# Open University Scholarship of Teaching and Learning Data Management Plan

Use this template if you are collecting data as part of your scholarship project.

## Before you start

The Open University’s [Research Data Management policy](https://university.open.ac.uk/library-research-support/research-data-management/open-university-research-data-management-policy) explains both researcher and University responsibilities with regard to the management of research data and provides links to other relevant University policies.

## Project details

| Project details | Please insert accordingly |
| --- | --- |
| Project name | Please insert project name |
| Project lead(s) | Please insert project lead name(s) |
| Scholarship Centre | Please insert Scholarship Centre name |
| Date | Please insert date |
| Version | Please insert version number |

## 1 Data collection

What type of data will you collect or use? Please answer yes or no as applicable.

| Type of data | Yes/No (please delete as appropriate) |
| --- | --- |
| Anonymised survey results | Yes/No |
| Anonymised interview transcripts | Yes/No |
| Anonymised focus group transcripts | Yes/No |
| Anonymised data from student records | Yes/No |
| Other | Please answer as applicable |

## 2. Storage and backup

How will the data be stored and backed up during the research? (Please see [guidance on data storage](https://university.open.ac.uk/library-research-support/research-data-management/storing-data)). Please answer yes or no as applicable.

| Type of storage/backup | Yes/No (please delete as appropriate) |
| --- | --- |
| OneDrive | Yes/No |
| Teams | Yes/No |
| SharePoint | Yes/No |
| Other | Please answer as applicable |

### Awareness of the OU’s Information Security policies

I **confirm/do not confirm** (please delete as appropriate) that I am **aware** of the OU’s [Information Security Policies](https://openuniv.sharepoint.com/sites/intranet-cio-portfolio/Pages/information-security-policies.aspx) and the need to classify my data according to the [Information Classification Policy](https://openuniv.sharepoint.com/sites/intranet-cio-portfolio/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fintranet%2Dcio%2Dportfolio%2FShared%20Documents%2FInfoSec%2FInformation%20Classification%20Policy%2Epdf&parent=%2Fsites%2Fintranet%2Dcio%2Dportfolio%2FShared%20Documents%2FInfoSec).

## 3. Data sharing and preservation

You are required to archive your data on the Scholarship Exchange and wherever ethical, legal, commercial, and resourcing constraints allow, the data should also be shared, either internally or externally, in alignment with the access policy for the final project report.

**Please confirm which one of the four options below applies by answering yes or no or providing information requested below:**

### Option one

I **intend** to share my data **internally only**, on the Scholarship Exchange (i.e. data will only be available to logged in Open University users of the Scholarship Exchange). **Yes/No**

### Option two

I **intend** to share my data **publicly** on the Scholarship Exchange. **Yes/No**

### Option three

I **do not intend** to share my data on the Scholarship Exchange, but will upload it under permanent embargo for preservation purposes.

**Please provide justification below:**

Please provide justification here.

### Option four

I **do not intend** to retain the data from my scholarship project. All data will be deleted at the end of the project.

**Please provide justification below:**

Please provide justification here.

Have you considered consent for data preservation and sharing? Your consent forms should include discrete, explicit options for participants to opt in or out of your plans for data preservation and sharing. Please see the “Templates” section of the [Human Research Ethics Committee website](https://research.open.ac.uk/environment/ethics/human/review-process) for relevant templates.

Please insert all relevant text from your consent form and information sheet below.

Please provide any relevant text here.

## Note

If you are collecting or using any data owned by an organisation external to The Open University, please ensure that you have permission before archiving or sharing this on the Scholarship Exchange. For further guidance contact the Library Research Support team.

Once this plan is complete, please [send to the Library Research Support team](mailto:library-research-support@open.ac.uk). Once approved, the final plan will be uploaded to the Scholarship Exchange