

Research data management plan for students

This document will help you plan how to manage your research data. More detailed instructions for each section are available online in the [Research Data Management Guide for Students](#).

1. Research data

Research data refers to all the material with which the analysis and results of the research can be verified and reproduced. It may be, for example, various measurement results, data from surveys or interviews, recordings or videos, notes, software, source codes, biological samples, text samples, or collection data.

In the table below, list all the research data you use in your research. Note that the data may consist of several different types of data, so please remember to list all the different data types. List both digital and physical research data.

Research data type	Contains personal details/information*	I will gather/produce the data myself	Someone else has gathered/produced the data	Other notes
Example, Data type 1: <i>Interviews</i>	x	x		
Example, Data type 2: <i>Maps</i>			x	

* Personal details/information are all information based on which a person can be identified directly or indirectly, for example by connecting a specific piece of data to another, which makes identification possible. For more information about what data is considered personal go to the [Office of the Finnish Data Protection Ombudsman's website](#)

2. Processing personal data in research

If your data contains personal details/information, you are obliged to comply with the EU's General Data Protection Regulation (GDPR) and the Finnish Data Protection Act. For data that contains personal details, you must prepare a Data Protection Notice for your research participants and determine who is the controller for the research data.

I will prepare a Data Protection Notice** and give it to the research participants before collecting data

The controller** for the personal details is the student themselves the university

My data does not contain any personal data

** More information at the university's intranet page, [Data Protection Guideline for Thesis Research](#)

3. Permissions and rights related to the use of data

Find out what permissions and rights are involved in the use of the data. Consult your thesis supervisor, if necessary. Describe the use permissions and rights for each data type. You can add more data types to the list, if necessary.

3.1. Self-collected data

You may need separate permissions to use the data you collect or produce, both in research and in publishing the results. If you are archiving your data, remember to ask the research participants for the necessary permissions for archiving and further use of the data. Also, find out if the repository/archive you have selected requires written permissions from the participants.

Necessary permissions and how they are acquired

Data type 1:

Data type 2:

3.2 Data collected by someone else

Do you have the necessary permissions to use the data in your research and to publish the results? Are there copyright or licencing issues involved in the use of the data? Note, for example, that you may need permission to use the images or graphs you have found in publications.

Rights and licences related to the data

Data type 1:

Data type 2:

4. Storing the data during the research process

Where will you store your data during the research process?

In the university's network drive

In the university-provided Seafile Cloud Service

Other location, please specify:

The university's data storage services will take care of data security and backup files automatically. If you choose to store your data somewhere other than in the services provided by the university, please specify how you will ensure data security and file backups. Remember to make sure you know every time where you are saving the edited/modified data.

If you are using a smartphone to record anything, please check in advance where the audio or video will be saved. If you are using commercial cloud services (iCloud, Dropbox, Google Drive, etc.) and your data contains personal data, make sure the information you provide in the Data Protection Notice about data migration matches your device settings. The use of commercial cloud services means the data will be transferred to third countries outside the EU.

5. Documenting the data and metadata

How would you describe your research data so that even an outsider or a person unfamiliar with it will understand what the data is? How would you help yourself recall years later what your data consists of?

5.1 Data documentation

Can you describe what has happened to your research data during the research process? Data documentation is essential when you try to track any changes made to the data.

To document the data, I will use:

A field/research journal

A separate document where I will record the main points of the data, such as changes made, phases of analysis, and significance of variables

A readme file linked to the data that describes the main points of the data

Other, please specify:

5.2 Data arrangement and integrity

How will you keep your data in order and intact, as well as prevent any accidental changes to it?

I will keep the original data files separate from the data I am using in the research process, so that I can always revert back to the original, if need be.

Version control: I will plan before starting the research how I will name the different data versions and I will adhere to the plan consistently.

I recognise the life span of the data from the beginning of the research and am already prepared for situations, where the data can alter unnoticed, for example while recording, transcribing, downloading, or in data conversions from one file format to another, etc.

5.3 Metadata

Metadata is a description of your research data. Based on metadata someone unfamiliar with your data will understand what it consists of. Metadata should include, among others, the file name, location, file size, and information about the producer of the data. Will you require metadata?

I will save my data into an archive or a repository that will take care of the metadata for me.

I will have to create the metadata myself, because the archive/repository where I am uploading the data requires it.

I will not store my data into a public archive/repository, and therefore I will not need to create any metadata.

6. Data after completing the research

You are responsible for the data even after the research process has ended. Make sure you will handle the data according to the agreements you have made. The university recommends a general retention period of five (5) years, with an exception for medical research data, where the retention period is 15 years. Personal data can only be stored as long as it is necessary. If you have agreed to destroy the data after a set time period, you are responsible for destroying the data, even if you no longer are a student at the university. Likewise, when using the university's online storage services, destroying the data is your responsibility.

What happens to your research data, when the research is completed?

I will store all data for xx years.

I will destroy all data immediately after completion, because:

I will destroy part of the data, but store part of it for xx years, because:

If you will store the data, please identify where:

Remember to keep the data management plan updated throughout the research project.