**Data Management Plan (DMP) for Master students**

Please complete all fields, or explicitly indicate: not applicable or n/a.

Explanations on this form are in dark blue boxes. You may delete these boxes after completing the form.

**1. General**

Student name: Click or tap to enter text.

Names of thesis supervisor(s): Click or tap to enter text.

Fill in your Data Management Plan (DMP) before starting your research. Note the date the plan was completed and the version number, e.g., 1.0.

The DMP is a living document: over the course of your research, your research method may change, or privacy-sensitive issues may emerge upon closer inspection. In that case, change the relevant sections and change the date and version number.

Date: Click or tap to enter a date.

Version: Click or tap to enter text.

(Working) title of research / thesis: Click or tap to enter text.

Brief description of research and research method(s): Click or tap to enter text.

**2. Data type(s)**

2.1 What type(s) of data are collected?

[ ]  Only data from public sources and databases (e.g. archives, libraries)

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

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

 Click or tap to enter text.

Describe the type of research data, such as written sources (archives, literature), transcripts, interviews (e.g. video and sound recordings), reports, questionnaires, survey results, images.

2.2 Do you reuse existing data? If so, do you have permission from the creator of the data set?

 Click or tap to enter text.

2.3 Period in which data is collected:

 Click or tap to enter text.

**3. Privacy-sensitive data**

If privacy-sensitive data is involved, it is necessary to handle the collected research data very carefully. This includes personal data (name, address, age, gender), but also religious or political beliefs, information on health etc. The collected data may only be used for your research.

3.1 Privacy-sensitive data:

[ ]  Yes

[ ]  No

Let interviewees know how the data is handled. Use a so-called Informed consent form to ask them in advance to give permission for the research and the use and storage of their data. Indicate that you will use the non-anonymized data exclusively for your research. Anonymize the data as much as possible.

3.2 How do you inform participants about the research? How do you ask for their permission?

 Click or tap to enter text.

3.3 How do you register participants and how do you separate personal data from research data?

 Click or tap to enter text.

**4. Storing data during the research**

In the context of scientific integrity, it is important to describe how data is securely stored and managed. This guarantees, among other things, the verifiability of research. See also the Netherlands Code of Conduct for Research Integrity 2018 (available on [www.pthu.nl/Onderzoek-PThU/Academic\_Integrity/](http://www.pthu.nl/Onderzoek-PThU/Academic_Integrity/)).

Store data in a safe location during the investigation. For example, privacy-sensitive data on your PThU OneDrive (so not on your private Microsoft account). The PThU environment is the most secure storage location.

Never store privacy-sensitive data in the commercial cloud (iCloud, Google, Dropbox, WeTransfer, Gmail, your private OneDrive account, etc.). Use commercial cloud services only for storing non-sensitive data, such as a scientific article in PDF.

USB sticks and your own laptop are also unsuitable for storing (privacy-sensitive) data. After all, these can be lost, stolen or damaged.

Also remember to regularly backup versions of your master's thesis.

4.1 Where do you store data during the research?

[ ]  OneDrive of the PThU

[ ]  Elsewhere (specify)

 Click or tap to enter text.

4.2 Is specific hardware used in addition to a PC/laptop? Is specific software used, e.g. for data analysis?

 Click or tap to enter text.

4.3 File Formats:

[ ]  DOCX

[ ]  TXT

[ ]  XLSX

[ ]  PDF

[ ]  WAV

[ ]  JPG

[ ]  Other, namely: Click or tap to enter text.

4.4 Size of data (estimate in MB/GB/TB):

 Click or tap to enter text.

You may only share sensitive data such as personal data with third parties if you have explicit permission from those to whom the data belongs. If you have that permission to share sensitive data, e.g. with your supervisor, use PThU Microsoft 365 Teams.

Prevent data breaches and do not send sensitive data via email or commercial services such as WeTransfer. If sending large amounts of data is really necessary, use [SurfFilesender](https://www.surf.nl/diensten/opslag-datamanagement/surffilesender). You can also use this service to share data with people outside the PThU.

4.5 Do you share data? With whom? And how?

[ ]  With people within PThU (e.g. your supervisor)

[ ]  With people outside PThU

[ ]  Not

 Click or tap to enter text.

**5. Archiving data after research**

After completion of your 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 any privacy-sensitive data.

You can transfer the task of archiving your (anonymized) research data to the PThU. Files with privacy-sensitive data can be archived in a specially available data storage. Contact the library in time to arrange for this.

Ensure that all unarchived sensitive data is deleted after completion of the investigation.

5.1 What do you do with the data collected after the study? (Check all that apply)

[ ]  Data will be added to my thesis

[ ]  In the closed data archive of the PThU

[ ]  I delete all non-archived data that are sensitive from my own storage.

**6. Other matters**

Please mention topics that could not be included in previous sections.

Always consult with your supervisors if something is unclear, if you have doubts about the correct way of collecting data. Your supervisor can also ask for advice from the ethics review committee of the PThU.

If you have questions about archiving data, contact the PThU library.

 Click or tap to enter text.

=======================================================================

(*To be completed by thesis supervisor:*)

[ ]  Approved

[ ]  Not approved, because: Click or tap to enter text.

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

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Click or tap to enter text.

=======================================================================