Creative Informatics Data Management Plan

Foreword (Susan Lechelt)

Creative Informatics is a research and development programme based in Edinburgh, which aims to bring the city's world-class creative industries and tech sector together. We are a collaboration between University of Edinburgh, Edinburgh Napier University, Creative Edinburgh and CodeBase.

The Creative Informatics programme is in part funded by the Arts and Humanities Research Council (AHRC). Projects funded by the AHRC and other UKRI funding bodies are required to submit Data Management Plans that describe the types of data that they will gather and use, and how they will manage this data in line both with current data legislation and with their institution's data management policies.

Because the Creative Informatics programme includes two interrelated but distinct strands of work – the academic research strand and the administrative strand – that at times manage data in different ways, we have chosen to write two separate Data Management Plans, one for each strand.

This document comprises the two Data Management Plans that we have submitted to the AHRC and the University of Edinburgh's Research, Knowledge Exchange and Impact (RKEI) office. We are sharing this document as an exemplar, and in the interests of transparency for all those we work with directly, as collaborators and as research participants.

We would like to note that the two Data Management Plans included here are living documents, subject to at least annual review, and may evolve along with legislation changes or changes to the Creative Informatics programme structure. If substantial changes are made to the Data Management Plans in this document, new versions may be published to make those changes transparent.

Authors and Acknowledgments
The Data Management Plans included in this document were written by Susan Lechelt, Anna Orme, Melissa Terras and Nicola Osborne, with input from colleagues at Creative Informatics, specifically Chris Speed, Michael Smyth, Michaela Turner, Chris Elsden, Pip Thornton, Ingi Helgason, Inge Panneels, Kam Chan and Liam Upton. We would also like to thank Kerry Miller and Evan Morgan for their input and feedback.

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Creative Informatics Overview

This section provides an overview of the Creative Informatics programme in order to provide context for the Data Management Plans included later in this document.

Edinburgh's creative industries cluster has a vibrant creative and technology culture and is characterised by pro-active networks across the high growth data/tech industry, a lively design and advertising sector, the largest concentration of major festivals in the world, and the highest cultural employment in the UK. Creative Informatics (AHRC grant reference: AH/S002782/1) aims to grow Edinburgh's creative industries cluster, by increasing the number of existing businesses and creative entrepreneurs who can confidently innovate with data, thus building a cluster in which creatives, rather than the IT/software community, are in the driving seat of data-driven innovation. The objectives of Creative Informatics are:

1. To make Edinburgh a world class centre for creative talent who can lead data-driven innovation in the creative industries.
Three people-based programmes will develop local talent: Creative Bridge will enable creative entrepreneurs to build and scale significant new enterprises, and increase the confidence of creatives in corporate and freelance environments to help their colleagues and clients better understand the value of creativity. A Resident Entrepreneur (RE) programme will support creative entrepreneurs financially and provide a conducive environment within the HEIs or partner organisations to develop their businesses. The Connected Innovators programme will provide emerging leaders in the cluster with much needed time and space to conduct R&D to develop their business. Other programmes will contribute to the talent pool through the R&D activities.

2. To develop new data-driven products and services directed to audience engagement and new modalities of experience and to unlock value in archives and data sets.
We will achieve this objective through R&D projects. Challenge Projects will respond to challenges posed by partners. Horizon Projects will be defined by the academic team based on emerging research and technology with potential for innovation in the creative industries. Creative Informatics Labs will allow the cluster to experiment and explore technologies to inspire new uses and new product development. Many of the projects will lead to Minimum Viable Products which will be presented to investor communities. In other cases R&D projects will spark ideas and build capacity for future product development.

3. To develop new business models for the creative industries
Partnerships formed through R&D projects and the people-based programmes can draw on a range of academic expertise to support the development of new business models, including creative entrepreneurship, IP and technology law, digital cultural heritage, ethics, design and informatics and understanding of new transaction technologies (crowd-financing, micro-

payments, cryptocurrencies). Projects can also bring in expertise from design teams in financial institutions and from Creative Edinburgh and the European Creative Hub networks. Creative entrepreneurs can thus develop radical new products and services, whilst understanding the opportunities and ensuring that social interests are safeguarded. Creative Bridge will also prepare entrepreneurs for opportunities and challenges linked to new models for securing finance and revenue.

