

**ČSDA**

Český sociálněvědní datový archiv Sociologického ústavu AV ČR, v.v.i.  
Jilská 1, 110 00 Praha 1, Česká republika; <http://archiv.soc.cas.cz>

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Management dat v sociálněvědním výzkumu a GDPR  
5. 12. 2019 | Ústav státu a práva AV ČR

# CESSDA Data Management Expert Guide

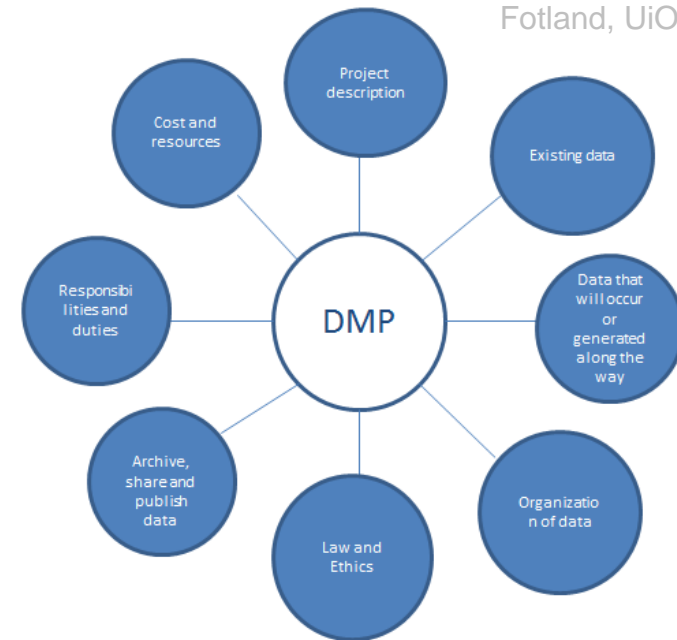
## Kapitola 1. Plánování

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# Proč management dat

- ☁️ Efektivita výzkumné práce, redukce chyb, verifikovatelnost analýz, organizace dat -> kvalita, profesionalita, standard
- ☁️ Zajištění formálních, etických a legálních předpokladů výzkumu
- ☁️ Umožnit sdílení dat




**F**indable    **A**ccessible    **I**nteroperable    **R**eusable




# Jak na management dat?

 CESSDA Data Management Expert Guide  
je on-line tutorial: <https://www.cessda.eu/DMGuide>

 CESSDA ERIC je konsorcium evropských  
sociálněvědních datových archivů  
<https://www.cessda.eu/>

 Tutorial vytvořil (2017-2018)  
mezinárodní tým expertů  
CESSDA Training Group;  
peer-review a testování;  
údržba, aktualizace

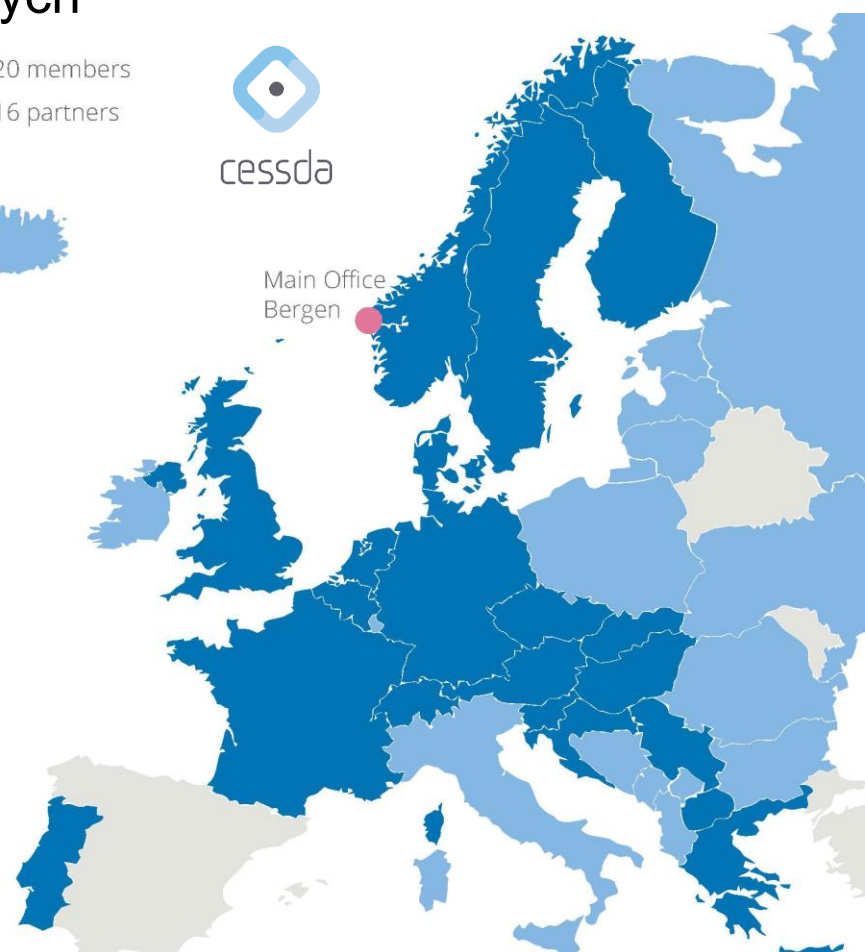
 ČSDA je českým uzlem CESSDA;  
členové ČSDA jsou spoluautory

