DATA MANAGEMENT POLICY Department Cultural Anthropology Development Sociology (CADS)
Leiden, April 2019

Introduction:

The department of CADS adheres to the Leiden University Research Data Management Regulations and to the international principles for FAIR data (Findable, Accessible, Interoperable, Reusable), to the extent that these apply to *processed* data only (see below under 'What are data?') and to the extent that the processed data can be rendered interpretable to others.

These principles translate into 7 elements for a data management policy:

1. Research data are considered public goods, created using public money and should therefore be open access available as much as possible.
2. Data should be stored safely and sustainably to enable the protection of privacy, verification and reuse.
3. Privacy should be guaranteed with utmost care to ensure the safety of research participants and because the maintenance of relationships of trust with research participants is fundamental to our research.
4. Transparency about the use and storage of data will be given through a Data Management Plan (DMP).
5. Data will also be used and stored according to the GDPR rules and guidelines as interpreted by Leiden University and by (relevant) financing organizations (like NWO).
6. Interpretability: anthropological data are not stored in excel sheets or databases, but in the form of lengthy written texts that span multiple hand-written notebooks or digital files (e.g. word docs, photos, film, audio-recordings). These data require contextualization to be intelligible to other researchers because: a. they reflect a human relationship between researcher and research participants that shapes the context in which the data was gathered; b. each notebook, or text, cannot be easily understood without triangulation across multiple notebooks/devices/personal archives, which cannot all be made available due to the risk of breach of privacy (lack of anonymity), and c. without deep knowledge of the research context, of the broader social situation/conversation/physical location in which the notes were gathered, and of the specific research participants the data cannot be accurately interpreted.
7. Limitations to the FAIR principles or policy will be transparently explained in the DMP.

Commonly accepted anthropological procedures:

In view of the specific relationship of recorders/researchers of anthropological/ethnographic data and the recorded/research participants, many anthropological research projects involve a certain degree of co-ownership of data by the research participants. In the case of co-ownership:

- the data gathered in an anthropological/ethnographic setting are held in trust by the researcher to protect the interests of people studied or be returned to them (if possible), unless otherwise stipulated. When research is being done among multiple parties in conflict with each other (or where it would violate individual's privacy to return data to a collective/group), the data will be held in trust by the researcher;
- the data being held in trust will be safely stored and preserved by individual researchers until their retirement from actual research reporting, when they will be returned to people studied, destroyed or placed in an appropriate archive (see below), unless otherwise stipulated;

- third parties cannot have access to unprocessed ethnographic research data except in the strictest confidentiality, and only when this access does not compromise the safety of the research participants, unless otherwise stipulated;
- Where co-ownership is applicable, researchers shall properly and transparently record the intended procedures in the DMP (and amend the DMP to reflect this should the need arise during or after fieldwork).

Who:

The data management policy of CADS applies to all researchers working on projects that are initiated by the department and/or conducted under the aegis of the department. This includes retired colleagues, fellows, and scholars who bring their own projects into the department.

What are anthropological data:

CADS follows the definition of data used by all universities, the KNAW and NWO at the Science Europe Data Glossary (http://sedataglossary.shoutwiki.com/wiki/Research_data).

By that definition research data include: laboratory notebooks; field notebooks; primary research data (including research data in hardcopy or in computer readable form); questionnaires; audiotapes; video files; models; photographs; films; test responses. Research collections may include slides; artefacts; specimens; samples. Provenance information about the data might also be included: the how, when and where it was collected, and with what means (for example, with which instrument or measuring device). The software code used to generate, annotate or analyse the data might also be included, where applicable. For the purposes of ethnographic research, however, it is essential to distinguish between "raw" data and data processed for audience consumption: the first category (which includes primary data such as field notebooks) contains personalized data and cultural properties that are never anonomysed and can therefore not be openly accessed. Providing access to personalized, and possibly sensitive, "raw" data could harm the people studied (see American Anthropological Association Code of Ethics http://www.aaanet.org/profdev/ethics)). The distinction between "raw" and "processed" data differs, depending on whether the audience in question is interested in mere verification, publication or reuse. The making of that distinction, and therefore the providing access to the data concerned, is the ethical responsibility of the researcher.

In the process of anthropological/ethnographic research specifically, social relationships with research participants are usually dynamic, qualitative and personal and require constant revision of the standards of research participants' privacy and cultural property. Researchers are responsible for protecting the research participants' interests, by keeping the data in a well-documented secluded setting unless they have been processed for third party consumption.

