First read the [instructions](https://arene.fi/wp-content/uploads/Raportit/2023/Aineistonhallintasuunnitelman%20ohjeet%28ONT%29_en.pdf?_t=1685077970).

**DATA MANAGEMENT PLAN**

How to create a data management plan:

* You can write your plan directly in this document. You can delete this introductory part from the completed plan.
* Read the instructions first (link). See the instructions for more information on each section.
* Draw up a plan from the perspective of your thesis. You must understand the contents of the plan and how it will guide your activities.
* Enter a description under each main section and subsection in your own words. You do not need to fill in every subsection separately if it is not justifiably related to your thesis.
* Be concise and concrete.
* Demonstrate that you are able to identify, anticipate and manage risks: personal data processing, research ethics, secure storage and sharing, access right agreements, etc.
* Always follow the instructions and requirements given by your institution and commissioner.

**DATA MANAGEMENT PLAN**

Planner(s):

Thesis title:

Thesis commissioner: (organisation/project/person, if any)

Plan preparation date:

1. General description of the data

1.1. Description of the data: Data and materials to be collected or that already exist and their properties

Briefly describe or create a table or list of data and materials you have collected and/or produced or that already exists, as well as their properties (type, file format, size, access rights, collection methods).

1.2. Ensuring the quality of the data

Briefly describe how you will ensure that the data and materials will not change inadvertently and that the original data content is preserved.

2. Ethical principles, legislation and the processing of personal data

2.1. Personal data and data protection considerations

Describe how you intend to process personal data by answering the following questions:

Does your data contain direct or indirect personal data: yes/no

Does your data contain sensitive personal data: yes/no

If your data contains sensitive personal data, you may be required to prepare a Data Protection Impact Assessment (DPIA). Is this necessary? Describe how you will conduct your impact assessment.

2.2. Main responsibility for the processing of personal data, i.e. controllership

If the thesis material contains personal data, you must specify a controller. Describe here who is the controller of the thesis material and on what grounds.

Are you creating your thesis alone? If yes, you are the controller, i.e. the principal person, or you may be subject to a joint controllership together with your higher education institution. Consult your higher education institution to determine the controller of the data.

Are you creating your thesis with a pair or in a group? If yes, you are the so-called joint controllers of the data, i.e. you are all jointly responsible for the processing of personal data.

Are you working on a thesis related to a higher education institution project, or are you in an employment relationship with a higher education institution? If yes, the controller is the higher education institution.

Are you creating your thesis for a company that has employed you or commissioned you for the work? If yes, the controller is the company.

2.3. Privacy policies and statements

Describe here what data protection-related documents and operating methods are needed in your thesis and how you will implement them. Check your institutions instructions and describe here how you will act. If your research requires a privacy policy/statement, consent form and/or research bulletin, append them to the data management plan.

If the thesis does not involve the collection of data or materials containing personal data, this section does not apply to your work. Please note, however, that you will often be required to separately ask your participants for their consent for participating in the research.

2.4. Research designs in theses requiring ethical review

Is an ethical review needed? (yes/no, justification and implementation).

2.5. May How will you manage the rights to the data and materials you use, produce and share?

Describe here how you will agree on the rights of the research data and materials collected, produced and (re)used in the thesis. Describe the rights-related transfer procedures that apply to your data.

3. Data documentation

3.1. Data documentation

Remember to maintain at least a personal record of the stages and variables involved in your data processing practices. Describe here how you will document your data.

3.2. Data order and integrity

If the data is to be preserved for further use, describe the locations and storage formats of its metadata.

4. Recording and information security during the thesis process

Describe here where the data will be stored and how it will be backed up during the thesis process.

How will you prevent any third parties from accessing the data?

5. After the completion of your thesis: destroying, preserving, or finding further use for and opening data

Describe how you will process your data and materials after you have completed your thesis. Explain whether you intend to destroy, preserve or share the data for possible further use and how you will implement it. Please note that sections 5.1, 5.2 and 5.3 of the instructions are primarily optional.

6. Duties and responsibilities

Briefly describe how the duties and responsibilities described in the previous answers have been divided: e.g. storage, backup, sharing data, storage/destruction after the work has been completed. Remember that sufficient time must be reserved for processing the data.

If you are creating the thesis for a commissioner, remember to also describe their possible role.