UNIVERSITY OF LONDON

Data management plan

This Data Management Plan ensures that the data created in the research project is managed effectively. This plan aims to define what data is being created, who is responsible for it and how it is going to be stored and made accessible.

1. Summary

1.1	Funding body	
1.2	Any partnership institutions involved	
1.3	Funding (does the funding include data management)	
1.4	Aims of the research:	
1.5	Timescale of the Project:	
1.6	Timescale for the data to be available:	
1.7	Roles and responsibilities:	

2. Data Source

2.1	What kind of data will you be using:	
2.2	What kind of data will you be creating:	
2.3	Quality Assurance of data created:	

3. Legal and ethical issues

3.1	Will there be any ethical issues that may arise from the research data and any relevant committees that must be consulted?	
3.2	Will the research data contain Personal data? (see data protection guidance and checklist below in Appendix A)	
3.3	If so, what provisions are being made to be compliant with data protection legislation?	
3.4	Is there any data that would be exempt if the data was requested under the Freedom of Information Act (see FOIA exemptions below in Appendix B)?	
3.5	What are the intellectual property rights around the data?	

I am transferring my data outside the EEA and have a plan in place how to this in line with data protection legislation	

For any further information, please contact research services at research.ethics@london.ac.uk

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APPENDIX A – Data protection guidance

The University is subject to the General Data Protection Regulation and the UK Data Protection Act 2018.

1. Are you collecting personal data?

The definitions of data in the legislation are as follows:

Personal data

- information relating to an identified or identifiable natural person ('data subject');
- individuals can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;
- applies only to living individuals "this Regulation should not apply to deceased persons"

Special Category data

- personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation

Criminal Convictions data

- personal data relating to criminal convictions and offences or related security measures

If you are collecting any of this type of data, please continue with the checklist. If NO, return to the Data Management Plan.

'Processing' is the term used in data protection legislation around the holding of data. Everything you do with the data from collection to destruction is described as 'processing' by the law.

2. Meeting the data protection principles

APPENDIX B – Relevant Freedom of Information Act exemptions – research data

The following is a brief summary of Freedom of Information exemptions that may be relevant to