# Data Management Plan Section Communication, Philosophy and Technology

**Version 041120**

## Introduction

In order to safeguard an adequate management and storage of research data, as required by the university, CPT has formulated this section-level Data Management Plan (DMP), applicable for all three chair groups (COM, KTI, PHI).

One aim of this DMP is to guarantee that research data can be found and understood in those cases in which owners of research data (such as primary researchers) lost access to their own storage, or others have legal rights to require access to the data from WUR (e.g. when irregularities are suspected, or when a researcher leaves/is unable to continue a project). A second aim is to advance Open Science according to FAIR principles - a set of guiding principles to make data Findable, Accessible, Interoperable, and Reusable (see <https://www.go-fair.org/fair-principles/>). A third aim is to make sure that at the same time, data that are confidential or otherwise sensitive are systematically protected. We work according to WUR data management policy.

## To whom does this DMP apply?

This DMP applies to (internal and external) PhD students and to all staff (including temporary staff, such as research assistants and postdocs).

Visitors are exempt, as they are not paid by, or enlisted with the university and therefore the university has no responsibility. Furthermore, enforcing any policy for visitors will be difficult and awkward. We do advise that visitors who come for long periods (e.g., longer than three months) will be informed about our policy when they arrive and offered the opportunity to store their data with WUR in case data collected or analyzed during their time at WUR are used for a publication.

## How to do data management?

All details around data storage and sharing are addressed in the individual/project DMP format adapted for CPT. In this format, also issues like confidentiality and sensitivity of data are addressed. This format can be found in the ‘Team” for data management at CPT that we set up in MS Teams, for which all staff and PhDs will be invited.

For information on WUR data management policy, with many helpful tips, we refer to the WUR website. <https://www.wur.nl/Landingspagina-redacteuren-29/en/Value-Creation-Cooperation/WDCC/Data-Management-WDCC.htm> is a good place to start. It points you to many pages and documents that can guide you. You will find also options for consulting experts who can assist you with specific issues you may face.

In addition, in the CPT “Team” for data management you can also find additional documents that can be of help, providing information on different forms of temporary storage, confidentiality and sharing. These documents are there to supplement the information available about data management on the WUR website.

An important point of attention is the potential tension between FAIR principles and confidentiality/sensitivity. While following FAIR principles is our aim, considering the confidentiality and sensitivity of data may often lead researchers at CPT to store data with access provided only to the research team. Assessment of these aspects, and decision making based on such assessment, are integral to data management at CPT. Directions on this are provided in the individual DMP form. However, given that data management policy at WUR and CPT is work in progress, we expect and hope we will be carrying forward on this front by learning, doing and reflecting on this, as individual researchers and together, and this may lead to adaptations in the individual/project DMP format over time.

In addition to this: WUR policy on data management is still a work in progress in a more broad sense. There are clear guidelines on some fronts while on other fronts, we may also have find a way forward with less clear guidelines. Starting point there is that in our data management we are clear about our decisions and considerations, and we engage with each other in conversation on these, signaling issues as well as workable solutions.

## Responsibilities

WASS PhDs need to submit individual DMPs to WASS. We request other researchers to develop DMPs at project level. Responsibilities to that regard can be shared/distributed as teams see fit, but do have to be explicitly assigned. We recommend primary responsibility to be put with researchers most directly involved with the data. In any case, supervisors (if applicable) and project coordinators have final responsibility to ensure that DMPs are produced and executed.

For students, a DMP becomes mandatory in case research results are used to develop or contribute to a publication. Supervisors are expected to signal this and guide students through the process.

Each Chair Group has a Data Management Steward who supports the group’s data management in a facilitating role. For KTI, this is Annemarie van Paassen. For COM, it is Margit van Wessel. For PHI, this role is yet to be assigned.

The Data Management Steward has the following roles: introducing new staff and PhD students to CPT data management policy; making sure DMPs are produced and stored on the W-drive; facilitating data storage on the W-drive; annually checking with staff whether data related to supervised PhD projects and other research projects are in fact stored and reminding researchers if necessary; assisting with issues that may arise.

To make sure data remain accessible, researchers are requested to give access to their data on the W-drive not only to their research team members, but also to their Data Management Steward and to their Chair Holder. However, in line with confidentiality principles, Data Management Stewards and Chair Holders will not access these data unless required (see introduction) and will consult with researchers on this beforehand.