4. To develop audiences, markets and networks nationally and internationally to increase the economic growth of the Edinburgh cluster.
Challenge and Horizon projects will develop engagement with and access to new local and global audiences and markets through data-driven innovation. Data-driven solutions for adapting and distributing content, will open up new international market opportunities for a range of creative industries. We will inspire companies to seek international markets by helping them build or extend international networks of partner organisations through showcase events and learn from the experience of local companies who have already reached global markets, as well as inspiring international industry leaders and investors.

Research Data Management Plan

Data Summary

1. Briefly introduce the types of data the research will create. Why did you decide to use these data types? When defining data types, consider the format/quality of the data and how you will make it as easy as possible to access the data? Consult with your institution's data support (e.g. library services, IT department)

This Data Management Plan (DMP) sits alongside Creative Informatics, an AHRC grant (AH/S002782/1). Creative Informatics is an ambitious research and development programme based in Edinburgh, which aims to bring the city's world-class creative industries and tech sector together, providing funding and development opportunities that enable creative individuals and organisations to explore how data can be used to drive ground-breaking new products, businesses and experiences. Creative Informatics is nurturing local talent through five key funding programmes and regular events that support Edinburgh's creative industries to do inspiring things with data. This work is supported by research into the cluster and emerging data driven creative practices.

The Creative Informatics Programme has two main strands: the delivery strand and the academic research strand. The delivery strand is concerned with gathering data about the state of the creative sector in and around the Edinburgh city region, as well as the allocation of funding for projects related to data-driven innovation to freelancers, small and medium enterprises and cultural organisations in the creative sector in and around the city. The academic research strand is concerned with understanding and supporting emerging directions for data-driven innovation throughout the creative sector. This DMP concerns the academic research strand only (for the delivery (administrative) strand DMP, see page 12).

The five post-doctoral research associates on Creative Informatics – three of whom are based at the University of Edinburgh (from here on UoE) and two of whom are based at Edinburgh Napier University – will partially be involved in analysing the data emerging from the delivery strand of the project. Specifically, this data will comprise funding applications from applicants to the funding streams of the project, and evaluation forms and feedback collected after events and initiatives. The data emerging from these will be predominantly in a .csv format, including information about:
- Applicants' names, business postcodes, demographics and protected characteristics (e.g., race and ethnicity, gender, sexuality)

- Applicants' creative practices (including information about revenue, R&D investment, employee information, business objectives)
- Applicants' aims of using data in their creative practice.

In addition to the above, given the scale of the project, the types of research data that will be gathered for academic research purposes will vary widely. Currently, they are expected to include:

- Photo, audio and video recording from participation in workshops, fieldwork, exhibitions and interview studies;
- Collection of physical materials (e.g., sketches and posters) produced during workshops;
- Observation in public/exhibition spaces and related digital and physical notes;
- Collection of online materials in the public domain (e.g. company/event websites, social media/forum content);
- Field notes on collaborations with a variety of partners in the Creative Informatics project;
- Data shared with us by third-party Creative Informatics collaborators;
- Data sets resulting from Creative Informatics funded projects that Creative Informatics may want to steward and host in the longer term;
- Analytics from engagement with digital apps/products/services developed in the course of the project.

These data types are chosen as they are standard to collect within the fields of human-computer interaction, human geography and digital humanities in order to understand how new technologies are developed, used and experienced. If the academic research data plans change, this data management plan will be updated accordingly.

Data Collection

2. Give details on the proposed methodologies that will be used to create the data. Advise how the project team selected will be suitable for the data/digital aspects of the work, including details of how the institution's data support teams may need to support the project

For academic research, the data collection will be variable depending on the individual project. However, in all instances, data will be collected after appropriate ethical consent is gained from participants and GDPR guidelines will be abided by and explained, following UoE guidelines on consent (https://www.ed.ac.uk/records-management/guidance/checklist/legal-basis/consent).

