

NCCPE PEP Peer Researcher Data Management Plan

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This document outlines the Data Management Plan, which the NCCPE PEP Insights Research team (known henceforth as 'we') will implement. The aim of the plan is to mitigate risks posed through research data breaches. As well as the processes outlined below, we will ensure that:

- **We will take all reasonable steps to minimise the number of people handling directly personal identifying data where possible.**
- **We do not intend to elicit special category data (personal data revealing racial or ethnic origin, political opinion, religious belief, trade union membership, biometric data, sexual orientation, health data) directly**
- **We do not intend to collect any unnecessary personal data.**
- **Participants can opt-out at any time during data collection and can withdraw their data for up to two weeks after data collection has taken place. This is with the exception of survey respondents who choose not to share their personal information (knowing that this means that they will be unable to retract their data).**
- **All data collection and storage will be GDPR compliant.**
- **The research will not be used to make decisions directly affecting specific individuals.**
- **We draw on the expertise of an external consultative group 'friends of the research' to review the research plan and the DMP.**
- **The project lead is Sophie Duncan at NCCPE who will ensure that these steps are put in place and will create a standing item on meeting agendas to review our data protection policies and practices.**

Recruitment of Interviewees and focus group participants

Potential research participants will be invited to apply through a digital process which will gather the names, contact information (telephone number and email address) and other data which will be useful in research data analysis (e.g. level of post, organisation type, contract type, etc.) This data will be stored as research data with the names and contact information coded and uncoupled from the other data. Once a sample of potential respondents is selected one person will contact the research participant and invite them to interview. The interviewer or focus group facilitator will then be informed of their interviewee/participant's name and other relevant detail in two separate emails (along with Zoom times and passwords).

Data Collection

Survey

Surveys will be conducted using NCCPE's existing software. This complies with GDPR guidelines and the University of the West of England's data management protocol. NCCPE has a long history of this work and will oversee compliance. When downloaded for analysis the data will be coded and directly personal identifying data (if given as part of the consent process) will be stored separately from the other data. Any other personal identifiers relating to individuals will be

removed, as well as any special category data. This data will be stored in a restricted folder on UWE (University of the West of England) OneDrive.

Interviews and Focus Groups

Participant information and instructions provided on pre-data collection email will emphasise the importance of ensuring their own privacy during the course of the interview or focus group. This is for the respect, confidentiality and security of the interviewer as well as the interviewee.

If a participant has caring responsibilities reasonable expenses will be offered to help support privacy (childcare, support carer costs). This reduces the likelihood of introducing unnecessary biases in the data gathered.

Interview and focus group footage and audio will be recorded through the use of a UWE Zoom account. This is GDPR compliant, has end-to-end encryption and can record interviews straight to a secure cloud or NCCPE hard drive and so will not be stored on the interviewers' personal hard drives. All Zoom meetings will be password protected and a waiting room function will be active to prevent anyone without authorisation to enter into the Zoom space. Audio will be transcribed through Zoom and then immediately transferred on completion to a University of the West of England secure hard drive. Access codes will be shared with peer researchers to enable them to view the recordings and transcriptions from their secure location for amendments, initial rudimentary coding and comments and any other relevant information about the interview to be added. We will remove direct personal data or special category data from the recordings and transcriptions and use a code system so that we can connect the data back to the research participant should they wish to retract their data at any point. Once transcripts are finalised all audio recordings will be deleted.

Interviewers and focus group leaders will also write notes based on these interviews. These notes will be anonymous in nature and will be disposed of as regular waste paper or digital deletion as soon as the interviewer/focus group lead has amended the transcription.

Transcripts

Transcripts of recordings (interviews and focus groups) will be shared with peer researchers for basic analysis. Sharing will be conducted by providing secure access codes to interviewees to grant permission to recordings and transcriptions, with these remaining on UWE secure storage.

Data Processing

A small team of two peer researchers and the NCCPE staff team will conduct initial basic analysis. The interview and focus group transcripts will be treated according to the process outlined above (under Interview and Focus Groups).

There is the minimal risk of individuals being identified by inference, however, these peer researchers will be signatories to a peer researcher declaration of ethics in which they state that they will not share personal information of any respondents outside of the peer researcher body.

These data analysts (NCCPE employees and designated peer researchers) will also look for instances where identification by inference might be possible, which can then be further anonymised if possible (or not used).

Data Storage and destruction

All data will be stored digitally on secure NCCPE (UWE) hard drives for 3 years. The data will be deleted in December 2023 or, should NCCPE end business before this date, the data will be deleted at the time of closure.

The instructions to delete the data and necessary meta-data (explaining the purpose of the data and how it was collected) will be stored in a document with the data in the secure digital folder as well as inputted into the NCCPE shared organisational calendar. The data protection officer will also be informed: dataprotection@uwe.ac.uk.

Peer Research Team

The peer research team will all participate in a risk assessment exercise including the risks posed in data management. They will be supported by an ethics and data management work team (which consists of experienced researchers) to ensure that what is outlined in this plan is implemented in practice.

PEP Researchers will sign an Ethics Declaration agreement that they will not share any information about respondents outside of the group (and minimally within the group).