
Plan Overview

A Data Management Plan created using DMPonline

Title: Pet ownership among young people: associations with mental health, self-harm and other risk behaviours

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Project abstract:

The proposed research will adopt a mixed-methods approach over two phases to develop an in-depth understanding of the relationships young people with mental health problems have with their pets and how these relationships impact the management of mental health conditions and self-harming behaviour. The study will also explore how such knowledge could be leveraged to co-produce user-focussed mental health interventions to support the mental health and wellbeing of young people both with and without mental health problems.

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Pet ownership among young people: associations with mental health, self-harm and other risk behaviours

Manchester Data Management Outline

1. Will this project be reviewed by any of the following bodies (please select all that apply)?

- Ethics
- Funder

2. Is The University of Manchester collaborating with other institutions on this project?

- No - only institution involved

3. What data will you use in this project (please select all that apply)?

- Acquire new data

Quantitative data collection

- *Phase 1* - online survey
 - New data will be generated during this phase of the project based on responses to an online survey that will detail the rates of pet ownership and pet attachment among young people with mental health problems. How ownership and attachment relate specifically to mental health, self-harming behaviours, and suicidal thoughts will be examined through the new data. Data will mostly be quantitative.

Qualitative data collection

- *Phase 2* - individual interviews
 - New data will be generated during this phase of the project based on a recorded online interview (Zoom) about the relationships young people with mental health problems have with their pets, as well as how these pets contribute to the management of mental health and urges to self-harm, the potential for pet relationships will be leveraged leveraged to develop mental health interventions. Participants will also be asked to complete an ego net diagram which reflects their support network.

A third party university approved transcription service (Associated Verbatim Reporters) will be utilised to produce a transcript at the end of each interview. Following receipt of the transcript from AVR, the principal investigator (EV) will check all final transcripts for accuracy.

4. Where will the data be stored and backed-up during the project lifetime?

- P Drive (postgraduate researchers and students only)

Data will be downloaded and stored on the University of Manchester P-drive.

Online survey responses will be held securely by the host site (Qualtrics) until response collection ceases. Once responses are no longer being collected, all responses will be downloaded and stored on the researcher's University of Manchester P-drive. The original responses being held on Qualtrics will be destroyed in-line with University guidelines once responses are saved on the P-drive.

Audio recordings and transcripts (via Zoom) will be downloaded onto the PI's encrypted personal computer (issued by UoM) and transferred to the University of Manchester P-drive immediately. Following the transfer to P-drive, recordings will be checked once (i.e. listened through for the full duration one time) by the PI (Emily Vicary) before being deleted from the researcher's computer. Audio recordings will be deleted from the P-drive once AVR have sent the PI the final transcript and the PI (EV) has checked for accuracy once. All signed consent forms, edited/checked transcriptions, participant-submitted ego net diagrams will also be saved on the University P-drive.

Data will only be shared with member of the research team who work for University of Manchester (Helen Brooks, Dharmi Kapadia). Sharing data will only be done where absolutely necessary. A password-protected folder (containing password-protected files) shared folder on P-drive will be used where sharing is necessary.

Consent forms will be stored on P-drive in a password protected folder and shared with Helen Brooks. After 5 years, HB will destroy the consent forms in line with University guidance.

Should any physical copies of transcripts be printed (i.e. for analysis purposes), they will be stored in a locked cabinet, in the researcher's locked PGR office in the Jean McFarlane building. When the research is complete, physical copies will be destroyed as part of confidential waste.

5. If you will be using Research Data Storage, how much storage will you require?

- Not applicable

6. Are you going to be receiving data from, or sharing data with an external third party?

- Yes

Only where necessary, data will be shared with an external third parties.

Among the research team, data will NOT be shared with Anne Rogers (external researcher) as she will mainly assisting with the write up of results and reviewing final manuscripts. She does not need to access the primary data to carry out this role.

A university approved transcription service (Associated Verbatim Reporters) will require access to Zoom audio recordings of the interviews. Audio files will be password protected and uploaded to Egress to AVR for transcription.

7. How long do you intend to keep your data for after the end of your project (in years)?

- 5 - 10 years

Guidance for questions 8 to 13

Highly restricted information defined in the [Information security classification, ownership and secure information handling SOP](#) is information that requires enhanced security as unauthorised disclosure could cause significant harm to individuals or to the University and its ambitions in respect of its purpose, vision and values. This could be: information that is subject to export controls; valuable intellectual property; security sensitive material or research in key industrial fields at particular risk of being targeted by foreign states. See more [examples of highly restricted information](#).