The only instances where explicit consent may not be collected is (i) in the case of observations of people in public spaces, where strictly personally unidentifiable data will be collected and (ii) in the case of collection of online materials in the public domain, which will

adhere to the conditions set out in our ethics approval and to terms and conditions of the online services from which the data is collected. Any collection of online materials in the public domain will abide by the Association of Internet Researcher's ethical guidelines and recommendations (see https://aoir.org/ethics/).

The academic research team has existing expertise in both legal and ethical collection procedures for all of the data types presented in the previous section. If we have doubts or questions about which collection procedures to employ, we will seek the support of UoE's Research Data Support Office (https://www.ed.ac.uk/information-services/research-support/research-data-service). We will follow standard digital preservation guidelines (http://www.dcc.ac.uk/resources/how-guides), using archival file formats to store the data and ensure it is accessible to others, and ensuring that the data is licensed appropriately to enable further use, where possible, utilising the range of licenses available from Creative Commons (https://creativecommons.org), and applying the most open license possible in dialogue with the data provider and owner, and with consideration of GDPR legislation. We will endeavour to follow the FAIR principles regarding research data: https://www.go-fair.org/fair-principles/, as per the UoE's guidelines.

Short-term Data Storage

3. How will the data be stored in the short term?

Data will always be processed in accordance with the General Data Protection Regulation (GDPR) and therefore also in accordance with Data Protection act 2018.

Researchers based at UoE will use encrypted computers issued by and belonging to the UoE, prepared to UoE standards, under the care of the researchers on the project. Similarly, researchers based at Napier, will use encrypted computers issued by and belonging to Edinburgh Napier University. Data that needs to be stored will be stored on UoE and Napier systems such as Datastore and Sharepoint.

Raw data that is *in use* for data analysis (across UoE and Napier) will primarily be stored on a centrally managed UoE system such as DataStore or SharePoint. Data will be encrypted where it contains personally identifiable information, so that it can be shared with relevant members of the research team. Where appropriate and relevant, data may also be stored on secure Napier data systems, and access granted to the UoE researchers. Access to this data will be restricted to the research team in the first instance, and will be shared where relevant and appropriate, with the Co-Is of the project and specific members of the delivery teams.

Where active collaboration on files is not necessary, and data is not actively being used, the data will be stored until the end of the project on the UoE's DataStore. Access to the data on DataStore will also be granted to researchers at Edinburgh Napier. DataStore is the recommended form of active data storage at the UoE, and is stored on university servers: https://www.ed.ac.uk/information-services/research-support/research-data-service/during/data-storage.

3a What backup will you have in the in-project period to ensure no data is lost?

For each academic research project, the data will be backed up on the UoE's DataStore service.

Long-term Data Storage

4. How the data will be stored in the long term?

4a. Where have you decided to store it, why is this appropriate?

Once the research project is completed the data collected will be deposited in a research data repository for long term preservation and curation, where appropriate. At the UoE this will be the Edinburgh DataShare repository for data to be made publicly available. Data which cannot be made publicly available will be deposited in Edinburgh DataVault, an encrypted archive to which only authorised UoE staff have access to. We will endeavour to share a single repository across UoE and Napier at the close of the project.

4b. How long will it be stored for and why?

In accordance with GDPR and the requirements of the AHRC, fully anonymised academic research data will be stored indefinitely on the University's DataShare service, subject to periodic review by the DataShare team.

4c. Costs of storage – why are these appropriate? Costs related to long term storage will be permitted providing these are fully justified and relate to the project Full justification must be provided in Justification of Resources (JoR)

The data will be stored on the UoE server. Large datasets relevant to project strands and where applicable may be stored on the Edinburgh International Data Facility, being implemented by DDI and UoE. It will support long term storage and curation of data assets.

