



INDEED

Evidence - Based Model for Evaluation of
Radicalisation Prevention and Mitigation

Deliverable No. 8.2 D8.2 Data Management Plan

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Abstract:

The Data Management Plan (DMP) identifies and describes all data used in the project and explains how this data complies with the existing suitable standards. The document also defines how the data can be shared and what procedures are needed for a long-term data preservation.

Therefore, the purpose of this Deliverable D8.2 is to provide a plan and guidance for managing the data generated and collected during the entire lifetime of the INDEED project. The INDEED Data Management Plan will cover both confidential and public data to be produced within the project and appropriate processes for both types of data will be defined.

In addition, the Deliverable D8.2 addresses issues partially described in D6.1 Gender, Ethical, Social and Legal Guidelines for the project's research activities and Gender, Legal, Social and Ethical Checklist for activity assessment and D9.1 H - Requirement No. 1.



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List of Acronyms

Acronym	Definition
INDEED	Strengthening a comprehensive approach to preventing and counteracting radicalisation based on a universal evidence-based model for evaluation of radicalisation prevention and mitigation
DPO	Data Protection Officer
DMP	Data Management Plan
FAIR	Findable, Accessible, Interoperable and Re-usable





SMART Hubs	Stakeholder Multisectoral Anti-Radicalisation Teams
LEAs	Law Enforcement Agency
DOA	Document of Action
PVE	Preventing Violent Extremism
CVE	Countering Violent Extremism
EBEM	Evidence-Based Evaluation Model
EU	European Union
WP	Work Package
WPL	Work Package Leader
PC	Project Coordinator
PMO	Project Management Office
PB	Project Board
GDPR	The General Data Protection Regulation



1 INTRODUCTION

1.1 INDEED PROJECT OVERVIEW

INDEED aims to strengthen the knowledge, capabilities and skills of PVE/CVE and De-radicalisation first-line practitioners and policy makers in designing, planning, implementation and in evaluating initiatives in the field, based on evidence-based approach. INDEED builds from the state-of-the-art, utilising the scientific and practical strengths of recent activities – enhancing them with complementary features to drive advancements and curb a growing rise of radical views and violent behaviour threatening security.

The INDEED methodological framework is based on the '5I' approach i.e. 5 project phases: Identify; Involve; Innovate; Implement; Impact. At the core of INDEED's work methodology is an interdisciplinary and participatory approach, which includes the co-creation of individual project phases and implementing them with the close engagement of multi-sectoral stakeholders. The creation of SMART Hubs (Stakeholder Multisectoral Anti-Radicalisation Teams) as part of INDEED is intended to facilitate this process.

The selected results of the project are:

1. The Universal Evidence-Based Model (EBEM) for evaluation of radicalisation prevention and mitigation.
2. A practical EBEM-based Evaluation Tool.
3. A collection of user-friendly repositories (repositories of radicalisation factors and pathways into radicalisation; factors strengthening resilience to radicalisation. repositories of evidence-based practices) for practical use by practitioners and policy makers.
4. Targeted curricula and trainings (offline/online).
5. Lessons Learnt and Policy recommendations.

All results will be integrated and openly accessible in the INDEED multilingual Toolkit for practitioners and policy makers in the field for the entire lifecycle of PVE/CVE and De-radicalisation initiatives, from design to evaluation.

INDEED promotes the EU's values and principles; heeding multi-agency and cross-sectoral methods, including gender mainstreaming, societal dimensions and fundamental rights.

1.2 WP 8 OVERVIEW

The main objectives of the Work Package 8 are:

1. Facilitate the smooth and organised delivery of the INDEED project, ensuring all obligations are met with minimal interference.
2. Support the actions of the work packages, but allow the work to flow unhindered by unnecessary checkpoints.
3. Plays an integral role in maintaining connections between the project Partners and facilitating an environment conducive for integration and cooperation. The Project Management Office (PMO) and Project Coordinator are accountable for all matters connected to:
 - The Grant and Consortium Agreement;



- Monitoring, measuring and maintaining milestones and deliverables;
- The management of internal communications and relations between the project consortium, specifically the Work Package Leaders and Advisory Boards;
- Data management provisions;
- Maintaining the high-level scope of the project in accordance with the Gantt chart and project timeline.

