Data Management Plan for Investigations into Equality & Diversity Activities

**What data will be produced?**

Data will be produced through observation and audio recording of group discussions through between 6 – 8 small focus groups and descriptions of interaction with digital tools at design workshops (8 – 10 people). Any handwritten notes will be translated into text files (.doc) and audio recorded from both the initial discussions at the focus groups to the interactions with the digital tools at the design workshops using a recording device (.mp3/.wav). This data will be personally transcribed by the head researcher using transcription software (ExpressScribe) to ensure a minimised risk of a data breach. Still images will be taken at the design workshops for the purpose of documenting participant actions with the digital tools in use.

For each focus group (6 – 8):

1. Handwritten, observational notes, 5 pages
2. Field texts, 10 pages
3. Audio Files of audio responses, 60 - 120 minutes
4. Transcribed audio data, 20 pages

For each design workshop (2 - 4):

1. Handwritten, observational notes, 5 pages
2. Field texts, 10 pages
3. Still images, 20 images
4. Audio Files of audio responses, 60 – 120 minutes
5. Transcribed audio data, 20 pages

**What metadata standards will you use?**

The data will be documented to record the procedure in a spreadsheet (.csv) file. This will include the guiding questions and anonymised location of data collection and dates. Metadata will be used to differentiate between the type of activity and that the data was collected and will include the description and keywords of the data. It will also contain the date the data was collected to maintain a chronological narrative.

**How will your data be structured and stored?**

*Structured*:

Digital data will be structured in project specific folders on Newcastle University storage (see below for further information). The digital data will also be created in ‘open’ file formats including pdf/a and tif. Additionally, the files will be separated according the data collection method (audio, images).

*Stored*:

All observational notes will be transferred to a protected computer and deleted off the recording device before being backed up on Newcastle University filestore. While in use all digital copies of files will be encrypted, password protected and stored securely on Newcastle University’s filestore, accessible only to the researchers involved in the project.

Newcastle’s filestore service is hosted across two data centres, equipped with fire detection, suppression equipment, and secure audited access procedures. In addition, it operates ‘Shadow Copies’, which are taken four times daily. An incremental copy to backup tape is taken nightly, and a full copy monthly. Backups are kept for ninety days. Inactive tapes are stored on-campus fireproof sales. The [Summary of Technical Information Security for Information Systems and Services](http://www.ncl.ac.uk/res/assets/documents/InformationSecuritySummary-v1.5-July2014.pdf) provides more detail.

All physical materials produced (ie. sketches) will be stored in a secure location at the CRPH and Open Lab.

Still images collected from the design workshop will be digitally stored in the aforementioned manner however faces will be blurred before storage and the original images will be completely deleted off of the image taking device and the computer used to blur the faces.

**How will the data be shared during and after the project?**

During the project data will be shared among the research team (Rosanna Bellini, Dr. Rob Comber, Prof Karen Ross) but will primarily be managed by Rosanna Bellini.