Ethnographic data is usually gathered in note form based on a close and personal interaction between researcher and research participant. The data is not stored in the form of words or numbers in a database. Ethnographic notes are stored in hand-written notebooks and/or digital text files. Because ethnographic data contains a great deal of information about people's lives, even if the notes are technically anonymized, anonymity could potentially be breached if whole sets of notes were viewed together and triangulated with each other. The researcher therefore must carefully select which data can be made public. The impossibility of making *all* the raw data available, means that the available data might not be transferable or useful/decipherable to other researchers except through direct conversation with the

researcher. Additionally, three types of research notes may be kept in one place: observation of research participants, interview notes, analytical thoughts of the researcher, and personal experiences and feelings of the researcher. In anthropological research, the thought process and position of the researcher is considered relevant information for the accurate contextualization and interpretation of research materials, and as such, this information is often written down or typed together with observational field notes and only some of this highly private information is acceptable for public circulation. The inextricability of anthropological field notes in which all of the conversations (private and public) as well as the reflexive analytical thoughts of the researcher and research participants are maintained in one set of notebooks or files, means that one of the most important data management tasks is determining which data can be publicly shared (=made into processed data for dissemination) and which cannot. The process of choosing what data can be shared and what cannot be, requires knowledge of the field, of the research participants, and of the specific moment, context and human relationship between researcher and research participant that brought the data into being. Only the researcher has this knowledge.

Data storage during research:

During ethnographic fieldwork, extra measures may be necessary to protect data using encryption software and extra passwords on laptops and external hard discs. During research, researchers make sure that all the digital data they collect are systematically backed up. Non-digital data (notebooks, sensitive paper files) should be stored behind lock and key when not in use and should not be left unattended when in use. If these precautions are not possible during fieldwork, the DMP should explain. Research participants may sometimes rightfully claim both raw and processed data as their own as long as this does not breach the privacy or safety of the research participants. Decisions about protection and sharing differ depending on the particular professional and ethical standards upheld at that moment in the evolving relationship between researcher, research participants, and audience. How to deal with data during fieldwork is project specific and is described and argued in the DMP in so far as this can be predicted before the completion of research.

Depositing data after research:

For reasons of verification, publication and possible reuse, researchers can process data by anonymization and/or making a selection of data that can be stored or made public after completion of the research. The DMP anticipates on the reasons for specific forms of storage in so far as that is possible before completing the research. Anthropological research is often hard to divide into clearly delineated projects with a start date and an end date. Instead, anthropologists tend to build their knowledge of a subject or a group of people continuously over decades or over a whole career. As such data are usually stored and maintained long-term. The DMP should specify what kind of data will be stored, for how long it will be stored, where it will be stored, and for what purposes (e.g. continued research reporting, re-use in future research). The researcher should ensure that these storage intentions are known to the research participants. Both the storage and the sharing of data should comply with the GDPR regulations (= no sharing of personal information without consent, the researcher has weighed the relative right to privacy of the research participants carefully against the public interest served by the research and has ensured that raw and processed data are stored in safe, or the safest possible, locations).

Anthropological research is often of great archival value and researchers should consider whether their data can be safely archived after the end of a research project, upon retirement or after the researcher's death. Not all data will be safe for public archiving, but the public interest potentially served by making ethnographic archives (partially) available at the end of a research project or researcher's career should be

considered prior to the destruction of research data. Where such archival plans differ from those originally included in the DMP, an amended DMP should be submitted.

Data storage where and how?

Digital data have to be stored sustainably and safely either on encrypted or password protected hard-drive and devices and/or in a Trusted Digital Repository with a DSA (Data Seal of Approval). Data Networking and Archiving Services (DANS) is considered a trusted party for Data Storage as are Leiden University virtual research networks and storage facilities. Non-digital data (notebooks, paper files) are stored behind lock and key when not in use. Researchers will take care not to leave devices or notebooks unattended when in use.

Data Management Plan (DMP):

For the DMP CADS uses an amended version of the LU-format (in appendix).

Who is responsible:

Every researcher is primarily responsible for the Data Management of his/her own research project and for the implementation of the activities described in the DMP. A DMP should be part of the research design and the researcher should evaluate and adjust it on a regular basis (how does the backup protocol work? Has the amount of data changed? Are new formats being used? Are new precautions necessary given the nature of the data being gathered?). The DMP should be viewed as a living document and the researcher should feel free to amend it and re-submit it at any time as the research progresses. If the researcher's data management practices change during research, as they usually do in anthropology, the researcher can simply amend the DMP and re-submit.

In projects, the project coordinator is responsible and may appoint one of the researchers or eventually a member of the supporting staff as data manager for the project.

A university or faculty data steward can help with advice and support by the implementation of data management at the institutional level.

Cloud services:

CADS researchers shall be careful in using cloud services for data storage. Generally only services that are approved by the university for this purpose should be used.