Data Sharing

5. How the data will be shared and the value it will have to others

Raw data that includes personal information about an individual or organisation will not be shared with external parties beyond the Creative Informatics project team, unless explicit ethical consent is gained for this from the participants. Analyses of anonymised research data will be distributed through research publications and white papers. In some cases, we may wish to make anonymised datasets open to the public through the University of Edinburgh's DataShare service, especially to allow other researchers and funding bodies to build on our work. We foresee that this will be the case, for example, for our research activities related to mapping data-driven, creative projects and businesses in Edinburgh.

Making these datasets (as well as datasets provided to us by third-party collaborators) open to the public where appropriate will be done using FAIR principles (https://www.go-fair.org/fair-principles). Specifically, we will ensure that each dataset has a unique identifier through the use of DOIs, will be distributed through Creative Commons licensing, and shared in an accessible way through the Edinburgh International Data Facility.

5a. How the data will enhance the area and how it could be used in the future?

Data arising from our research on mapping data-driven, creative projects and businesses in Edinburgh, is seen as having much value for other researches working in the intersection of technology and creativity, as well as the Scottish Government, and UK Government, and governmental bodies like the UK Government's Department of Culture, Media and Sports (DCMS), the Scottish Funding Council, Scottish Enterprise, The City of Edinburgh Council, Arts and Humanities Research Council, Arts Council England, Nesta, etc. It can be used by others to inform best practices for allocating funding to the creative industries, as well as by other researchers wishing to better understand how data-driven innovation can inform and transform the creative process.

5b. Releasing the data – advise when you will be releasing and justify if not releasing in line with AHRC guidelines of a minimum of three years. If the data will have value to different audiences, how these groups will be informed?

Data related to smaller research projects within the Creative Informatics programme (e.g., testing of specific research prototypes, more constrained research addressing questions like how museum archives can be made more accessible to audiences) will be released on an ad-hoc basis. This type of data is seen as being valuable to the academic community, and so,

will be released along with research publications, where/if appropriate, in accordance to the FAIR data principles.

In turn, data related to our larger-scale work of mapping the creative industries, and creative projects within Edinburgh will be released in the form of a report, together with an online dataset, at the end of 2020, and at the end of the grant period, in early 2023.

5c. Will the data need to be updated? Include future plans for updating if this is the case.

The outcomes will be constrained to those gathered during the project, and thus the data will not be updated after the end of the project.

5d. Will the data be open or will you charge for it? Justify if charging to access the data

We will make the data open as we can depending on the data, as per the FAIR principles.

5e. Financial requirements of sharing – include full justification in the JoR

We are working with the Edinburgh International Data Facility (EIDF) as they are spooling up their services, to ensure our needs are covered and resourced adequately. This information will be updated in due course.

Ethical and Legal Considerations

6a. Any legal and ethical considerations of collecting the data

Where personally identifiable data is gathered, participants will receive an information sheet outlining: the purposes of the specific study, risks associated with taking part, their rights (including the right to withdraw from the study at any time) and their rights over the personal data collected, in accordance with GDPR. If the information sheet is provided digitally, researchers' contact information will be provided, that the participants can use to ask clarifying questions in order to make an informed decision about whether to take part. If the information sheet is presented in person, the researcher will ask if the participants have any questions before agreeing to take part.

In cases where the participants are applying for, or have been granted funding from the delivery strand of the Creative Informatics project, we will inform the participants that the data collected for academic research purposes does not in any way impact their funding

application. They will be informed that funding selection is a separate process managed by the Creative Informatics delivery team and decisions made by an independent selection panel. Throughout the Creative Informatics project we expect to work very closely with external parties. Creative Informatics has a strong ethics statement that is part of the contract agreement between external parties, and this should address any ethical issues regarding liaising with external parties. Where we are looking to specifically share data, we will seek a data sharing agreement about the use of that data. This data sharing agreement will be made entirely transparent to any participants to the research, in order to inform them on how data about them will be shared.

This research approach has received ethical approval from UoE (via Edinburgh School of Art's ethical committee) and we will abide by all guidelines laid down by the legal and ethical frameworks of the university, including copyright, intellectual property, and GDPR.

