# Data list

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Type** | **Format** | **Storage during research** | **Storage after research** | **GDPR?** | **Art. 9** | **Other rights** | **Data subjects** | **Legality** | **Anon/pseud deriv** | **Accessibility****during research** | **Accessibility****after research** | **Access restricted to** | **Remark** |
| 1 | Interviews – RAW audio files | Audio | * External drive
* Yoda
 | Yoda | Yes | Yes | No | * Farmers
* Crop buyers
 | Consent |  | Closed | Restricted | Research team |  |
| 2 | Interviews – anonymized transcripts | Text | * External drive
* Yoda
 | Yoda | No | Yes | No | * Farmers
* Crop buyers
 | NA | 1- Anon | Closed | Open | NA |  |
| 3 | Electronic Surveys | Text | * UU Qualtrics Server
* Yoda
 | Yoda | Possibly | No | No | * Policy makers
 | Consent |  | Closed | Closed |  |  |
| 4 | Anonymized surveys | Text | Yoda | Yoda | No | No | No | * Policy makers
 |  | 3 -Survey | Closed | Open if no GDPR, else closed | TBD | Not if no aggregation |
| 5 | Focus group discussions; RAW audio files | Audio | * External drive
* Yoda
 | Yoda | Possibly | Possibly | No | * Policy makers
 | Consent |  | Closed | Restricted | Research team |  |
| 6 | Notes from observations & discussions | Text | * External drive
* Yoda
 | Yoda | No | No | No | * Policy makers
 | NA | 5 - Anon | Closed | Open |  |  |
| 7 | Key file | Text | Yoda | NA | Yes | No | No | * Farmers
* Crop buyers
* Policy makers
 | NA |  | * Closed
* Stored separate from research data
 | NA |  | Deleted after research |
| 8 | Participant contact list | Text | Yoda | NA | Yes | No | No | * Farmers
* Crop buyers
* Policy makers
 | Consent |  | Closed | NA |  | Deleted after research |
| 9 | Informed Consent forms | Text | Yoda | Yoda | Yes | No | No | * Farmers
* Crop buyers
* Policy makers
 | Consent |  | Closed |  |  | Deleted after research |
| 10 | Literature list | Text | PC/Yoda | Yoda | No | No | No | NA | NA |  | Open | Open |  |  |

**Explanation of the columns**

* *Type* – Short description of the data set.
* *Format –* indication of what format the data is in, e.g. text, tabular, audio, video – helps to identify what different things you can do. For example: a video is hard to transcribe and anonymize.
* *Storage during research –* list all locations where the data of this specific set will be stored during research. This could be more than one, e.g. a recording device and a central server.
* *Storage after research –* list all the location of the data archive where the data of this specific set will be stored after research, if at all.
* *GDPR* – indicate whether the data set contains [personal data](https://cdh.uu.nl/research/data-management-privacy/guide/working-with-personal-data/).
* *Art 9 –* to indicate whether a dataset contains [special categories of personal data](https://cdh.uu.nl/research/data-management-privacy/guide/working-with-personal-data/) (as defined in Article 9 of the GDPR).
* *Other rights –* Are there any rights, e.g. Intellectual property - or Copy Rights resting on the data set. These could also be laid down in consortium-, transport- or processing agreements. Any constrictions from Informed Consent agreements are considered to b covered by the previous columns.
* *Data subjects –* list the people whose data you will be processing, if any.
* *Legality –* in case of working with personal data, what is (are) the legal grounds for your data processing*.*
* *Anon/pseud deriv –* If a data set is an anonymized/pseudonomynized, derivative, what other dataset is it derived from (use the i*d).*
* *Access during –* who has access to the data during research cycle.
* *Access after –* What is the accessibility of the data once archived (Closed/Restricted/Open).
* *Access restricted to –* In case of restricted access, to who will it be restricted (e.g. *Research team)*
* *Remark –* Any remark to explain details.
	+ **NB 1 If you store data on different locations** e.g. first on your laptop and later on Yoda, please use this field to describe the transport protocol to get data from location A to B. This holds specifically when personal data is involved
	+ **NB 2** If you **don’t** follow up this template with a data management plan, but want to use this for an internal UU procedure, e.g. a FETC assessment, then please add the archival retention period (default 10 years) in the *Remark* field.

# Personal data (example)

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal element** | **Reason for processing** | **Dataset** | **Method of anonymizing** |
| Name | Identification participants  | 1 – Interviews2 – Surveys8 – Contact list | Replacement by code - name stored in key-file |
| Gender | Analytic – for creating subsets | 1 – Interviews2 – Surveys | 1 – None2 – Aggregation |
| Union membership | Analytic - establishing political activism | 1 – Interviews | Deletion in transcript, remark in key file |
| Opinion on agricultural policy | Analytic - establishing political awareness | 1 – Interviews | None |
| Mail address | Administrative – getting in contact | 8 – Contact list | Removed after research |

**Explanation of the columns**

* *Personal element* – The element of personal data you will register. Try to be as specific as possible.
* *Reason for processing –* Explain why you need this particular element of personal data.
* *Dataset –* Identify the datasetsin which this particular element will occur.
* *Method of anonymization –* if you create a derivative without this particular element, indicate how you will anonymize/pseudonymize.