WP8 has two main tasks. Task 8.1 comprises the internal communication, administrative and financial project management. Task 8.2 includes the technical organisation, coordination and the scientific management of the project including quality control and risk management.

The Data Management Plan (D8.2) is one of the deliverables of this WP.





2. INDEED DATA MANAGEMENT PLAN

The Data Management Plan is a key element of good data management and describes the data management life cycle for the data to be collected during the project, processed and/or generated by a research project. According to the European Commission's Directorate-General on Research and Innovation's Guidelines on Data Management¹, as part of making research data findable, accessible, interoperable and re-usable (FAIR), a DMP should cover information on:

- Handling of research data during and after the end of the project;
- What data will be collected, processed and/or generated;
- Which methodology and standards will be applied;
- Whether the data will be shared/made open access and
- How the data will be curated and preserved.

The Data Management Plan sets out the data management guidelines for the INDEED project. The purpose of the DMP is to provide an analysis of the main elements of the data management policy for all datasets that will be generated by the project. The DMP should address the points listed below on the basis of the dataset and should reflect the current status of reflection in the consortium on the data that will be generated, collected, stored and processed.

The general strategy for data management, according to the Guidelines on Data Management in Horizon 2020, will be based on:

- Identification and classification of data collected and generated by the project;
- Definition of the methodology for data exploitation, availability of data and access, sharing, and re-use of data;
- Definition of a policy for data archiving and data preservation;
- Ethical and legal compliance.

2.1 TYPES OF DATA

Data collected or produced by the INDEED project can be either:

- Personal data: any information relating to an identified or identifiable natural person ('data subject'); and identifiable natural person is one who 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 physical, physiological, genetic, mental, economic, cultural or social identity of that natural person."
- Non-personal data: data not affected by national or European Data Protection legislation.

Different data protection legal frameworks need to be taken into consideration when examining the legal framework:

- The General Data Protection Regulation (GDPR) applies as of 25 May 2018 and is part of the new data protection reform package together with the Data Protection Directive for the police and criminal justice sector (Police Directive -Directive (EU) 2016/680);

¹ https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf





- The Convention for the Protection of Individuals with regard to Automatic Processing of Personal Data of the Council of Europe and its Recommendation No R (87) 154.

2.2 DATA SOURCES

The INDEED project involves primary data collection from different sources:²

1. WP1 Research Forum - Research Forum with a group of academic experts and EU-funded project research staff will enrich the information gathered under WP1.
2. Identification of key practitioner and policy makers stakeholders - The practitioners' engagement framework and a network of SMART Hubs that will form the basis of the multidisciplinary practitioner and policy makers engagement throughout the project.
3. Empirical data from practitioners and policy makers Gap analysis carried out in this task will engage practitioners and policy makers types of data.
4. Practitioners Requirement Elicitation - MoSCoW method.
5. WP2 Workshop - Co-creation workshop with SMART Hubs to develop solutions directly with practitioners, policy makers and relevant stakeholders.
6. INDEED Baseline Report - In-depth analysis of the empirical work carried out in WP2.
7. Verifying the EBEM model and testing the EBEM-based Evaluation Tool Verification of the EBEM model and testing of the EBEM-based Evaluation Tool by selected INDEED practitioners and policy makers, including SMART Hubs' stakeholders.
8. Mapping and selection of PVE/ CVE / De-radicalisation initiatives to be evaluated Collection of initiatives for evaluation through the open call.
9. Conducting evaluation of PVE/ CVE / De-radicalisation initiatives Measuring the effectiveness and impact of initiatives against both qualitative and quantitative criteria, testimonials from the contact points of the evaluated initiatives.
10. WP4 Policy Recommendations Workshop - A 2-day workshop will be organised in order to enable an exchange of experiences and presentation of outcomes derived from the 'Evidence-based evaluation and data analysis report.
11. User-based identification of training/learning needs of practitioners and policy makers; Workshops at national level - In-depth interviews (in-person/via an online platform) and national level workshops to assess training and capacity building needs and requirements
12. Creation of innovative knowledge products - Video interviews, webinars, podcasts interviews.
13. WP5 Forum "From Evidence to Practice; Towards Improved Policy & Practice" - Forum will bring together practitioners, practitioner agencies, leading experts, evaluators, policy makers and major EU agencies.
14. WP5 Field trainings and Policy Seminar In-person and online trainings; face-to face Policy Seminar, Trainers Community (including List of Trainers).
15. Gender, Ethical, Legal and Social Aspects Practitioners' and Policy Makers' Awareness - Data on the existing level of awareness and identification of the needs and issues practitioners and policy makers may have on the domain of gender, ethical, legal, and societal aspects of PVE / CVE/ De-radicalisation initiatives and their evaluation methods.
16. Gender, Ethical, Legal and Social Acceptance and impact assessment - A questionnaire ready-for integration into the into the overall evaluation of the project results; online focus groups with practitioners, policy makers and civil society organisations.
17. WP7 Project events - Project events organised to disseminate the INDEED's results.