The department of Cultural Anthropology and Development Sociology states that:

Respecting in principle

- ☐ The general regulations of Leiden University on Research Data Management (RDM), version April 19, 2016

Considering the following basic principles of the profession

- The recording of anthropological/ethnographic data, whether in written, oral or visual form, is a dynamic process of collaboration to which research participants have given and continue to give their consent during fieldwork (this does not imply their agreement with findings), including conditions pertaining to analysis and publication

- The changing relationships of confidentiality and mutual trust established during this research process are of utmost importance in providing, collecting and processing research data

- Researchers should continue to treat data as collaborative for as long as they work with this material, acknowledging that these data – in variable gradations – may be co-owned by researchers and the researched

- Individual researchers have the duty to subordinate the sharing of data with third parties (including other scientists, also in cases of investigating fraud) to the recognition of the collaborative nature of data

In line with

8. the internationally accepted and leading statement of the American Anthropological Association on Ethics http://www.aaanet.org/profdev/ethics

9. articles 2, 16 and 17 of the Research Data Management Regulations of Leiden University

With the consent of the Faculty Board of Social Sciences, has decided to adjust the Regulations by
10. establishing a circumscribed approach in making research data findable, accessible, comprehensible, reusable and stored

11. adding the following clauses to Data management plans 's of research proposals:
    a. following the Harvard policy on intellectual property[1], this supplement "protects the traditional rights of scholars with respect to the products of their intellectual endeavors". In particular the data gathered in an anthropological/ethnographic setting (footage, audio-recordings, photographs, drawings, fieldnotes, etc.) are the intellectual property of individual researchers as they are the outcome of the intellectual work of the researcher.
    b. the data gathered are held in trust by individual researchers to protect the interests of people studied or be returned to them, unless otherwise stipulated;
    c. the data are stored and preserved by individual researchers until they stop reporting on this particular research, at which point the data should be returned to people studied or destroyed, unless otherwise stipulated;
    d. **third parties do not have the right to demand access to unprocessed ethnographic research data except in the strictest confidentiality, unless otherwise stipulated.**

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[1] http://otd.harvard.edu/faculty-inventors/resources/policies-and-procedures/statement-of-policy-in-regard-to-intellectual-property/

Format Leiden University Data Management Plan[i]

The Research Data Management Regulations Leiden University requires researchers to write a data management plan at the start of a long-term research project[ii]. Please contact the Centre for Digital Scholarship at the University Libraries Leiden if you need help: datamanagement@library.leidenuniv.nl

Name and contact details	
Name of project and group	*Insert project name if there is one, otherwise write "none".*
Description of your research	*This can be short and focussed on content, elaborate below on methods and types of data etc.*
Project duration	*Select dates that make sense for your project (this can be long-term if that is the case in your research)*
Names of people and their responsibilities for data management	*Your name here – generally the one who collects the data is the main person responsible. If you work on a project with a PI who shares responsibility say so here and elaborate below.*
Funding body(ies)	*Insert if applicable, otherwise write "none"*
Grant number	*Insert if applicable*
Partner organisations	*Insert if applicable, otherwise write "none". This refers to formal collaborations with organizations, If there are specific individuals with whom you share your data, this can be described below.*

About this Data Management Plan

Date written	-
Date last update	-
Version	*This will be version 1 for most of you*

Changes in this version of the Data Management Plan
Only applicable if this is an amended DMP. If this is your first DMP, leave this section blank

Component	Progress / Execution *Please describe briefly what progress you have made, any questions or issues you have encountered and want to discuss, etc.*
1. Data collection	*………*
2. Data storage and back-up	*………*
3. Data documentation	*………*

4. Data access, sharing and reuse	………
5. Data preservation and archiving	………

	1. Data collection
	Describing the data you will be creating/collecting
1.1	**Will the project use existing or third party data ?** ☐ No ☐ Own / group previous research ☐ Academic collaborators ☐ Commercial collaborators ☐ Publicly available database / archive ☐ Specialist commercial data provider ☐ Other (please specify) *Describe briefly provenance, type and format of this data. Are there any restrictions or requirements for use of third party data such as licensing conditions?*
	Name the specific datasets and who collected the data here. Choose one of the options above. Think of government databases, or the datasets (not summary reports) of large scale scholarly, corporate or government surveys.
1.2	**What type()s of data will you collect or create, in what file format(s)?**[iii] *Note that not all formats are long-lived. For sustainable access you best use the formats recommended by data archives, see for examples:* *http://researchdata.4tu.nl/fileadmin/editor_upload/File_formats/Digital_Preservation_Support_levels.pdf or http://www.dans.knaw.nl/en/deposit/information-about-depositing-data/DANSpreferredformatsUK.pdf*
	This is essentially two questions in one. Possible answers: *1. Documents (e.g. word, odt, rtf, pdf)* *2. field notebooks/diaries/observations (paper and/or word/odt/rtf, also possibly jpeg or pdf)* *3. Interview guides (word/odt/rtf/pdf)* *4. transcripts (word/odt/rtf/pdf)* *5. Excel files (xls)* *6. audio-recordings (mp3 is best)* *7. photographs (jpeg, or whichever format you use)* *8. video-recordings of public events (Pro Res, or whichever format you use)* *9. Collections of objects, flyers, paperwork, etc.* *10. field notebooks, diaries,* *11. other types of database files.*
1.3	**How will you collect and/or create your data?** *Please describe briefly. Name any relevant protocols and/or standard in your area of expertise.*
	Possible answers: *The main methods, and the standard in anthropology, are participant-observation (hand written and typed notes) and interviews (informal, formal, audio-recorded?) in ongoing conversation with, and observation of, the research subjects during naturally occurring behaviour.* *Surveys* *Digital data from online platforms that are public (no password required to access) or* *Digital data from platforms are private (e.g WhatsApp, messenger, private FB accounts, etc).* *Public records (e.g. court records, archival materials, etc).* *Photographs* *Videorecordings* *Collecting documents/objects*