If you are using 'Very Sensitive' information as defined by the [Information Security Classification, Ownerships and Secure Information Handling SOP](#), please consult the [Information Governance Office](#) for guidance.

Personal information, also known as personal data, relates to identifiable living individuals. Personal data is classed as special category personal data if it includes any of the following types of information about an identifiable living individual: racial or ethnic origin; political opinions; religious or similar philosophical beliefs; trade union membership; genetic data; biometric data; health data; sexual life; sexual orientation.

Please note that in line with [data protection law](#) (the UK General Data Protection Regulation and Data Protection Act 2018), personal information should only be stored in an identifiable form for as long as is necessary for the project; it should be pseudonymised (partially de-identified) and/or anonymised (completely de-identified) as soon as practically possible. You must obtain the appropriate [ethical approval](#) in order to use identifiable personal data.

8. What type of information will you be processing (please select all that apply)?

- Personal information, including signed consent forms
- Pseudonymised personal data
- Anonymised personal data
- Audio and/or video recordings

Participants will be asked to read and sign the participant consent form (*Phase 1* will be implied tick-box consent form, *Phase 2* will be electronic informed consent form). All consent forms will be stored electronically on the University's secure P-drive within a password-protected folder and document.

All identifiable information will be removed from transcripts and network diagrams.

Individual interviews will be audio recorded **only** via Zoom and will be end-to-end encrypted.

9. How do you plan to store, protect and ensure confidentiality of any highly restricted data or personal data (please select all that apply)?

- Store data in buildings, rooms or filing cabinets with controlled access
- Store data in encrypted files, folders, computers or devices
- Where needed, follow University of Manchester guidelines for disposing of personal data
- Anonymise data
- Store data on University of Manchester approved and securely backed up servers or computers

- Name
- Contact details
- Zoom recordings - audio
- Transcriptions
- Participant consent forms - signed
- Participant ego net diagrams

All data will be stored securely on the University P-drive.

Phase 1 of the current study will be hosted on Qualtrics. Responses to the survey will be anonymised using the host site's Anonymous Responses and Anonymous Links features. A dedicated Excel document will be kept to allow the researcher to link the Qualtrics-assigned response number to the contact details and consent form. This will be password protected and stored in a separate data folder only accessible by the principal researcher (and research team, if necessary).

Phase 2 sees the use of online, 1:1 interviews. All interviews will be recorded using Zoom's recording feature. Audio recordings will be stored on P-drive, with each file being password protected. Password protected audio files will be uploaded to Egress to enable AVR (University approved transcription service) in transcribing. Upon receipt of the transcript, this will also be stored on the P-drive. Following qualitative data collection, any personal or identifiable information will be removed or concealed in the transcript. While they are stored in the P-drive, all collected data will be protected by a password and only accessible by the principal researcher. This will be shared with the internal research team (Helen Brooks, Dharmi Kapadia) where necessary.

Should physical copies of transcripts be used, they will be stored in a locked cabinet, in the researcher's locked PGR office in the Jean McFarlane building. These will only be accessible by the principal researcher. Identifiable information will be removed or concealed from transcripts before printing.

To protect the confidentiality of participants during data collection, the following additional steps will be taken. Names identified in ego net diagrams produced in *Phase 2* will be altered or substituted with a generic name (i.e. "Sally" could be substituted with "friend"). In addition to the names of people, pets, names of places and other potentially identifiable information will be removed too.

10. If you are storing personal information (including contact details) will you need to keep it beyond the end of the project?

- No

At the study's end (anticipated 12 month window), contact databases will be destroyed in line with the University's confidential waste procedures. Consent forms will be stored for 5 years, inline with University of Manchester's guidelines. HB will have access to a password protected shared folder which contains consent forms, she will destroy these in line with University guidance after 5 years.

11. Will the participants' information (personal and/or sensitive) be shared with or accessed by anyone outside of the University of Manchester?

- Not applicable

12. If you will be sharing personal information outside of the University of Manchester will the individual or organisation you are sharing with be outside the EEA?