² A full list of data collection activities per task can be found in D6.1, p. 11-19.





2.3 DATA COLLECTION AND PROCESSING

The INDEED research does involve personal data collection and processing, however personal data will not be of sensitive nature. Only relevant (personal) data will be collected and no more than what is needed for the research study. In general, quotes will be de-identified. However, data included in the study (e.g. quotes, materials, survey responses from gatekeepers, etc.) can potentially be traced back to identifiable persons. If identifiability occurs, the data associated with them will be excluded from the research.

Furthermore, the research team will adopt methods and procedural measures in relation to matters such as data recording style, personal identifiers, transcription and processing procedures, lifespan of unprocessed data, type and places of storage, and put all measures in place for data safety. Specifically, all data will be kept separately from identifying information. The researchers will store relevant information securely.

In accordance with GDPR art. 7.3 participants can withdraw their data whenever they wish, but the withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. If possible, participants are offered the opportunity to correct factual errors and withdraw certain quotes (of their own – not of others in case of focus groups).

During the INDEED project lifetime, the following categories of qualitative and quantitative data will be collected, extracted and generated as a result of data processing. That can be summarised as:

- Personal data related to INDEED Participants;
- Personal data related to informed consent forms;
- Data related to audio recordings of interviews/focus groups;
- Data related to transcripts/Protocols of interviews/workshops;
- Empirical data from practitioners and policy makers.

2.4 DATA PROCESSING & STORAGE DURING THE PROJECT

During the research, data will be stored securely in locked file cabinets; an end-to-date end-encrypted secure environment. The Data Management Plan contains information on which data need to be stored and for how long and which data need to be destroyed. Researchers receive adequate support and supervision from the Coordinator.

Contact data of research participants will be collected guided by a strategy ensuring a non-discriminatory sampling. They feature the name, organisation (if applicable), and contact details of the research participant. Contact data of participants will be stored in password protected files by the partner organisation conducting the research and will not be used for further analysis and omitted from datasets for analysis. Contact data will not be shared within the consortium or with external partners/third parties and will be deleted after the research activities have been finalised.

Informed consent forms will be collected by partner organisations conducting the research. They feature the name, organisation, contact details, and signature of the research participant. Informed consent forms will be stored as non-digital hard copy in a locked file cabinet by the partner organisation conducting the research. These forms will not be used for further analysis or shared with external partners/third parties and omitted from datasets for analysis. Informed consent forms may be available to the Coordinator upon prior inquiry and sent in a secure way. All consent forms will be located with each respective partner and stored in a secure locked file cabinet; all hard copies will be destroyed five years after project completion.