	etc.
1.4	**What tools, instruments, equipment, hardware or software will you use to capture, produce, collect or create the data?**
	Please give the names of the tools and state if they are already available. If not, state how you intend to acquire them. If applicable, describe whether you use a paper or electronic labjournal.
	<mark>Possible answers:</mark> <mark>Data recording: notebooks, pens, pencils, paper, tablets, laptops, smart phones, (video)cameras, audio-recorders, desktop computers, questionnaires, etc.</mark> <mark>Data storage: for paper documents need to be kept behind lock and key when not in use; electronic files can be stored on encrypted external hard drives (also kept behind lock and key when not in use), password protected devices, or university approved virtual research network or storage system such as DANS, Virtual Research Environment, J-schijf, P-schijf.</mark> <mark>Data Analysis: IBM SPSS, Nuivo, AtlasTI, etc.</mark>
1.5	**What is the estimated size of the data?**
	Please describe briefly. Stages to be adopted if relevant.
	<mark>This section is mainly of importance to Visual materials which are large (or for the storage of large data sets if you have these). You can either just say that the size of all your data is negligible or insert estimated sizes for each type of data below. The point of this section is just to ensure that you have enough storage available for the data you intend to gather. This will not be so important for many of you.</mark>

Data stage	Specification of type of research data	Software choice and file format	Data size now	Data size when project is finished
Raw data				
Processed data				
Results				
Other…				

2. Data storage and security
Ensuring that all research data are stored securely and backed up or copied regularly during your research

2.1	**Where will you store your data?**
	Please describe how safe storage is guaranteed. Specify your method if your data is collected and / or transported in different locations / countries.
	☐On university departmental network storage (J:) ☐On university personal network storage (P:) ☐In a Virtual Research Environment (Sharepoint) ☐Physical storage (e.g. USB, external hard drive) ☐Cloud service (e.g. SURFdrive) ☐ Other, namely: laptop, external hard drive and audio recorder for digital data. 'Hard copy data' sits in a closet in my office.

		Select any of the above options. This list is quite exhaustive. There are few other options still permissible for data storage under GDPR. Hard drives and laptops/devices should be encrypted and/or password protected and kept behind lock and key when not in use. Paper files should be stored "behind lock and key" when not in use.
		Options from transport between countries can be: in person through luggage, sending encrypted hard drives (possibly as backup) by post to your office.
2.2	**Will your data be backed up?**	
	Please specify briefly for each storage device frequency, location of backups and who is responsible.	
	Describe how you can restore your data in the event of data loss and who is responsible.	
	Usually you, the researcher, are responsible for back ups. If you are working on a larger project it is possible that the PI or project assistant is responsible. The J and P schijf are backed up automatically by the university (ISSC) every night. If you store your data on devices or external drives, then describe here how often and in what way you will make a back up: for example, you may get a second hard-drive which is used only as back up and which you sync every week. While you are in the field you may send such a hard drive to the office from time to time to ensure safe keeping. If you make use of virtual research networks or university approved digital storage services you can sync your data regularly from the field. Paper files may be photocopied and stored in two separate locations. Maybe paper files are digitalized (pictures taken or scanned) and stored on an encrypted drive. There are lots of possibilities here.	
2.3	**Are there any commercialisation, ethical or confidentiality restrictions about handling your data?**	
	Please specify briefly.	
	☐Contractual obligations	
	X Requirements by law : protection of personal data (e.g. privacy law) : specify in 4.1	
	☐Requirements by law : copyright, intellectual property : specify in 4.1	
	X Ethical restrictions (e.g. ethical review) : specify in 4.1	
	☐Commercial considerations (e.g. patentability)	
	☐Formal security standards	
	☐No requirements	
	☐Other, namely: ………	
	The answer for everyone here is (at least) "Requirement by law: protection of personal data" and "Ethical restrictions" (I've already filled it out for you). You may have more restrictions in your case. Brief specification can be "This research is subject to GDPR privacy legislation" and adheres to current anthropological codes of ethics." You can expand below under 4.1. The applicable laws will be both local laws in the country of field work and European and Dutch laws.	
2.4	**How will access to the data be managed during the project?**	
	Please specify for each storage device, from different locations / countries.	
	Our default policy is the following: For the duration of project only the researcher (or research team) will have direct access to the raw data. If the research team plans to share data this should be clearly communicated to the research participants. Anyone outside of the research team (including assistants) who is granted access to the raw data will be asked to sign a non-disclosure agreement. Only the researcher who gathered the data will be empowered to decide who can be granted access to which research materials, and in which formats, and will do so in accordance with the current legislation valid at the time of the research and/or research reporting.	
2.5	**What are the main risks to data security?**	
	Please list risks, e.g. accidental deletion, falling into the wrong hands.	