- Not applicable

13. Are you planning to use the personal information for future purposes such as research?

- No

14. Will this project use innovative technologies to collect or process data?

- No

15. Who will act as the data custodian for this study, and so be responsible for the information involved?

Helen Brooks

16. Please provide the date on which this plan was last reviewed (dd/mm/yyyy).

2024-03-07

Project details

What is the purpose of your research project?

An individual's age is often considered to be the biggest risk factor for starting and continuing to self-harm, with rates of the behaviour being much higher among young people (NICE, 2002). McManus et al. (2019) demonstrated how in young people (16-24 years), the prevalence of self-harm tripled over the course of 4 years, with 1 in 5 young females self-harming on a regular basis. Receiving adequate social support from personal support networks is a recognised protective factor for young people's mental health across the developmental period. Personal support networks are defined as the 'set of active and significant ties that are most important to people' (Vassilev et al., 2014). Recent evidence demonstrates the pivotal role pets play in the management of chronic physical (Brooks et al., 2012) and mental health conditions (Brooks et al., 2018) amongst adult populations but research amongst young people in this regard is distinctly lacking. A notable exception is Khalid et al.'s (2021) study which demonstrated the importance of pets in maintaining a sense of well-being amongst undergraduate students, highlighting the potential importance of pets to young people. Hawkins et al. (2021) found that pets increased hedonic tone, prevented suicide attempts and reduced self-harm urges but only 4% of the sample were aged 18-24, limiting the application of these results to young people. The proposed study aims to address this gap in knowledge by developing an in-depth understanding of the relationships young people have with their pets and how these relationships impact the management of mental health conditions and self-harming behaviour.

The aim of this project is to:

1. Explore the rates of pet ownership* and pet attachment amongst young people with mental health problems who self-harm and examine pet ownership associations with mental health, quality of life and self-efficacy (*Phase 1*)
2. Develop an in-depth understanding of the relationships young people have with their pets and how these relationships contribute to:
 1. The management of diagnosed mental health conditions (*Phase 2*)
 2. Self-harm and other risk behaviours (*Phase 2*)
3. Develop an in-depth understanding of the mechanisms through which pets are perceived to contribute to the management of mental health and self-harm in young people, and identify priorities for future mental health AAI interventions (*Phase 2*).

**Defined as living with a companion animal*

What policies and guidelines on data management, data sharing, and data security are relevant to your research project?

The following policies and guidelines on data management, data sharing and data security are relevant to the current research project:

- Research Data Management Policy
 - <https://documents.manchester.ac.uk/display.aspx?DocID=33802>
- Records Management Policy
 - <https://documents.manchester.ac.uk/display.aspx?DocID=14916>
- Publications Policy
 - <https://documents.manchester.ac.uk/display.aspx?DocID=28526>
- Data Protection Policy
 - <https://documents.manchester.ac.uk/display.aspx?DocID=14914>
- The University of Manchester IT policies and guidelines

- <http://www.itservices.manchester.ac.uk/aboutus/policy/>
- The University of Manchester Intellectual Property Policy
 - <http://documents.manchester.ac.uk/display.aspx?DocID=24420>

The above policies have been read, downloaded and saved for future reference.

Responsibilities and Resources

Who will be responsible for data management?

Emily Vicary - PhD Researcher (Principal Investigator) will be responsible for all data activities for this PhD Project including: data capture, data quality, storage, backup and sharing with the research team (Dr Helen Brooks, Prof. Anne Rogers, Dr Dharmi Kapadia) where appropriate.

Anne Rogers will only receive write ups of results and versions of the final manuscript. No raw participant data will be shared with Anne.

What resources will you require to deliver your plan?

To ensure the above Data Management Plan can be carried out effectively, the following resources are required:

- Access to University P-drive
- Access to PGR office - including the storage cabinet for printed transcripts
- Access to dedicated work laptop or university computer and internet connection
- Access to University licensed programmes; SPSS, NVivo, Qualtrics
- Additional training (ethics, interviewing skills, quantitative data analysis training) - supervisors to signpost which training they believe appropriate
- Computer to edit transcriptions in line with audio files and carry out data analysis

Data Collection

What data will you collect or create?