6b. Legal and ethical considerations around releasing and storing the data – anonymity of any participants, following promises made to participant

The release of data gathered about participants will be fully anonymous, except where explicitly agreed with participants at the time of data collection. For instance, for the purpose of cataloguing creative practices in Edinburgh, the data will contain information relating to the name and description of the creative practice or business (the typical information about a product or service which is in the public domain). Consent is not required for sharing anonymous data. In such cases where data is not anonymous, participants will be asked for ethical consent for the release of this. We do not expect to release personal information about participants, and will not do so unless they have given their specific consent. We will follow UoE's guidelines on GDPR: https://www.ed.ac.uk/records-management/gdpr and their Data Protection Policy: https://www.ed.ac.uk/records-management/policy/data-protection.

Administrative Data Management Plan

Data Summary

1. Briefly introduce the types of data the research will create. Why did you decide to use these data types? When defining data types, consider the format/quality of the data and how you will make it as easy as possible to access the data? Consult with your institution's data support (e.g. library services, IT department)

This document outlines the DMP for the Creative Informatics delivery programme which will sit alongside and support the academic research DMP. It includes management of the 'administrative' data which is being gathered to enable the project to achieve the key objectives of the programme defined in the project proposal and project brief.

The CI Programme will gather quantitative and qualitative data across six programme strands through ad hoc surveys, application forms, evaluation forms and reports. The programme strands include: CI Labs and CI Studios, Creative Bridge, Challenge Projects and Resident Entrepreneurs Programme.

Data being collected from applicants broadly fits into 3 categories.
- Names and contact information, demographics (CI Labs and CI Studios, Workshops) and applicants (Creative Bridge, Resident Entrepreneurs, Challenge Projects, Horizon Projects and Connected Innovators),
- Minimum Business Information (including information on their business or creative practice activities (revenue, R&D investment, employee information, business objectives)
- Equality and Diversity information (gender, age, ethnicity, sexual orientation and disability).

Participants and Applicants who have engaged with the project will be contacted at intervals of 6 – 12 months to update current data (as outlined above) and ascertain any changes.
The data will help inform the following processes and activities:
- Achieving the 14 Key Performance Indicators (KPIs)
- Mapping the economic, social and cultural landscape of the creative industries over the lifetime of the project to help evaluate impacts against Programme strands.
- Evaluating the processes and outcomes of the project.

Data Collection

2. Give details on the proposed methodologies that will be used to create the data. Advise how the project team selected will be suitable for the data/digital aspects of the work, including details of how the institution's data support teams may need to support the project.

Data collected against each strand of the project will always be processed in accordance with the Data Protection Act 2018 and therefore also in accordance with the General Data Protection Regulation (GDPR). GDPR guidelines and statements will be clearly set out for anyone engaging with the Creative Informatics Programme. This guidance will apply whether they are attending an event (CI Labs and Studios, Workshops) or applying and participating in funding opportunities offered (Creative Bridge, Challenge Projects, Resident Entrepreneurs, Connected Innovators, Horizon Projects).

CI Labs and CI Studios: Participant data is collected through initial registration and follow up evaluation forms. Additional evaluation methods may be used to collect anonymised data to help enhance our understanding of the creative community and ensure that the events are meeting the needs of the different creative sectors within the community.

Creative Bridge: Participant data will be collected at application stage. Successful participants will be asked to complete an evaluation form on completion of the Creative Bridge Programme to inform further development of the Programme.

Challenge Projects: Data on prospective applicants will be collected through discovery workshops for Challenge projects (Challenge Holder or a Challenge Responder). Data will be collected on participants at application stage.

Resident Entrepreneurs: Data on participants will be collected through initial workshops for prospective applicants (using attendance lists and evaluation forms) and at application stage. This will comprise contact details, information on applicants business or creative practice activities and equality and diversity information. Participants will be asked to complete an interim report and end of project report.

