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## Plan Overview

*A Data Management Plan created using DMPonline*

**Title:** Tattoo and mental health

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**Affiliation:** University of Nottingham

**Template:** University of Nottingham generic Data Management Plan

**Project abstract:**

An online questionnaire that asks individuals who self identify as having or have had mental health issues and got tattoos to discuss the meaning or significance of their tattoos on their mental health and recovery.

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# Tattoo and mental health

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## Data description

### What data will you create?

The majority of the data will be qualitative - participants will be asked to describe their tattoos, describes their experiences of mental ill health, generated through completion of an online questionnaire.

This questionnaire software will capture the data which can then be exported to othre software which will allow further analysis of the data gathered. I plan to create a database which records the participant unique ID and their responses - this database will be updated weekly with additional responses as they come in.

This database will be labelled Database Tattoo and Mental Health Recovery - with the date of the most recent data capture -ie. Database Tattoo and Mental Health Recovery 2019-12-05. This will be an excel spreadsheet. (.exl). If this were to be shared it would be via protected view so the raw data cannot be edited or manipulated.

There will not be a need to complete all questions therefore some data sets may not be complete.

There may be some demographic data collected (age, gender) however this is to describe the participants as a group rather than to be interrogated as part of the study.

Data will be kept securing via the universitys subscription to O365, One Drive which allows up to 5TB of data. As I anticipate around 25 participants, I do not anticipate exceeding this allowance. As this will be stored in the cloud it will be accessible for various sites, limiting the risk of having to physically carry data and this being lost or interferred with.

We will provide metadata when submitting our data to the repository. This will include a statement on the projects aims and objectives, details of data collection methods (survey), data analysis methods (narrative/thematic synthesis), keywords of the data collection and analysis (tattoo, mental health, mental health recovery, narratives).

## Data collection / generation

### What are your methodologies for data collection / generation? How will you ensure data quality? What data standards will you use?

Data will be collected through participants completing an online survey adminstered by Online Survey software. This allows for standardised capture - all participants will respond to the same questions.

There are some drawbacks such as not being able to ask follow up or clarification on answers, as the team will not be able to see responses until the data has been collected.

Through use of software which can export data into different rpogrammes it minimises the human error of incorrect data entry.

Part of this study will be to try and understand if there is a link between tattoos and mental health recovery and will be the basis of future studies which can hopefully lean of this data collection. There are no current data sets asking or answering these questions.

## Data storage and security

### Where and how will data will be stored, backed-up, transferred, and secured during the active phase (short to medium term) of research?

Data will be stored initially on the Online Survey platform whilst there are responses being collected. This will include an automatically generated participant number / ID, this will protect individuals from being identified and ensure the data is anonymised. Although participants will be informed that descriptions of their tattoos may be included in publication - but not linked to any specific participant responses.

This will then be exported onto a study spreadhseet which will be stored on OneDrive.

We will use UoN-provided storage for our working data. UoN licenses Microsoft OneDrive, an ISO 27001 information security management compliant service that allows secure and controlled sharing of data amongst the research team.

University of Nottingham OneDrive encrypts data both in transit and at rest and is approved against the University's Handling Restricted Data Policy. The service provides continual failover support. This service provides up to 5TB free-at-point-of-use, and as we do not anticipating generating more than 5TB we we will not require any additional costs for use of this service.

There will be a physical back up kept on the chief investigators laptop. This will be updated weekly.

## **Data management, documentation, and curation**

### **What are your principles, systems, and major standards for data management and creation? What metadata and documentation will you keep?**

Once data has been collected and analysed it will be submitted to the university's data repository.

This will include metadata which will consist of a statement on the projects aims and objectives, details of data collection methods (including a copy of the survey and questions used, information and consent sheets), data analysis methods (narrative/thematic synthesis), keywords of the data collection and analysis (tattoo, mental health, mental health recovery, narratives), as well as a fully anonymised data set.