Primary data will consist of:

- Survey data will be stored in .xls format
 - Collected via Qualtrics (host site)
 - Sociodemographic information across all study phases
- Audio data will be stored in .mp3 format
 - *Phase 2* - audio-recorded 1:1 interviews with participants
- Text-based data will be stored in .docx format
 - Live transcriptions (produced by AVR) will be checked for accuracy by the PI (EV) in-line with the audio recordings mentioned above
 - Participant ego net diagrams
 - Researcher field notes

How will the data be collected or created?

Survey data will be collected via Qualtrics. Qualtrics' most important concern is the protection and reliability of customer data. Their servers are protected by high-end firewall systems and scans are performed regularly to ensure that any vulnerabilities are quickly found and patched. Application penetration tests are performed annually by an independent third-party. All services have quick failover points and redundant hardware, with backups performed daily. Access to systems is restricted to specific individuals who have a need-to-know such information and who are bound by confidentiality obligations. Access is monitored and audited for compliance. Qualtrics uses Transport Layer Security (TLS) encryption (also known as HTTPS) for all transmitted data. Their services are hosted by trusted data centres that are independently audited using the industry standard SSAE-18 method.

Data will be anonymised automatically by Qualtrics upon submission and exported as an .xls format for analysis in SPSS. To ensure

consistent and high quality data is collected during *Phase 2*, only standardised and validated measures of pet attachment, mental health, self-harming behaviours, experience of suicidal thoughts will be utilised. Attention check questions will also be utilised to ensure full-attention is being paid throughout the duration of the survey.

Audio data will be collected through 1:1 interviews during *Phase 2*. Interviews will be recorded via an end-to-end encrypted Zoom recording and transferred to the University P-drive as soon as possible. Standardised methods and protocols - i.e., interview schedule - acts as a quality assurance measure. Files will be deleted from the local computer immediately after.

Associated Verbatim Reports is a University approved transcript service that will be utilised during this project. Audio files of interviews will be password protected and shared with AVR via Egress. Egress is a UK-based software company providing security software for e-mail, secure messaging, Document and Email Classification, and associated technologies to assist secure file sharing and handling. AVR also note the following about security and confidentiality: All staff are security vetted to DBS level as a minimum. We also have a team who have NPPV (Non Police Personnel Vetting) Level 3, and all staff are currently undergoing full SC clearance. Each employee is required to sign the Official Secrets Act and confidentiality agreements. AVR's offices are located on a modern, secure business park which is protected by perimeter fencing, 24 hour CCTV coverage with intercom barrier and electronic gates which can only be accessed via an authorised security pass. Security passes are also required to gain access to AVR's office itself, which is further protected by a NACOSS grade 3c Redcare alarm system, incorporating an automated police response. Higher security information is held inside the restricted suite within the unit, which has the added protection of a door code.

Following receipt of the final transcript, the PI (EV) will check the transcript for accuracy alongside the audio recording. Any changes made to transcripts will be logged using Tracked Changes in Microsoft Word. To support data analysis, the PI will make field notes during data collection and review notes after each interview. Data collection is not expected to stop before the researcher can conclude with the research team that data saturation has been reached.

Sociodemographic information will be collected throughout all 2 discussed phases using a form filled out by participants.

Documentation and Metadata

What documentation and metadata will accompany the data?

Password-protected audio-recorded interviews and transcripts of the interviews.

Password-protected Excel files containing ID number (*Phase 1 and 2*).

Password-protected files containing sociodemographic information across all phases.

Password-protected folder containing consent forms.

If necessary, physical copies of anonymised transcripts (*Phase 2*) will be stored in a locked cabinet in the researcher's locked PGR office (Jean McFarlane Building). Digital versions of network diagrams (*Phase 2*) will be password-protected.

Ethics and Legal Compliance

How will you manage any ethical issues?

Confidentiality

- *Phase 1*: Responses will be anonymised using the Qualtrics' Anonymous Responses and Anonymous Links features. If participants consent to providing their contact details (i.e., to receive a summary of findings, be invited to the project's next phase, or be entered into the prize draw), they will be directed to a secondary Qualtrics survey to provide consent and their email address. This method ensures that their contact details are in no way affiliated with their original Qualtrics responses. Their email address will be stored in a password-protected Excel file in a separate data folder that is only accessible to the research team.
- A dedicated Excel document will be kept to allow the PI (Emily Vicary) to link the Qualtrics-assigned response number to the contact details and consent form. This will be password protected and stored in a separate data folder only accessible by the principal researcher.
- *Phase 2*: During transcription, any personal or identifiable information will be removed or concealed. If ego net diagrams are published in a manuscript, identifiable information, including names, will be removed.

