
Plan Overview

A Data Management Plan created using DMPOnline

Title: Who joins For Britain, Pegida UK and Democratic Football Lads Alliance, and what are their concerns?

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Who joins For Britain, Pegida UK and Democratic Football Lads Alliance, and what are their concerns?

1. Project details

Full name:

Alice Sibley

Unique ID:

N0892528

Provisional project title:

Who joins For Britain, Pegida UK and Democratic Football Lads Alliance, and what are their concerns?

Project start date:

2019-10-01

Project end date:

2022-09-26

Project context:

- This project consist of 3 studies. I have already been granted ethical approval for studies one, two and three (17.03.2020 and the 12.05.21).
- Study three consists of a semi-structured online interview on Facebook. Supporters of three far-right groups will be interviewed (For Britain, Democratic Football Lads Alliance (DFLA) and PEGIDA UK). Online interviews have already been conducted. I am now interviewing one individual in person.
- This is an individual project
- The research will be done in the Social Science School at Nottingham Trent University within the Politics department
- I received a fully funded studentship at Nottingham Trent University

1. Defining your data

Describe your data and how you will be working with it

- I will be collecting qualitative data in the form of semi-structured interviews based on the first two studies. I have conducted online interviews and now, I will conduct a single in person interview and use a recording device, such as the voice recorder app on the iphone.
- I will then transcribe the data
- I will then be analysing the data collected using Nvivo software.

What formats and software will you use?

- I will be recording the interview using a voice recorder app.
- The interview will be audio recorded so I can later transcribe the conversation. This recording will be stored on a personal NTU Datastore folder which is already in use
- No personal information will be collected
- I will manually transcribe the interview
- I will be using Nvivo to analyse the data.
- This transcription will then be uploaded to Nvivo where the qualitative data will be analysed.

How much data do you expect to generate?

- I will be collecting 1 to 2 hours of data for this single interview first using a voice recorder and then transcribing the interview on a word document before uploading this to Nvivo.

2. Compliance & data ownership

Is some/all data subject to any institutional, legal, ethical, or commercial conditions?

The individual that agrees to be interviewed will have given their full, voluntary consent. Therefore, the Nottingham Trent University rules for gaining informed consent will be adhered to. The data will then be stored securely to ensure data protection and participant confidentiality and anonymity.

What do you need to do to comply with these obligations?

- Informed consent will be gained at the beginning of the study but I understand that informed consent continues throughout the study. A real-time interview will be used to allow flexibility in relation to the questions asked and the topics discussed. A semi-structured interview will also be used to ensure the supporter can be in control of the conversation allowing themes to emerge without biased input from the researcher (James & Busher, 2016). If the supporter does not feel comfortable communicating face-to-face, other forms of communication can be used. These include Facebook messenger and Microsoft teams or skype with or without the camera on (James & Busher, 2016). As this interview will be recorded for research purposes, this flexibility ensures that the participant is comfortable to share certain information, especially if they want to remain anonymous (James & Busher, 2016). This ensures that the participant is comfortable with the interview and does not feel coerced to continue. However, this interview is likely to take place face-to-face.
- Data will be anonymised using a pseudonym to ensure confidentiality. The name of the participant will not be recorded, and no other identifiable data will be collected.
- The participation sheet will outline who I am, what I am doing, why I intend to conduct the research, who is funding me, whether research participation is voluntary and if there are any penalties for not taking part in the research, or deciding not to continue the research.
- The participant should be protected through confidentiality and anonymity regulations.
- Access to audio interview data will be restricted to me
- Access to the transcript of the interview and Nvivo data will be restricted to me and my three supervisors

Who owns the data?

- For this study, I own the rights to the data that I collect and collate as it is original data.

3. Working with your data

Where will you store your data?

- Once I have completed this study, the audio recordings of the interview will be deleted.
- While my anonymised dataset is active, I will be using Nvivo to store my data.
- I will also upload the dataset to the NTU DataStore, while the dataset is still active. This is a local server rather than a cloud-based server increasing security.
- Once I have finished the project, I will store my dataset in an open access repository, UK Data service.
- I will contact UK Data Service to ask whether they are interested in archiving this data. If they are not, I will archive it at NTU Data Archive.
- This will store the data for 10 years which is the requirement for NTU
- I will also register data in NTU IRep - under related URLs, links to all the publications that the data underpins so people can find the data set that I used
- Once the project is complete, and it has been published, I will make the link between the publication of my thesis and the link to my data set archive. This is at the end before the references. This explains where the data can be found and the accessibility regulations.

How will you back-up your data?

- While the project is live, the Nvivo dataset will be uploaded to my personal NTU Datastore folder
- Only I will have access to this dataset while I am working on it
- The interview that I conduct will be transcribed manually straight after each interview.
- As soon as the interview has taken place, I will save it on my personal NTU Datastore folder
- The transcript for the interview will then be uploaded to my personal NTU Datastore folder as well as my personal computer and university email. There will be no identifiable data in this transcript.

Who else is allowed to access this data during the project?

- I will be the only person with access to the audio recording of the interview which will be stored on my personal NTU Datastore folder, unless there is an exceptional circumstance where my supervisors need to access one or more of them. The audio recording will be deleted as soon as I have completed the study.
- For the anonymised Nvivo dataset, only my three supervisors will have access to my data through my personal Onedrive and through a secure email if they wish. Email security relating to encryption is low – if I send any data via email, I need to make sure I get a high encrypted email account and that the supervisors are using an encrypted account (Hewson et al., 2017)
- katerina.krulisova02@ntu.ac.uk, matt.henn@ntu.ac.uk.

How will you organise your data folders?

- Data and documents will be saved in separate folders within a main project folder.
- By project, sub-divided into studies and further sub-divided into each group, then the date.
- /<PhDproject>/<study1>/<ForBritain>/<3/04/21>

How will you name your files?