 Cílovou skupinou jsou  
výzkumníci (producenti dat, analytici),  
studenti, učitelé metod

 20 members  
 16 partners



Main Office  
Bergen



# ČSDA využil i vlastní materiály

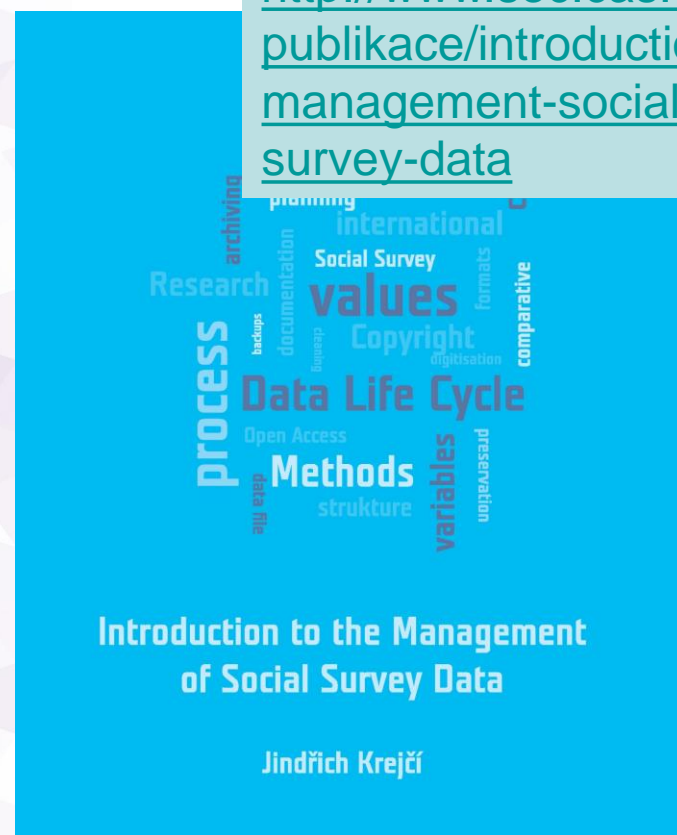
Web - Práce s daty: <http://archiv.soc.cas.cz/management-dat-v-socialnich-vedach>

výuka

publikace



<http://www.soc.cas.cz/publikace/introduction-management-social-survey-data>





Consortium of European Social Science Data Archives

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[TOOLS & SERVICES](#) [TRAINING](#) [DATA CATALOGUE](#)

### Data Catalogue

The CESSDA Data Catalogue contains the metadata of all data in the holdings of CESSDA's service providers. It is a one-stop-shop for search and discovery, enabling effective access to European social science research data.



### Data Management Expert Guide

This guide is designed by European experts to help social science researchers make their research data findable, accessible, interoperable and reusable.



### Training

The CESSDA Training website provides a collection of resources and events for learning about the management, preservation and distribution of research data.





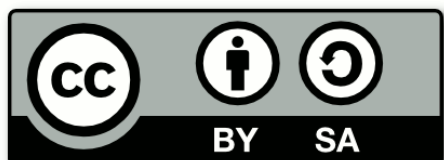
CITACE:

CESSDA Training Working Group (2017).

*CESSDA Data Management Expert Guide.*

Bergen, Norway: CESSDA ERIC.

