**Data management plan Master (version ENG, 21-5-2025)**

*Fill in all fields, or state explicitly: not applicable/n.a. Explanations on this form are in italics. You may delete them after filling in the form.*

**1. General**

Name student:

Name thesis supervisor(s):

Date:

Version:

*Note the date on which the data management plan was completed and note the version, e.g. 1.0. Over the course of the research project, aspects such as the research method may change or, on closer inspection, privacy-sensitive issues may arise. In that case, change the date and version number in addition to the relevant paragraph.*

**2. General information about the research / thesis topic**

(Working) title research / thesis:

Brief description of research and research method(s):

Types of research data:

[ ]  I base my research solely on published sources

*In this case, the bibliography of your thesis is sufficient and you do not need to answer the remaining questions in this form. The signature of you and your thesis supervisor under this form are sufficient.*

[ ]  I also collect other types of data, in particular:

*Describe here the type of research data, such as video and audio recordings, interview transcripts, reports, questionnaires, survey results, images.*

Period in which data is collected:

**3. Technical aspects**

Hard- and software:

File formats:

*Is specific hardware used besides PC/laptop? Is specific software used e.g. for data analysis? File formats can be for example: DOCX, TXT, XLSX, PDF, WAV, JPG.*

Data size (estimated in MB/GB/TB):

*File sizes can be displayed in megabytes, gigabytes or terabytes. In any case, provide a rough estimation if the size cannot be determined precisely at the start of the research.*

**4. Responsibilities**

*In the context of scientific integrity, it is important to describe how data are safely stored and managed. This ensures, among other things, the verifiability of the data. See also the Dutch Code of Conduct for Scientific Integrity (*[*Nederlandse Gedragscode Wetenschappelijke Integriteit*](https://www.nwo.nl/nederlandse-gedragscode-wetenschappelijke-integriteit)) *and the General Data Protection Regulation (GDPR) ([Algemene verordening gegevensbescherming](https://www.autoriteitpersoonsgegevens.nl/themas/basis-avg/avg-algemeen)*)*.*

Where do you store data during research?

[ ]  OneDrive of my PThU-account

[ ]  Somewhere else (explain):

*During the research, store data in the right (secure) location. The PThU OneDrive is a safe choice because regular backups are made, the data is well secured and because this storage meets the strict requirements of the GDPR. Never store privacy-sensitive data in the commercial cloud (iCloud, Google, etc.). Only use commercial cloud services to store non-sensitive data. USB sticks and your own laptop are also unsuitable for storing (privacy-sensitive) data. After all, these can be lost, stolen or damaged.*

*Remember to make a good, safe and regular backup of the versions of your master's thesis.*

Do you share data? With whom? And how?

*Let interviewees know how (privacy-sensitive) data is managed and by whom. You may only share sensitive data such as personal data with third parties if you have explicit permission from the persons whose data it is. If you have that permission or the data is not sensitive, you can share data by giving your supervisor read permission to the folder in which you store your data.*

*Prevent data leaks and do not send data via email or commercial services such as WeTransfer. If sending large amounts of data is really necessary, use* [*SurfFilesender*](https://www.surf.nl/en/services/storage-data-management/surffilesender)*.*

What do you do with the collected data after the research is completed? (Check every box that applies)

[ ]  Data is added to my thesis

[ ]  In the restricted data archive of the PThU

[ ]  I erase all non-archived data that is sensitive from my own storage

*After the research, data can be published as part of the master's thesis, for example in an appendix. This applies in particular to small data collections, which do not contain privacy-sensitive data.*

*After completion, you can transfer management to the PThU. Via the functional manager and the PThU library, files with privacy-sensitive data can be archived in a data storage specially made available for this aim.*

*Ensure that all non-archived sensitive data is deleted after completion of the research.*

**5. Legal and ethical aspects**

Privacy sensitive data: YES / NO

*In case of privacy-sensitive data, it is necessary to handle the collected research data very carefully. Think of personal data (name, address, age, gender), but also the BSN or religious conviction. Always store these safely (see no. 3).*

If YES: How are matters such as secure storage and consent of individuals and/or organizations involved arranged?

Let interviewees know how data will be handled. Ask them in advance via a so-called *Informed consent form* to give permission for the research and the use and storage of their data. Indicate that you will use the collected data exclusively for your research. Anonymize data as much as possible.

*Prevent data leaks!*

**6. Other matters**

*List here any topics that could not be included in previous sections.*

*Always consult with your supervisor(s) if anything is unclear, or if you have doubts about the correct way to collect and store data. Or ask the PThU library for advice.*

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(To be completed by the thesis supervisor: )

□ Approved

□ Not approved, because: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name, signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Protestantse Theologische Universiteit

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