Research partners who conduct the field study collect audio recordings of the interviews/focus groups. The audio files will remain at the partner organisation conducting the research. The audio files will be password protected. The recording devices will be stored in a locked file cabinet. Audio recordings will be transcribed as protocols, any identifiable information (direct or strong indirect identifiers) will be omitted from the transcripts. Analysis will be done by partner organisations conducting the research without any involvement of third parties. Audio recordings will remain solely at the national research partner organisation and not shared with the consortium or third parties. The recordings will be deleted after they have been transcribed into protocols.

Transcripts/Protocols of interviews/focus groups will be created on the basis of audio recordings. Any identifiable information (direct or strong indirect personal identifiers) contained within the interviews will be omitted from transcripts, including personal/contact data. Transcriptions/Protocols will be stored as document files digitally at the respective partner organisation. While they do no longer include personally identifiable data, partner organisations will store them in password protected files. Transcriptions will be analysed by those partner organisations who collected the data, or consortium members with expertise in qualitative research methods. Findings omitting identifiable information and translated excerpts/protocols will be shared within the consortium. Appropriate security measures (file encryption) will be taken. The data won't be stored in unprotected cloud services, shared with third parties, or made publicly available. Transcriptions/Protocols will be stored in digital files by the partner organisations who collected them for five years after the project concludes; all copies will be destroyed by consortium members afterwards.

The consortium members will sign a Data processing agreement according to § 28 GDPR encompassing the types of data, involved tasks, types of (secondary) use, as well as delineating data controllers and processors and the requirements and use conditions (see Annex 5.3 of D6.1 Gender, Ethical, Social and Legal Guidelines for the project's research activities and Checklist for activity assessment). The DSA will be signed before any research activity involving personal data collection starts and submitted to the European Commission as part of D9.3 (Requirement No. 3; Description of the anonymisation/pseudonymisation techniques that will be implemented).

2.5 DATA LIFE CYCLE IN THE INDEED PROJECT

INDEED will further process data which has been previously collected for academic purposes for secondary analysis complying with any provision of the GDPR or national data protection laws. The list of processed data may be adapted with the addition or removal of datasets in the next versions of the DMP to take into consideration the project developments. A detailed description of each dataset is given in the following sections of this document.





Table 1 Data types and Data management strategy across the Data Life Cycle

Data type	Personal data	Public data	Anonymised data	Collection	Storage	Analysis	Sharing	Deletion
Contact data of participants	yes	no	no	Contact data of research participants will be collected guided by a strategy ensuring a non-discriminatory sampling. They feature the name, organisation (if applicable), and contact details of the research participant.	Contact data will be stored in password protected files by the partner organisation conducting the research.	Contact data will not be used for further analysis and omitted from datasets for analysis.	Contact data will not be shared within the consortium or with external partners/third parties.	Contact data will be deleted after the research activities have been finalised.
Informed consent forms	yes	no	no	Informed consent forms will be collected by partner organisations conducting the research. They feature the name,	Informed consent forms will be stored as non-digital hard copy in a locked file cabinet by the partner organisation	Informed consent forms will not be used for further analysis and omitted from datasets for analysis.	Informed consent forms will not be shared with external partners/third parties. Informed consent forms may be	All consent forms will be located with each partner and stored in a secure locked file cabinet; all hard copies will be destroyed five





	yes	no	no	organisation, contact details, and signature of the research participant.	conducting the research.		available to the coordinator upon prior inquiry and sent in a secure way.	years after project completion.
Audio recordings of interviews/focus groups	yes	no	no	Research partners who conduct the field study collect audio recordings of the interviews/focus groups.	The audio files will remain at the partner organisation conducting the research. The audio files will be password protected. The recording devices will be stored in a locked file cabinet.	Audio recordings will be transcribed as protocols, any identifiable information (direct or strong indirect identifiers) will be omitted from transcripts. Analysis will be done by partner organisations conducting the research without involvement of third parties.	Audio recordings will remain solely at the national research partner organisation and not shared with the consortium or third parties.	Audio recordings will be deleted after they have been transcribed into protocols.
Transcripts/Protocols of interviews/workshops	yes	no	yes	Transcripts/Protocols of interviews/focus groups will be created on the basis of audio recordings. Any	Transcriptions/Protocols will be stored as document files digitally at the partner organisation. While they do no longer	Transcriptions will be analysed by partner organisations who collected the data, or consortium members with	Findings omitting identifiable information and translated excerpts/protocols will be shared within the	Transcriptions/Protocols will be stored in digital files by the partner organisations, who collected them, for five years after the





