

Data Preservation and Sharing Plan

Please supply the following information about how the preservation and sharing of the research data¹ related to the project will be done. Provide the completed form as part of the submission of the ethic application to the HSRC Research Ethics Committee.

Note: For clarity about the required information, please refer to the footnotes provided.

1	Study / collection title		
2	Person who will be responsible for the data		
3	Preservation of data		
3.1 What will be deposited for preservation?			
Select one or more of the data types indicated below.		Give a short description of the contents of the data files.	Indicate the electronic file format, e.g. .sav
	Quantitative tabular data		
	GIS and CAD data		
	Qualitative data		
	Digital image data		
	Digital audio data		
	Digital video data		
	Other If other, please describe.		
3.2 Are there any specific requirements for the preservation of the data, i.e. administrative/biographical data to be stored separately with additional security measures, such as restrictive access or the encryption of the electronic files? If so, please explain what is required.			
3.3 Do you have an obligation from stakeholders (funders, clients) <u>other than</u> the HSRC's requirement that all data generated as part of HSRC projects should be preserved? If so, please provide details of the requirements and the agreements that will regulate this process.			
3.4 How will you record ² details about the data during the research process, i.e. data processing and analysis notes that contain explanations of new variables, calculations, missing value processing principles, known problems that limit the data's use, etc.?			

¹ A definition of data is provided in the definitions document (<http://intranet.hsrc.ac.za/index.php?module=pagesetter&func=viewpub&tid=132&pid=157>).

² Information about the data is usually recorded as a narrative that might include references to saved syntax files that are generated when working with the data in statistical software.

4 Data sharing and re-use³					
4.1 Please rate the data in terms of its re-use value ⁴ and explain your choice below.					
High		Medium		Low	
4.2 What are the foreseeable contemporary or future uses for the data?					
4.3 Who holds the copyright / intellectual property rights ⁵ of the data? Please provide details of the requirements and the agreements ⁶ that will regulate this (In the case of a signed contracts, provide the contract number(s)).					
4.4 Do you have an obligation to make the data available for secondary use <u>other than</u> the requirement to comply with the HSRC Data Sharing Policy?					
4.5 If micro data are to be shared, how will personal and/or sensitive data be handled to ensure confidentiality? Select one or more of the options below.					
Obtain consent to be shared.					
Data will be anonymised ⁷ . If selected, please describe how it will be done.					
Access to personal and sensitive data will be restricted. If selected, indicate the applicable target audience and provide details of the confidentiality agreements with parties.					
Other. If applicable, please describe.					
4.6 Describe the proposed data dissemination strategy below.					
4.6.1 Indicate the appropriate target audiences with whom data will be shared, e.g. the current project team only, a limited interest group within or external to the HSRC or open access.					
4.6.2 Explain why or why not the dissemination to the particular target audience will be done and provide an indication of which specific stakeholders, i.e. researchers, decision makers, etc. are likely to be interested in the data.					

³ Data sharing and re-use must be in accordance with the HSRC Data Sharing Policy which is available on the Intranet (<http://intranet.hsrc.ac.za/Page-150.phtml>)

⁴ Refer to the criteria to determine the re-use value of data provided in the definitions document.

⁵ Data should be shared in compliance with Section 3 of the HSRC Act 17 of 2008 according to the HSRC's Data Sharing Policy and the Intellectual Property Rights from Publicly Financed Research and Development Act, 2008 stipulates that the organisation doing the research **retains the Intellectual Property Rights (IPR)**. This question also refers to specific data sharing / access requirements from funders or clients where these organisations own the IPR or where the IPR is shared with the HSRC. In these cases attempts must be made to convince clients that the data be made available for secondary use, at least by HSRC researchers. Please engage with Legal Services in terms of challenges around IPR timeously **before contracts are signed**.

⁶ This information should be sourced directly from the contract signed by parties involved, e.g. funders and research partners and not be presumed. In the case where no such agreement was made or lack of clarity exists, it should be negotiated as a matter of urgency.

⁷ Anonymisation (de-identification) implies various methods whereby direct and indirect personal and institutional identifiers are removed or categorised in general terms, relationships between variables are removed or data summarised (aggregated) in order to ensure that individual respondents can't be identified.

4.7	Do you propose to disseminate the data through a vehicle ⁸ external to the HSRC and if so, explain where, why and what the particular requirements in this regard are? Also provide details of agreements that will regulate this process.
4.8	When do you expect to share the data? If possible, please refer to a month and year for each of the datasets.
4.9	Will data use be chargeable and if so, what is the proposed model for this?
5	Budget for data curation
5.1	Please note that research units no longer have to budget for the curation of data sets. Please ensure that sufficient time is budgeted for proper data management and preparation of data deposit documents for curation.
6	This Data Preservation and Sharing Plan was completed by
Name	
Date	

⁸ There are many data services/centers/consortia that provide data dissemination services, such as the International Social Survey Programme (ISSP), World Data Centre, among others.