Retrieved from <https://www.cessda.eu/DMEG>



# Train-the-Trainers Package

[CESSDA Web](#) / [Training](#) / [Training Resource](#) / [Train-the-Trainers](#)



## Workshop Outlines



Name	Description	Type	Size
<a href="#">TTT_WO_1D_EthicalLegal_v1.0</a>	Outline of a one day workshop discussing ethical and legal considerations in Research Data Management.	DOCX	56 KB
<a href="#">TTT_WO_1D_RDM_v1.0</a>	Outline of a one day workshop discussing ethical and legal considerations in Research Data Management.	DOCX	58 KB
<a href="#">TTT_WO_Ch7_TrainerNotes_v1.0</a>	Trainer notes from a workshop on how to find and access data	DOCX	65 KB

## Exercises

Name	Description	Type	Size
<a href="#">TTT_EX_GESIS_Re-IDQual_v1.0</a>	Example Exercise by GESIS on re-identification of qualitative data.	PDF	153 KB
	Sample solutions for TTT_EX_GESIS_Re-IDQual.	PPTX	48 KB
	Example Exercise by GESIS on re-identification of quantitative data.	PDF	232 KB
	Data belonging to TTT_EX_GESIS_Re-IDQuant.	ZIP	331 KB
	Sample solutions for TTT_EX_GESIS_Re-IDQuant.	PPTX	162 KB

**cessda eric**  
Consortium of European Social Science Data Archives  
European Research Infrastructure Consortium

## Training Outline

Ethical and legal considerations in Research Data Management (RDM)





# Data Management Expert Guide

## 1. Plan

Benefits of data management

Research data

Data in the social sciences

FAIR data

European diversity

Adapt your DMP: Part 1

Sources and further reading

2. Organise & Document

3. Process

4. Store

5. Protect

6. Archive & Publish

## 1. PLAN

◆ Personal data

◆ FAIR data principles

◆ Data management plan (DMP)

◆ DMP content elements

◆ Answer DMP questions and develop your own DMP





## F

indable  
To aid automatic discovery of relevant datasets, (meta)data should be easy to find by both humans and machines and be assigned a persistent identifier.

## A

ccessible  
Limitations on the use of data, and protocols for querying or copying data are made explicit for both humans and machines.

## I

nteroperable  
(Meta)data should use standardised terms (controlled vocabularies), have references to other (meta)data and be machine actionable.

## R

eusable  
(Meta)data are sufficiently well described for both humans and computers to be able to understand them and have a clear and accessible data usage license.

# Data Management Plan (DMP)

Adapt your DMP section at the end of every chapter

Corresponding questions to each chapter

## Adapt your DMP: Part 1

[« Previous](#) [Next »](#)

Search this guide [Search](#)

The Data Management Plan (DMP) is an important tool to structure the research data management of your project. After working on each chapter you should be able to answer part of the questions which make up a DMP.

This is the first of six 'Adapt your DMP' sections in this tour guide. When you have finished the chapter on data management planning, you can start filling in the 'Overview of your research project' section. Below you can see what elements and corresponding questions are generally included in that section. You can select appropriate questions and answer them to adapt your own DMP.

For easy reference, we have put together a list of DMP-questions for all chapters in this tour guide. You can [view and download it](#) (CESSDA, 2017) and keep it as a reference while you are studying the contents of this guide.



- + Title of the project
- + Date and version of this plan
- + Description of the project
- + Origin of the data
- + Principal and collaborating researchers
- + Funder (if applicable)
- + Data producer
- + Project data contact
- + Data owner(s)
- + Roles
- + Costs



# Downloadable DMP checklist

## Adapt your Data Management Plan

A list of Data Management Questions based on the Expert Tour Guide on Data Management



### Overview

Title of the project

Date of this plan

Description of the project

- What is the nature of the project?
- What is the research question?
- What is the project time line?

Origin of Data

- What kind of data will be used during the project?
- If you are reusing existing data: What is the scope, volume and format? How are different data sources integrated?
- If you are collecting new data can you clarify why this is necessary?

Principal researchers

- Who are the main researchers involved?
- What are their contact details?

Collaborating researchers (if applicable)

- What are their contact details and their roles in the project?

Funder (if applicable)

- If funding is granted, what is the reference number of the funding granted?

Data producer

- Which organisation has the administrative responsibility for the data?

Project data contact

- Who can be contacted about the project after it has finished?

Data owner(s)

- Which organisation(s) own(s) the data?
- If several organisations are involved, which organisation owns what data?

Roles

- Who is responsible for updating the DMP and making sure that it's followed?
- Do project participants have any specific roles?
- What is the project time line?

Costs

- Are there costs you need to consider to buy specific software or hardware?
- Are there costs you need to consider for storage and backup?
- Are potential expenses for (preparing the data for) archiving covered?

# Děkuji za pozornost a prosím o Vaše otázky



Krejčí, Jindřich. 2019. CESSDA Data Management Expert Guide. Kapitola 1. Plánování. Presentace ze semináře Management dat v sociálněvědním výzkumu a GDPR. Informační den Českého sociálněvědního datového archivu Sociologického ústavu AV ČR. Praha 5. 12. 2019.