identifiable information (direct or strong indirect personal identifiers) contained within the interviews will be omitted from transcripts, including personal/contact data.	include personally identifiable data (and only anonymised data), partner organisations will store them in password protected files.	expertise in qualitative research methods.	consortium. Appropriate security measures (file encryption) will be taken. They won't be stored in unprotected cloud services, shared with third parties, or made publicly available.	project concludes and all copies destroyed by consortium members afterwards.
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2.6 PRESERVATION OF THE DATASETS

It has yet to be decided by the INDEED Consortium which project datasets will be preserved, the duration of this preservation period, and the costs that such preservation will entail. More details regarding data preservation will be available as the project develops and will be duly reported in subsequent versions of the present deliverable.

2.7 METADATA STANDARDS

Metadata is information that makes your new data usable. Most of the means used to collect data in the respective datasets are based on structured questionnaires and/or Workshop results. The metadata for the different identified datasets will be generated through manual content annotation.

2.8 EXPLOITATION, AVAILABILITY OF DATA AND RE-USE

The Grant Agreement and the Consortium Agreement of INDEED project are to be referred to for further details on ownership of results, management of intellectual property and access rights.

2.9 ETHICAL AND LEGAL COMPLIANCE

The INDEED project ensures that data will be processed in line with all applicable legislation and regulations. The ethical guidance is described in detail in Deliverable 6.1. The plan with references to the internal data processing guidelines, institutional policies and procedures of Partners, will be updated in the next version of the report.

2.10 RESPONSIBILITY AND RESOURCES

The responsibility for adhering to the guidelines set out by this Data Management Plan lies in particular with the Project Coordinator but also with Work Packages Leaders and the individual partners in the INDEED Consortium.

To ensure that the guidelines in this document are clear and sufficient, and that they are followed, the INDEED will be in frequent consultation with the Project Coordinator, Project Management Office and Work Packages Leaders. The INDEED DPO provides professional advice on data protection and educates staff in the field of data protection compliance requirements. The INDEED's Data Protection Officer responds to the questions and inquiries of data subjects and is the point of contact for the data protection supervisory authority.

All data collected in the project are stored in locked cabinets. The project also has a Teams repository managed by the consortium coordinator – the Polish Platform for Homeland Security





(PPHS). It is intended only for a closed group of project partners administered by PPHS. Access to it is by will also be created for selected individuals in the consortium.

Access to it is by prior invitation only.

2.11 INDEED DATASETS

In order to minimise the risk of malevolent use of data, the data has to be handled restrictively. Therefore, the following aspects related to the INDEED datasets are described in below table. It presents the current status of reflection within the consortium in relation to the set of data that will be produced by the project.

Table 2 Aspects related to the INDEED datasets

Dataset name and reference	A unique name (project identifier) for the dataset to be used as a reference to this dataset in the INDEED project.
Dataset description	A brief description of the dataset as a whole and variables in the dataset.
Standards and metadata	A reference to existing suitable standards of the discipline. If these do not exist, an outline on how and what metadata will be created will be given instead.
Data sharing	A detailed description of how data will be shared, including access procedures, outlines of technical mechanisms for dissemination and necessary software and other tools for enabling re-use, and definition of whether access will be widely open or restricted to specific groups. Identification of the repository where data will be stored, if already existing and identified, indicating in particular the type of repository. In case the dataset cannot be shared, the reasons for this should be mentioned (e.g. ethical, rules of personal data, intellectual property, and commercial, privacy-related, security related).
Archiving and preservation	A description of the procedures that will be put in place for long term preservation of the data. Indication of how long the data should be preserved, what is its approximated end volume, what the associated costs are and how these are planned to be covered.