## **Ethics & Privacy**

### **What are your principles, systems, and major standards for data management and creation? What metadata and documentation will you keep?**

Minimal personal data will be collected during this project, however the project has considered ethical and legal implications in its data storage, as well as appropriate security of personal data. All participants will agree to data collection and to long-term retention, archiving, and sharing of their anonymised data. Research will follow standard ethical procedures of the Faculty of Medicine and Health Sciences, and the University of Nottingham. Specific aspects will be considered by the Faculty ethics committee as appropriate.

Participants will be informed that they can withdraw their participation at any stage during or after the observations. As we will be working with personal data we will ensure that we comply with the Data Protection Act 2018, including GDPR requirements. This will include providing research participants with the relevant privacy information and ensuring appropriate safeguards for the storage and handling of data are in place - this is built into Online Surveys software which is GDPR compliant. As mentioned there is minimal personal data collected - we anticipate collecting age and gender.

## **Data preservation**

### **How will you ensure the long term storage and preservation of data?**

All research data created by the project will be deposited in the UoN research data archive, <https://rdmc.nottingham.ac.uk/>

For each published dataset, a DataCite DOI is issued facilitating the ability to cite the data in associated research outputs. The UoN data archive is underpinned by commercial digital storage which is audited on a twice-yearly basis for compliance with the ISO 27001 standard. UoN will retain and preserve research data in line with UoN requirement for a minimum of 7 years, but data will be retained for longer periods of time where it is of continual value to users. No cost has been charged to this project for data archiving as we anticipate that the amount of data generated for long-term retention will not exceed 50GB (the capacity provided free by the University).

## **Data sharing and access**

### **How will the data generated be shared and published?**

Our dataset does not contain any personally identifiable or commercially sensitive information and thus will be shared via the University of Nottingham data archive. There will be no need to update the data past the project period."

The anonymised data (questionnaires) will be deposited in the University of Nottingham data archive once all data has been gathered, anonymised, and cleansed in line with the timelines mandated by my funder for the timely deposit of data.

Data will be publicised via references in published outputs by including relevant dataset DOIs, as well as via conference presentations and materials produced during the project.

Our data will be deposited in the University of Nottingham data archive. Access to this dataset will be embargoed for a period of 3 months in order for us to complete our analysis of the dataset.

There are no financial requirements for archiving and sharing data in the UoN data archive as the volume of data will not exceed 50GB.

## **Roles & responsibilities**

### **Who will be responsible for managing data, data security, data quality, and data security both during the award and post-award?**

The chief investigator will be responsible for the management and security of the data collected during this study.

Further to this the research is supported by the Faculty of Medicine and health Sciences research head and research integrity officer.

As the data will be coming from a questionnaire and then spreadsheet there is no need for transcription services.

Data will be stored and secured as discussed in previous sections in accordance with UoN guidance, again responsibility for this being followed is the chief investigator.

Whilst the data is being analysed it will be accessible to any member of the study team, the use of UoN One Drive will facilitate this and allow for team members based at different locations to still have access to the data set.

## **Relevant policies**

### **What are the relevant institutional, departmental or study policies on data sharing and data security?**

We will ensure that our research aligns with the requirements of the University's Research Data Management Policy, Information Security Policy, Code of Research Conduct and Research Ethics. As we are working with some personal data, we will abide by the Handling Restricted Data Policy and Data Protection Policy. All third party commercial data or new data that may be suitable for commercial exploitation will be protected by the University's Intellectual Property policy."

## **IPR**

### **Who will own the copyright and IPR of any data that you will collect or create? Will you create a licence(s) for its use and reuse? If you are planning to use existing data as part of your research, do any copyright or other restrictions determine its use?**

The intellectual property of the data generated will remain with the University of Nottingham.

## **Budgeting**

### **What are the costs or funding required for capturing, processing, storing, and archiving your data?**

We do not anticipate any additional costs for capture, processing, storage or archival of the data thanks to the services the UoN already has subscriptions with.