	Please describe what would happen if the data get lost or become unusable.
	The main risks are, as above, 1. accidental deletion and 2. data falling into the wrong hands. You can add other risks if relevant. *1. Under accidental deletion it is perhaps worth explaining that ethnographic research is not based on the logic of complete data sets (all data is a piece of a story and we never have all the pieces). Some minor data loss, while very unfortunate, therefore, poses no risk to the completion or success of the overall study.* *2. Data falling into the wrong hands is a concern. Explain briefly how this is the case for your research specifically, how serious the consequences of such a breach would be (these may be quite limited for research that is not highly sensitive) and then how you will try to prevent this. E.g. Researchers will use the utmost care to ensure that the raw data remains inaccessible (encrypted on external hard drives stored behind lock and key). The computers to which the hard drives will be connected when data is being accessed by the researchers will be supplied with the latest operating systems and software (patching) as well as anti-virus software so that they are less vulnerable to malware. Expand below under the next point.*
2.6	**What measures do you take to comply with the security requirements and to mitigate the risks?** *Describe how you can restore your data in the event of data loss and who is responsible.* *If applicable, please describe procedures to ensure personal data are handled confidentially and who is responsible.*
	X Access restrictions ☐Encryptions ☐Data processing ☐De-identification / Anonymisation ☐Regular back-ups ☐Master copy stored on university network storage ☐Master copy stored elsewhere ☐Other, namely: …
	For all of us, there will be some form of access restriction (I've already chosen that option for you), select additional measures you will take above and describe here briefly. The researcher is always the main person responsible ensuring that data is handled confidentially. If there are others (e.g. research team members), include them here. Describe here (again) how you make and store your back-ups and state again that paper files will be kept behind lock and key. If you anonymise your data, state so here and describe briefly how you do this. If you plan to make use of DANS, state which access level you will be using, e.g. "restricted access: request permission" which means that no one can access the data without the permission of the researcher.
2.7	**How do you differentiate between raw and processed data?** *Please explain briefly why you (do not) differentiate.*
	☐I will not differentiate ☐I will create a new file for processed data ☐I will create a new file for processed data and I will lock raw data ☐Other, namely: 'raw' data is typically not digitalized, so it exists in the form of field notes in a hard copy notebook.
	*The distinction between raw and processed data is of utmost importance in anthropological/ethnographic research. The **DATA MANAGEMENT POLICY Department Cultural***

	Anthropology Development Sociology (CADS) *explains how this distinction will be made: "For the purposes of ethnographic research, however, it is essential to distinguish between "raw" data and data processed for audience consumption: the first category (which includes primary data such as field notebooks) contains personalized data and cultural properties that are never anonomysed and can therefore not be openly accessed. Providing access to personalized, and possibly sensitive, "raw" data could harm the people studied (see American Anthropological Association Code of Ethics http://www.aaanet.org/profdev/ethics). The distinction between "raw" and "processed" data differs, depending on whether the audience in question is interested in mere verification, publication or reuse. The making of that distinction, and therefore the providing access to the data concerned, is the ethical responsibility of the researcher."* *Several of the above options can be selected at once (for example either option 2 or 3 AND option 4).* *Add, as applicable: Data will be transferred to a new file (or made into an electronic file if previously hand written) for the benefit of data analysis and/or publication.*
2.8	**Is there any non-digital data or outputs that the project will generate? Where will these outputs be stored?** *Please specify briefly **and describe who is responsible for storage of these outputs***.
	Yes (for all of us I assume). Possibilities: hand-written notes, hard-copies of documents gathered (e.g. flyers, posters, newsletters, newspapers articles), material objects, etc. Any of these documents that contain sensitive data or personal data and which are not made for public circulation must be stored "behind lock and key". If you know where, you can specify, e.g. first, at the field site (during fieldwork) and later in the researcher's office or the researcher's home. The researchers who gathered the data is responsible for safeguarding the data.
2.9	***Do you expect to have any supplementary costs for storage not covered by the project budget?*** *Please specify*
	Most of us will not have "project budgets", but luckily also not very expensive storage needs. However, this depends on whether you will be using network storage, for how long you will use it, and how much space you need. For example, in both DANS and on the J/P-schijf each researcher gets 50GB of free storage (as of last check), but more space costs money. Discuss this with Ilse beforehand if you plan to store large amounts of data in DANS or on the J/P-schijven.