Informed Consent

- Throughout all phases of the proposed project, participants will be fully informed of the nature and aims of the studies they are participating in and in turn will be able to give fully informed consent.
- During *Phase 2*, individuals must consent to audio recordings being taken during the interview in order to participate.

Psychological Distress

- *Phase 1*: It is not anticipated that significant distress will arise following the completion of *Phase 1*'s survey; however, given

that participants will be asked about their experience of self-harm and suicidal thoughts there may be some risk. To ensure that participants feel supported throughout the data collection period and after, the electronic debrief sheet will signpost mental health support across various external sources of support such as the Samaritans and the individuals' GP surgeries. Contact details of the PI (Emily Vicary) and supervisor (Dr Helen Brooks) will be included on participant information sheets and debrief sheets, should participants require further support, signposting, or information regarding the study itself.

- Phase 2: During this phase, participants will be asked to discuss their lived experience of mental health problems / self-harm. Given the emotive nature of the interview topics there is a moderate of psychological distress. A distress policy has been developed and will be followed strictly if distress is identified. Similar to Phase 1, sources of support will be highlighted on the PIS and debrief sheet, as well as contact details for the PI and supervisor.

Right to Withdraw

- All PIS will detail the participants' right to withdraw.
- Phase 1: Participants can stop completing the survey at any point but cannot withdraw once data has been submitted as it will have been anonymised. An incomplete survey will indicate withdrawal and data will be destroyed in line with University guidance and policies.
- Phase 2: Participants have the right to end the interview and withdraw from the study at any point during the interview and for the 2 weeks following the interview. Participants will not be asked for an explanation. If withdrawal occurs during the interview or the 2 weeks after, all of the participant's data will be destroyed in line with University guidance and policies. After 2 weeks, participants will not be able to withdraw their data as it will have been anonymised. Participants will also be informed prior to the interview that they can refuse to answer questions at any point in the interview.

Procedures will be reviewed and approved by a UREC committee prior to data collection.

How will you manage copyright and Intellectual Property Rights (IPR) issues?

No copyright or Intellectual Property Rights (IPR) issues are anticipated.

Storage and backup

How will the data be stored and backed up?

Anonymised data and consent forms will be stored in an RDS folder only accessible by EV and HB. This is in-line with University guidance.

How will you manage access and security?

All data will be downloaded and stored on the researcher's (Emily Vicary) University of Manchester P-drive. Audio recordings (via Zoom) will be downloaded onto the researcher's computer (university issued) and transferred to the University of Manchester P-drive as soon as possible following individual interviews. Following the transfer to University of Manchester P-drive, original recordings on the researcher's computer will then be deleted. Individual audio files will be password protected and stored within a password protected folder. These files will be uploaded to Egress to enable transcription via AVR. Following receipt of final transcripts, EV will check for accuracy once (i.e. listened through for the full duration one time) before the audio files are deleted from the P-drive and Egress. All electronically signed consent forms, transcriptions, participant-submitted ego net diagrams will also be saved on the University of Manchester P-drive.

If data needs to be shared with members of the internal research team (Helen Brooks), data will be shared using shared using the RDS folder. Files within these folders will also be password protected. Data will not be shared with Anne Rogers or Dharmi Kapadia.

Selection and Preservation

Which data should be retained, shared, and/or preserved?

Anonymised transcripts will NOT be deposited in relevant University of Manchester repositories.

What is the long-term preservation plan for the dataset?

Any data shared will be anonymised to protect the privacy of participants. The research methodology will be clearly outlined should researchers wish to replicate a similar methodology or study a similar topic area.

Data Sharing**How will you share the data?**

Data will be shared via a password-protected shared folder with the internal research team only where absolutely necessary. Shared files will be password protected and placed within password protected folders. Files will be stored in RDS folder.

It is anticipated that data collected will not be highly sensitive and all participants will be informed about data sharing in the Participant Information Sheet.

Audio files of interviews will be uploaded to Egress (security software which enables secure data sharing) for AVR to transcribe. Following receipt of the final transcript, audio files will be deleted from Egress.

Are any restrictions on data sharing required?

Only anonymised data will be made available in order to protect participant confidentiality.