Connected Innovators and Horizon Projects: This strand will commence early 2020 and it is anticipated that similar data capture processes and systems used for the Resident Entrepreneurs will be used.

Participants across all strands will be asked to update specific information and data provided in their application on their business profile and activities, as a requirement of by AHRC together with questions relating to ongoing impact and value of the CI Programme.

The research and project delivery teams involved in the project include academic and professional services staff from the Universities of Edinburgh and Edinburgh Napier. External

partners, Codebase and Creative Edinburgh. Aggregated anonymised data will be shared with AHRC and their evaluation partners. Data sharing agreements between relevant project partners will be put in place.

Short-term Data Storage

3. How will the data be stored in the short term?

The data will be stored using Jisc Online Surveys, Restricted Excel Spreadsheets and Encrypted on UoE Sharepoint where it contains personally identifiable information. Although data will primarily be stored on Sharepoint. Where data is actively being processed, this will be stored on the University server supported DataStore. Each participant or applicant will be assigned a reference number to enable anonymity of data being used to evaluate processes and impacts of the following: CI Labs, CI Studios or Workshops, Creative Bridge, Challenge Project, Resident Entrepreneurs, applicant information/detail.

Access to data will initially be restricted to the delivery team and shared where relevant and appropriate, with the research and academic team to support their activities outlined in the Research DMP.

3a. What backup will you have in the in-project period to ensure no data is lost?

Electronic data will be stored on the University of Edinburgh's DataStore service. This is high quality, enterprise-class storage with guaranteed backup and resilience. The data are automatically replicated to an off-site disaster facility and backed up with a 60-day retention period, with 10 days of file history visible online.

Long-term Data Storage

4. How the data will be stored in the long term?

Once the project is completed all data collected will be deposited in an appropriate data repository for long term preservation and curation. At the UoE this will be the Edinburgh DataShare repository for data to be made publicly available. Data which cannot be made publicly available will be deposited in Edinburgh DataVault, an encrypted archive to which only authorised UoE staff have access to.

4a. Where have you decided to store it, why is this appropriate?

Where active collaboration on files is not necessary, and data is not actively being used, the data will be stored until the end of the project on the university's DataStore. This is the recommended form of active data storage at the University of Edinburgh, and is facilitated

through   university   servers: https://www.ed.ac.uk/information-services/research-support/research-data-service/during/data-storage

4b. How long will it be stored for and why?

Administrative data will be held for a period of 5 years following the end of the project for ongoing evaluation and impact requirements in relation to the project.

The data deposited in open research data repositoriy(ies) such as DataShare will be preserved and curated indefinitely in accordance with the repository policies. Data deposited in DataVault will be retained for an initial period of five years from project close, after this time it will be reviewed by the nominated manager and either destroyed, moved to an open repository, or retained in the DataVault for another 5 years as appropriate.

4c. Costs of storage – why are these appropriate? Costs related to long term storage will be permitted providing these are fully justified and relate to the project Full justification must be provided in Justification of Resources (JoR)

The data will be stored on the UoE server using DataStore. Large datasets relevant to project strands and where applicable may be stored on the Edinburgh International Data Facility, being implemented by DDI and UoE. It will support long term storage and curation of data assets.

Data Sharing

5. How the data will be shared and the value it will have to others

Data that includes personal information about an individual or organisation will not be shared with external parties, unless explicit consent is gained for this from the participants.
5a. How the data will enhance the area and how it could be used in the future?

Data gathered through the 6 strands and wider activities of Creative Informatics, will help inform the objectives of the project and add value to scope and enhanced knowledge of the Creative Cluster in Edinburgh and South East Scotland region. Data arising from our research on mapping data-driven, creative projects and businesses in Edinburgh, is seen as having much value for other researches working in the intersection of technology and creativity, as well as governmental bodies like the UK Government's Department of Culture, Media and Sports (DCMS). It can be used by others to inform best practices for allocating funding to the creative industries, as well as by other researchers wishing to better understand how data-driven innovation can inform and transform the creative process.