3. Data documentation	
Documenting your data to help future users to understand and reuse it	

3.1	**How will files be named?** *Please describe briefly.*
	This can be done however you see fit.
3.2	**How will folders be named and structured?** *You are invited to draw a folder structure and describe it briefly.*
	This can be done however you see fit.
3.3	**How do you handle version control to maintain all changes that are made to the data?** *Please explain your choice briefly. Remember to also document any deletion of data, if applicable.*

	☐No version control (e.g. original files are overwritten) ☐Version control software, namely: … ☐Data/version number in filename/folder ☐'Track changes' feature in software ☐By saving the script with which I process my data ☐ Other, namely: the first version of research material I have produced myself (e.g. field note) is usually hard copy (notebook) or audio file. The second version is then a digital document (MS Word). Further analysis is done by hand (hard copy, print-outs) and by using computer assisted qualitative data analysis (Atlas.TI), which does not change the original data.
	==*I suspect this will be N/A for most of us, but of course, if you have a system for version control describe it here. Again, this can be done however you see fit.*==
3.4	**What metadata standard will be used, if any?**[iv] *Please explain why you use this standard (most used in my discipline, required by the data archive where I will deposit my data). Please outline how the metadata will be created (read me file, spreadsheet, in the data). If no standard exist, please specify which metadata is needed to understand the data.*
	☐No metadata standard is used ☐Generic metadata standard (e.g. Dublin Core) ☐Standard automatic Windows metadata (e.g. from Word, Excel) ☐Specialised metadata standard, namely: … ☐Other metadata standard, namely: …
	==*This is also possibly N/A, but of course, if you are applying a metadata standard, describe it here. Any standard is fine since anthropology as a discipline has no standard. For video or for file sharing, having such a system might be very useful.*== ==*Some of you use Generic metadata standard, readme files.*==
3.5	**What supporting information / documentation will you create to enhance understanding of the data ?** *Please describe briefly how peers should be able to understand the data. Examples are a readme.txt, lab journals, a codebook, survey questions etc. Is there a standard for documentation in your field? Describe at what moment in your research process you will add the documentation necessary to make sure the data is understandable for peers.*
	==*Mention here that there are no codebooks for de-anonymization or survey questions (except of course if you are working with code books and gathering survey data).*== ==*Site the DMP again here" As the **DATA MANAGEMENT POLICY Department Cultural Anthropology Development Sociology (CADS)** explains, "Interpretability: anthropological data are not stored in excel sheets or databases, but in the form of lengthy written texts that span multiple notebooks or digital files (e.g. word docs, photos, film, audio-recordings). These data require contextualization to be intelligible to other researchers because: a. they reflect a human relationship between researcher and research participants that shapes the context in which the data was gathered; b. each notebook, or text, cannot be easily understood without triangulation across multiple notebooks/devices/personal archives which cannot all be made available due to the risk of breach of privacy (lack of anonymity), and c. without deep knowledge of the research context and the specific research participants the data cannot be accurately assessed."*== ==*If you plan to create a type of "contextualizing document" that can accompany processed, sharable, data to make this data available and understandable to others, or to process the data in such a way*==

	that it is easily decipherable describe this here.

4. Data access, sharing and reuse
Managing access and security, sharing your data

4.1	**Are there any restrictions placed on sharing / reuse of some / all of your data?**
	Please account for not sharing your data. Reasons may be ethical, commercial, security-related, protection of personal data rules, intellectual property, copyright,
	Yes, there are considerable ethical concerns. Although processed data will be widely shared, raw data will be handled carefully. As described in the **DATA MANAGEMENT POLICY Department Cultural Anthropology Development Sociology (CADS),** *"the data gathered in an anthropological/ethnographic setting are held in trust by the researcher to protect the interests of people studied or be returned to them (if possible), unless otherwise stipulated" and "In the process of anthropological/ethnographic research specifically, social relationships with research participants are usually dynamic, qualitative and personal and require constant revision of the standards of research participants' privacy and cultural property. Researchers are responsible for protecting the research participants' interests, by keeping the data in a well-documented secluded setting unless they have been processed for third party consumption" and "During ethnographic fieldwork, extra measures to protect data may be necessary to protect data using encryption software and extra passwords on laptops and external hard discs."* *You can also mention co-ownership if it applies.* *Also mention any topic specific reasons (gathering of information on religious or political beliefs, sexuality, criminal behaviour, conflicts, etc).* *Further reasons for keeping raw data private might be conflicts of interest among the research participants themselves which could be harmed through sharing of raw data.*
4.2	**With whom will you share your data at which stage in your research? You can use the table below.**
	Please state any sharing requirements, e.g. funder data sharing policy. Please describe briefly how you will share your data: on request, pro-actively, etc.. Please specify how your data can be accessed.