The template for the description of the INDEED datasets using the structure recommended by the European Commission’s Directorate-General on Research and Innovation’s Guidelines on Data Management can be found in Annex 1.

2.12 FAIR DATA

2.12.1 MAKING DATA FINDABLE, INCLUDING PROVISIONS FOR METADATA

The data uses in INDEED project are anonymised and de-identified.

To make data findable and reusable, the following measures are put in place:

- Location: All documents will be stored in relevant folders in Project online Repository on Teams;
- Naming of files: folder names are standardised to make it easier to find documents;





- Naming deliverables: Deliverables produced as part of INDEED use the following file name convention: Project acronym; Deliverable number (in accordance with the DoA); Deliverable Title (in accordance with the DoA); Deliverable version (starting from 0.1 for the draft document, ending with 1.0 for the final version);
- Reports and documents: All reports and documents will contain information on: subject, clear version numbering, and key words;
- Search functionality: Microsoft Teams has a search functionality that enables users to search and find documents with ease.

Outputs of INDEED Project will be made available according to the following provisions:

- All public deliverables (in some cases redacted versions) and outputs will be published on the project website and in agreed repository;
- All partners will be advised of the availability of data, changes to data and their location to facilitate access and wider sharing (as deemed fit);
- At a later stage of the project an interactive repository that provides data traceability will be created and made available on the project website

2.12.2 MAKING DATA OPENLY ACCESSIBLE

The raw dataset will only be available for the partners during the project. The data will be shared using a Teams Repository, which is web browser and application accessible. Only people who have been added to the group on Teams Repository can access the data. Logging in requires an e-mail address and password. The raw data from the research will not be publicly available. Before sharing any data – either with the consortium or externally – the PMO will ensure that no disclosure information is included.

As per clause 25 of the INDEED Grant Agreement (GA), each INDEED beneficiary will ensure open access (free of charge online access for any user) via gold open access routes to all peer-reviewed scientific publications relating to its results.

Project partners will discuss governance of open access requirements and their implementation further.

Data sharing in the open domain can be restricted as a legitimate reason to protect results that can reasonably be expected to be commercially or industrially exploited. Strategies to limit such restrictions will include anonymising or aggregating data, agreeing on a limited embargo period or publishing selected datasets. In INDEED is no need for a Data Access Committee, as we do not use personal data for publications, reports and deliverables and the data we get are anonymised.

2.12.3 MAKING DATA INTEROPERABLE

Sensitive data will not be used further. The results of the project will be interoperable, i.e., allow for the exchange and reuse of data between researchers, institutions, organisations, countries and INDEED ensures data interoperability through the consistent use of common, standardised file formats. Using standard Office Software will enable data exchange and re-use between researcher, institution, organizations, stakeholders and any interested parties.





2.12.4 INCREASE DATA RE-USE (THROUGH CLARIFYING LICENCES)

Some of project's work may re-use (aggregate, synthesise or analyse) existing materials (e.g., figures, tables, quotations) from existing literature (academic, policy or other documents); in particular, from other projects' results; in such cases, they will be properly referenced and acknowledged) and any necessary permissions for re-use will be obtained. We will use literature (both academic and press articles) relevant to the tasks.

Referring to increasing re-use of INDEED results, public deliverables developed during the project will be accessible via INDEED website and the institutional open access repositories. Intellectual property issues will be re-visited (if needed) in the next update to this plan and the final version of the DMP.

2.12.5 DATA SECURITY

Project data is safely stored in online repository for long-term preservation and curation. Microsoft Teams Repository is administrated by the Project Coordinator who will manage access rights and monitor folders and file names to ensure the data repository is consistent.

The data from the project will be also stored for long-term in the institutional repositories of the partners. The final version of the DMP will further describe how data from the INDEED project will be managed in a sustainable manner.