5b. Releasing the data – advise when you will be releasing and justify if not releasing in line with AHRC guidelines of a minimum of three years. If the data will have value to different audiences, how these groups will be informed?

Access to the data will be restricted to delivery, research and wider project team members while the project is running. An overview of demographic data including sector engagement, ED&I and participant engagement will be released and shared in anonymised and in aggregate form on an ad-hoc basis through regular reporting and presentations to interested parties. This will include the Partnership Forum, Steering Board members and Stakeholder activities, representing the wider creative community for whom this data will be of particular value and interest. The CI newsletter and website publications of data will also communicate and promote outcomes of the project to the Creative and wider community within Edinburgh and South East Scotland region.

Data will also be valuable to the research team for research work such as mapping the creative industries and cataloguing of projects across the 5 strands.   This data, covered as part of the Research Data Management plan, will be released along with research publications, where/if appropriate, in accordance to the FAIR data principles.

5c. Will the data need to be updated? Include future plans for updating if this is the case.

The outcomes will be constrained to those gathered during the project, and thus the data will not be updated after the end of the project.

5d. Will the data be open or will you charge for it? Justify if charging to access the data

The data will be open (where possible).

5e. Financial requirements of sharing – include full justification in the JoR

We are working with the Edinburgh International Data Facility (EIDF) as they are spooling up their services, to ensure our needs are covered and resourced adequately. This information will be updated in due course.

Ethical and Legal Considerations

6a. Any legal and ethical considerations of collecting the data

Through the application process and a data specific statement, participants give explicit consent for us to use data in our programme application, monitoring, reporting and research processes. The data is managed confidentially. Applicants are advised that data will be held

by the Creative Informatics delivery team based at the University of Edinburgh and partner organisation Codebase, with some data shared with our funders the Arts and Humanities Research Council, evaluation partners, and the Policy and Evidence Centre based at Nesta. Subsequently the data will be reported in anonymous aggregated forms and will always be processed in accordance with the Data Protection Act 2018 and therefore also in accordance with the General Data Protection Regulation (GDPR).

As part of the Creative Informatics programme we are monitoring the diversity of the applications we receive to ensure we are reaching and serving appropriate diverse audiences As this information is sensitive and personal these questions are optional, but (where provided) this data does contribute to our ongoing review and improvement of our programme. The programme ensures that equality and diversity monitoring data is reported anonymously and in aggregate with respect for participants privacy. Participants have the option to indicate 'Prefer not to answer' box for the appropriate question(s) in cases where they do not wish to provide this information.

Applicants can withdraw or modify their consent to collection and processing of personal information at any time by writing to creativeinformatics@ed.ac.uk.

In cases where the participants are applying for, or have been granted funding from the Creative Informatics project, we will inform the participants that the data collected for academic research purposes does not in any way impact their funding application. They will be informed that funding selection is a separate process managed by the Creative Informatics delivery team and decisions made by an independent selection panel. Throughout the Creative Informatics project we expect to work very closely with external parties. Creative Informatics has a strong ethics statement that is part of the contract agreement between external parties and the University of Edinburgh. This statement is intended to support any ethical issues regarding liaising with external parties and ensure their own ethics is in order. Where we are looking to specifically share data, we will seek a data sharing agreement about the use of that data. This data sharing will be made entirely transparent to any participants to the research.

6b. Legal and ethical considerations around releasing and storing the data – anonymity of any participants, following promises made to participants

The release of data gathered about participants will be fully anonymous and aggregated, except where explicitly agreed with participants at the time of data collection. For the delivery team, this may include case studies where the programme can use narratives from participants engaged in the different strands of the project that might include information relating to the name and description of the creative practice or business (the typical information about a product or service which is in the public domain). Participants will be asked for ethical consent for the release of this. We do not expect to release personal information about participants, and will not do so unless they have given their specific consent. We will follow UoE's guidelines on GDPR: https://www.ed.ac.uk/records-management/gdpr and their Data Protection Policy: https://www.ed.ac.uk/records-management/policy/data-protection.