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## Plan Overview

*A Data Management Plan created using DMPonline*

**Title:** Design a tool to enable reflection of everyday use of language in Dutch Language Education

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**Template:** TU Delft Data Management Plan template (2021)

### Project abstract:

Second Language Acquisition is an essential part of the integration process for immigrants when they arrive to the host country. Therefore it is important to facilitate the acquisition process provided by Language Schools (NLtraining). This project aims to design a tool that helps students document their daily life experiences with the language and bring insights for optimizing learning resources.

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# Design a tool to enable reflection of everyday use of language in Dutch Language Education

## 0. Administrative questions

### 1. Name of data management support staff consulted during the preparation of this plan.

The data management support staff from the faculty Industrial Design, Jeff Love, has been consulted for this Data Management Plan for the Graduation project - Design a tool to facilitate Second Language Acquisition services

### 2. Date of consultation with support staff.

2023-05-11

## I. Data description and collection or re-use of existing data

### 3. Provide a general description of the type of data you will be working with, including any re-used data:

Type of data	File format(s)	How will data be collected (for re-used data: source and terms of use)?	Purpose of processing	Storage location	Who will have access to the data
Anonymised data on learning experiences	.wma	Interviewing participants (audio recording)	Used to collect students' experiences within the dutch language learning process	Project storage drive	The research on charge, mentors from TU Delft and mentors from the client
Prototype testing session	.mov	Recording during a group session prototype testing	Understand if the prototype complies with the needs and expectations from the participants	Project storage drive	The research on charge, mentors from TU Delft and mentors from the client
Anonymised data on teaching experiences	.wma	Interviewing participants (audio recording)	Used to collect teachers' experiences within the dutch language teaching process	Project storage drive	The research on charge, mentors from TU Delft and mentors from the client

### 4. How much data storage will you require during the project lifetime?

- < 250 GB

## II. Documentation and data quality

### 5. What documentation will accompany data?

- Methodology of data collection

Data will be placed in appendix of the research, this will not be shared due to confidentiality agreements with the participants, unless they provide consent to do so.

### III. Storage and backup during research process

6. Where will the data (and code, if applicable) be stored and backed-up during the project lifetime?

- OneDrive

### IV. