the SURFdrive and removed directly afterwards.
Transcripts of the interviews will be stored on the SURFdrive.

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

- < 250 GB

5. What data will be shared in a research data repository?

- All data (and code) underlying published articles / reports / theses
- Not all data can be publicly shared - please explain below which data and why cannot be publicly shared

The data will be shared, but it will be aggregated, meaning that no separate responses will be shared.
The Survey and responses will be extracted for further analysis, and the qualtrics account will be terminated after 3 months, automatically removing the data on it.
The statistical summary will be published by including it in the thesis report and removed from the SURFdrive.
The interview audio recordings will be removed after all the relevant information is transcribed.
Full transcripts will be saved on the SURFdrive and removed after writing the report.
Anonimized transcripts will be published by including them in the thesis report and removed from the SURFdrive.

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

- < 100 GB

7. How will you share your research data (and code)?

- Data will be uploaded to the 4TU.Centre for Research Data

8. Does your research involve human subjects?

- Yes

It uses surveys and interviews filled out by respondents.

9. Will you process any personal data? Tick all that apply

- Other types of personal data – please explain below
- Video materials
- Name and addresses
- E-mail addresses

Video materials = Audio recordings of interviews
employment organization, function within organization and expertise in environmental accounting

TU Delft questions about management of personal research data

1. Please detail what type of personal data you will collect, for what purpose, how you will store and protect that data, and who has access to the data.

Please provide your answer in the table below. Add an extra row for every new type of data processed:

Type of data	How will the data be collected?	Purpose of processing	Storage location	Who will have access to the data
Name & email adresses, employment organization and employee function	Organization's websites & personal contacts	Identifying interviewees	SURFdrive	Geerten v/d Kaa (1st supervisor) and myself
Recordings of interviews	Skype recordings	Performing interviews	SURFdrive	Geerten v/d Kaa (1st supervisor) and myself
Experience/expertise in environmental accounting	Survey	Surveys	Qualtrics/ SURFdrive	Geerten v/d Kaa (1st supervisor) and myself

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

- No

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

- Informed consent - please describe the informed consent procedures you will follow

A consent form will be sent to interviewees, they can choose to sign it or to provide verbal recorded consent at the start of the interview.

4. Will the personal data be shared with others after the end of the research project, and if so, how and for what purpose?

It will only be shared separately (not the function connected to the organization), or the organization will be anonymized. (Shell would for example become MNC in oil and gas sector)

5. Does the processing of the personal data results 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 apply