Fill in as you see fit. Most likely for the first two rows (raw data) you will not share the data with anyone (or only with collaborators) and once the data is processed (rows 3-6) you will share a selection of the data with a larger audience. No need to promise to share all the data with everyone. In any case make it clear that when referring to sharing, you are referring only to "processed data" as described above, unless of course you plan to share all of your raw data – in which case an ethical justification should be made above and below.

	Would not share with anyone	Would share with my immediate collaborators	Would share with others in my research centre or at my institution	Would share with scientists in my field	Would share with scientists outside of my field	Would share with anyone
Immediately after the data has been						

	generated					
	After the data has been normalized and/or corrected for errors					
	After the data has been processed for analysis					
	After the data has been analysed					
	Immediately before publication					
	Immediately after the findings derived from this data have been published					

Based on: Interview worksheet, Jake Carlson, Purdue University Libraries / Distributed Data Curation Center

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4.3	**If intending to share any part of the data, do your participant consent procedures include information about intentions for sharing, retention of data and steps taken to protect participants privacy and confidentiality?**
	☐Not applicable. **X** Yes. *Please specify the relevant formula in the consent procedures.*
	While some anthropological research can and does use written informed consent, most often verbal forms of consent are used. Participants who have demonstrated continued consent (verbally and non-verbally) to participate in the research will be informed of the data storage and sharing plans. Remember also to get informed consent from your research participants for the possibility of future archiving of your data if you think the data has historical significance and if you do not plan to destroy your data after you are done working with it. See Appendix I: Approved Informed Consent Procedures in Anthropology.
4.4	**Who has authority to grant (additional) access to your data?** *Please describe briefly.*

	☐Only you
	☐A colleague from the project, namely: …
	☐Supervisor
	☐Funder
	☐Collaborator / research partner organisation
	☐Other, namely: …
	I suggest choosing only you, unless there is a specific reason to select otherwise (e.g. team projects). If you are working on a team project, devise an "Access Control List". For example:
	Access to data will be determined by the following access control list:
	Data work package 1: PI
	Data work package 2: PhD 1 / partner organization 1 (name person and affiliation)
	Data work package 3: PhD 2 / partner organization 2 (name person and affiliation)
	Data work package 4: PhD 3 / partner organization 3 (name person and affiliation)
	Data work package 5: Postdoc 1 / partner organization 4 (name person and affiliation)
	And so on...
	In the case where data is gathered together with someone else and fully shared, state whether both researchers need to consent for the further sharing of the data or wether one or the other has final say or, if decision-making power is divided, describe over which portions of the data each person has final say. It may also be the case that the PI on a project determines this for all work packages, or at least needs to be consulted, prior to sharing. I would suggest keeping the control as much as possible in your own hands.
4.5	**How will you manage copyright and Intellectual Property Rights issues?**
	Who owns the data? How will the data be licensed for reuse? Please describe briefly your choices and their consequences.
	This will depend on your specific circumstances. You can claim sole ownership (this is what the default claim is for our institute, see introduction above), co-ownership with (some of) the research participants (also included in our introduction above as an important factor), or leave ownership to Leiden University, or to the research funder – however you have previously arranged this.
4.6	**What is the audience for reuse?**
	Please list possible audiences and purposes. Consider who might use it now and who might use it later.
	*Potential audiences for the re-use of **data that the researcher has carefully selected and processed for sharing** are other scholars working in your field, relevant groups in the local context, non-profits, NGOs, specific government bodies, etc (as relevant to your research).*

5. Data preservation and archiving	
Preserving your data	
5.1	**Which criteria will you use to decide which data has to be archived?**
	Please briefly describe your choices.
	☐Type of data (raw, processed) and how easy it is to reproduce it
	☐Relevance of content for others
	☐Usability of format for others
	☐Data underlying publications
	☐Verification of research
	☐Available time
	☐Available money