The project will collect and process personal data only if it is necessary for its research and engagement activities i.e., research, consultations, interviews and events, and to share its findings and results with stakeholders via mailings, the website and newsletters. Primary legal basis for processing personal data will be an individual's consent. Individuals will have the right to withdraw consent at any time without any negative consequences. Personal data may be collected from members of the consortium, members of external organisations or individuals in their capacities as experts, respondents or participants. Use of such data will be in line with legal and ethical standards described in D6.1 Gender, Ethical, Social and Legal Guidelines for the project's research activities and Checklist for activity assessment.

INDEED project will store personal data securely on password-protected computers. Personal data will only be used for the specific purpose for which it was collected (e.g., workshop management, travel arrangements) and will be deleted immediately after that purpose is fulfilled, unless legally required to be retained. Published interviews, podcasts, reports will not contain any personal data or reference to personal data. As part of each communication the participant receives, INDEED will give them the opportunity to opt out of further communications and have their data deleted from the project's records. If partners consider a plan to re-use personal data, they will give participants information about this as soon as it becomes available and give them the opportunity to consent or withdraw their data. Recorded information (audio and/or visual) will be given special consideration to ensure that privacy and personal identities are protected. Participants will be provided with a consent form to read and sign if they will be photographed or recorded visually (e.g., video) during INDEED activities. The signed forms will be kept on file for inspection.

All partners of the consortium will adopt good practice data security procedures. This will help avoid unforeseen usage or disclosure of data, including the mosaic effect. Measures to protect data include access controls via secure log-ins, installation of up-to-date security software on devices, regular data backups, etc. In addition to the Microsoft Teams repository, partners may store local copies of research data on their institutional servers and or business cloud-based servers with access controls, encryption or password protection. Partners will follow their institutional security safeguards.





All partners will at least:

- Ensure INDEED research data stored with them on their institutional servers is regularly backed up;
- Ensure devices and data are safely and securely stored, and access controls are defined (e.g. via encryption, password protection, restriction of number of persons with access) at the user level;
- Support good security practices by protecting their own devices and installing and updating antimalware software, anti-virus software and enabling firewalls;
- (In case personal data is processed), ensure appropriate security and confidentiality of the personal data, including for preventing unauthorised access to or use of personal data and the equipment used for the processing (GDPR);
- Where necessary, the controller or processor of personal data will evaluate the risks inherent in the processing and implement measures to mitigate those risks (e.g., encryption) and ensure an appropriate level of security, including confidentiality, taking into account the state of the art and the costs of implementation in relation to the risks and the nature of the personal data to be protected (GDPR).

After project ends, the responsibility concerning data security of the INDEED datasets will lie with the owners/managers of the repositories where these are stored.

2.12.6 ETHICAL ASPECTS

Gender, Ethical, Social and Legal Guidelines for the project's research activities and Gender, Legal, Social and Ethical Checklist for activity assessment are detailed in D6.1.





3. CONCLUSION

Data Management Plan provides a broad analysis of the data that will be generated, processed and/or stored by INDEED project. It provides a description of the methods to be used in terms of making INDEED data findable, accessible, interoperable and reusable. The document also provides an explanation about the allocation of resources which assures INDEED generated data would be preserve and accessible after the end of the project.





ANNEX 1 INDEED DATASET TEMPLATE

1.	Dataset Name and Reference
	DATASET 1: Dataset Name Dataset Reference: Link will be provided at later stage of INDEED project.
2.	Dataset description
	This dataset consists of _____ as part of WP_. It will be in the form of .txt files and Excel spreadsheets.
3.	Standards and metadata
	<ul style="list-style-type: none">quantitative and qualitative survey data from filled in questionnairestext files in .txt format or excel spreadsheets in .xls format.Dataset will employ Snowball Sampling (Non-probability sampling technique among Partners – Associates). <p>Files will be structured as follows:</p> <ul style="list-style-type: none">name of the project;file name;revision number (if any);date in the format of month and year.
4.	Data sharing
	This data is non-restricted information and will be shared or licensed for reuse.
5.	Archiving and preservation
	<ul style="list-style-type: none">Data will be stored on institutional serversFull back-up of data occurs automatically according to a predefined schedule