- By project, study, group and date.
- /<PhDproject>/<study1>/<ForBritain>/<3/11/19>

How will you manage different versions of your files?

- I will organize the files based on date and time.
- There will be a master file for the project which will be sub-categorized into each study. Each study will then be further sub-categorized into one of the three groups.
- While I am working on each of these files, they will be saved as the date and time, meaning that I can track the changes I have made during the process.
- <PhDproject>/<study1>/<ForBritain?>/<131119>/<15:00>

How will you ensure your data is understandable to others?

- Keep it clear, concise and easy to understand (not using academic jargon).
- The files will always follow the same format and be named appropriately.
- All names of folders will be standardized.
- All transcripts will be made available will the full anonymised Nvivo dataset once I have published my findings. This will include all the nodes I have used in my analysis.

4. Archiving your data

What data should be kept, or destroyed, after the end of your project?

- All data should be kept for up to 10 years in the UK data service/NTU Data Archive and NTU IRep.
- The direct identifiable dataset (audio recordings) will be destroyed once the study complete.
- All 3 (For Britain, DFLA and PEGIDA UK) anonymised datasets will not be destroyed and will be uploaded to the UK Data Service/NTU Data archive repository.

Where will you archive your data?

- While the data is live, I will store it in my personal NTU Datastore folder
- When the thesis is completed or the research is published, I will archive the indirect identifier dataset in either the UK Data Service or the NTU Data Archive – whether the data is accessible immediately to other researchers will have to be reviewed at a later date. This depends on how quickly I publish articles relating to the original data I have collected. To protect my data, I may need to close access to it for the first year or two, if I am still in the process of publishing. This ensures that I am able to publish the articles I have been working on.
- The archived data will be under controlled access. This will enable the research to control who sees and uses the data, restricting access to researchers that have gained ethical clearance.
- I will also write a terms of statement which a researcher has to consent to before they are granted access to the data. This will outline the prevention of attempting to identify the individuals within the dataset and only using the data for research analysis purposes.

When will you archive your data?

- The 3 datasets will be deposited at the end of the thesis before the examination, or if published before the end of the thesis, data will be archived in either UK Data Service or NTU Data Archive.
- This depends on whether the researcher has published all of the articles relating to the data collected. To protect the researchers original data, the data may be closed for the first year or two. The data will then be open access once the researcher has published the relevant articles.
- The publication will link to the 3 anonymised datasets in the archive used.
- The audio recordings will not be archived, they will be destroyed when the study is complete. The transcripts of the audio recordings will be stored in the Nvivo dataset with the analysis which will be stored in the NTU One Drive.
- The indirect identifiable datasets will be removed once the dataset has been moved to the data repositories (UK data service/NTU data archive and NTU IRep).

How long will the data be archived for?

- In accordance with the NTU Records Retention Schedule, the research data will be retained for 10 years from the date of deposit in the UK Data Service repository or the NTU Data Archive.

5. Sharing your data

How will others learn that your data exists?

My data will be made discoverable in a number of ways:

- Only the anonymised datasets will be able to be accessed and these datasets will have control filters on them. This means that only researchers that have passed ethical clearance will have access to the datasets. This model of privacy is taken from Zimmer (2010).
- UK Data Service is fully searchable and indexed [list the services, e.g. in Google].
- My thesis/publication will include a data citation and data access statement, so readers will know where and how to access the underlying data.
- After depositing my project data in UK Data Service, I will register my data with NTU by submitting a PGR Data Registry Form. A metadata record for my research data will be created in NTU IRep. This record will offer a full description of my data, as well as linking directly to the record of my thesis. The thesis record will also link to the dataset metadata record so that people who locate my thesis will also be directed to its underpinning data.

Which data will be accessible to others?

- Only the anonymised datasets will be available, and when it becomes available will be reviewed at a later date. These datasets will only be able to be accessed by researchers that have passed ethical clearance for their project. This ensures the protection of individuals' data as they may be able to be identified in the datasets if someone was to try and identify them. By using controls and a terms of service statement, this reduces the risk of identification. For example, making sure the individual only uses the data set for analysis and does not attempt to identify any of the individuals within the dataset.
- The dataset will be able to be found on the UK Data Service website/NTU website accessed through Google or on NTU IRep.

Who will you share your data with and under what conditions?

- My data will be open access and will be available to download once the project is complete or once a paper has been

published. As discussed, this depends on the publication timelines. It will only be available to researchers that have passed ethical approval and can prove this. They will also have to sign a terms of service form (Zimmer, 2010).

How will you share your data?

- The indirect identifiable dataset will be able to be downloaded from UK Data Service or NTU Data Archive.
- Users will contact the UK Data Service to ask to access the datasets or will contact NTU Library services to access the dataset through NTU Data Archive.
- The data will be available to download once the individual has proved that they are a researcher that has passed ethical approval and has signed the terms of statement.
- The individual will also have to accept the UK Data Service's terms and conditions or NTU's terms and conditions before they gain access to the datasets.

6. Implementing your DMP

How often will this plan be reviewed and updated?

- My supervisory team and I will review this plan at interim, annual and MPhil/ PhD transfer meetings, and I will update as required at the beginning and end of each study.
- Depending on the response from the UK Data Service, I may have to update this plan to include NTU Data Archive as the repository instead.

What actions have you identified from the rest of this plan?

- I need to contact the UK Data Service team to ask if they are interested in storing this data, and if so, what security controls can be implemented.

What support/ information do you need to complete these actions?

- I need to have good communication with my supervisors.
- I need to contact the UK Data Service and learn more about their datasets and the restrictions they can implement.
- I need to set up a folder in the NTU DataStore to begin saving my collected data.