	☐Other, namely: ethical requirements
	Selection of data for sharing and archiving should be made on the basis of 1. ethical commitments to research participants and 2. interpretability/usability of the data by outsiders. *1. This can include the question of whether or not the data can be anonymized and whether consent has been given for the re-use of non-anonymized or anonymized data. It can include the risk to participants based on the type of data gathered (controversial opinions, private information, criminal activity, information that could lead to discrimination, job loss, insecurity, etc.) as well as the societal benefits and opportunities that data sharing might bring to the research participants.* *2. The usability of the data by anyone other than the researcher who gathered it is not always self-evident in anthropological research. While some of our data maybe sharable other portions of the data will not be understandable to others without explanation by the researcher who gathered the data as described in the* **DATA MANAGEMENT POLICY Department Cultural Anthropology Development Sociology (CADS).**
5.2	**How long should your data be preserved? Are there any requirements regarding the disposal of data?** *State obligations you have by law, funder, university, etc. if any.* *Describe how you will dispose of the data, e.g. how you will get approval, what people and/or tools you need, etc.*
	Leiden University Regulation for Data Management requires that research data be kept for a minimum of ten years after the end of a research project. However, it is not uncommon in anthropological research for various research projects to build upon each other and the materials gathered may be incorporated into a future project. Additionally, ethnographic archives can be important historical records that should be safeguarded. *You can therefore choose to keep the data beyond this ten year window.* **However***, the research participants must consent to this (see Appendix I on consent procedures) and, wherever possible, the data must be "anonymized" (in the legal sense). If you want to store non-anonymized data (e.g. video or non-modulated audio-recordings) beyond the end of the research "project" then you have to explain how the data is relevant for a future research project or how the data is of historical relevance and describe your plan for archival in the public interest.* *You can do this when you submit your DMP for the next research project (assuming you are working in the frame of "projects"). In that case state here now, "audio or video recordings that are not anonymised will be deleted at the end of the research period, unless there is a follow-up research project foreseen for which these audio-recordings might prove relevant or unless it is determined that the resulting ethnographic archive is of historical significance, in which case a suitable archive will be sought." In the case of data retention beyond the life of the research project, a new DMP should be submitted to describe the archiving plans/new research project.* *Add, of course, any further obligations you may have from funders, partner organizations etc. When disposing of data, state that you will get a professional to clear hard drives, etc (I hope the university will soon have someone for this).* *The* **DATA MANAGEMENT POLICY Department Cultural Anthropology Development Sociology (CADS)** *suggests that data may be destroyed, handed back to the research participants or archived*

	appropriately upon the retirement of the researcher from research reporting, but allows for each researcher to determine this for themselves and to outline this in the DMP for the research project. State whether you will be destroying, archiving, or handing over the data to others upon retirement and if so how/where you will archive the materials or how you will ensure the safety/privacy of the research participants if/when the data is handed over. Or if you do not yet know, state so, and say that you will submit an amendment to the DMP once this is decided.
5.3	**Which data repository is appropriate for archiving your data?**
	Please describe briefly. Does this archive have a 'data seal of approval' or another form of certification?
	☐Discipline specific (international) repository, namely … ☐4TU.Centre for Research Data ☐SurfSara ☐DANS Easy ☐Other (international) repository, namely : ☐ Other, namely: …
	Unless you already have a clear idea of this for your research, state that the question of data archiving will be determined once the exact nature of the data gathered is clear and the researcher has determined which portions of the data can be shared which not.
5.4	**Does the archive have specific requirements concerning file formats, metadata etc.**
	Provide relevant urls to the documentation on these requirements. Describe how you intend to meet those requirements, e.g. converting the file formats, providing supplementary documentation. Will there be extra costs to prepare your data for archiving? Please specify. See http://www.data-archive.ac.uk/media/247429/costingtool.pdf
	N/A, unless you have already chosen an archiving system/repository – then describe here the file formats.
5.5	**What costs (if any) will your selected repository charge? Who pays?**
	Please state the costs in euro's and the institution that pays for it.
	N/A, unless you have already chosen an archiving system/repository – then describe the costs here.
5.6	**Who is responsible for the data after the project ends?**
	Please state a position and the current person in that position.
	Probably, you are. I think in most cases the answer here is that you are responsible, though this responsibility may be shared with others in group project. This shared responsibility may mirror your Access Control List above, unless the specific agreement has been made that one researcher in the project (the PI or the main host institution) has this responsibility. If you are claiming ownership above (point 4.5), consider what will happen to your data after you die (especially how to ensure that data that may be of public interest is shared/archived or that highly sensitive data is kept safe). This last point is not a legal requirement for a DMP, but seems important to consider.

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i   This template is based on the 3TU data management plan, the University of Bath data management plan and the Data Management Checklist of the University of Western Sydney.

ii   ⬛ http://regulations.leiden.edu/research/research-data-management-regulations-leiden-university.html

iii   Data types can be : documents (text, MS Word), spreadsheets, field notebooks, diaries, questionnaires, transcripts, surveys, codebooks, audiotapes, videotapes, photographs, (transcribed) test responses, models, algorithms, measurements, simulations, observations, software source code, computational model output, etc. Think of the different stages (for instance : video recording, transcript, annotation, lists of typological features ....).

iv   See http://www.dcc.ac.uk/resources/metadata-standards or http://en.wikipedia.org/wiki/Metadata_standards or the relevant repository.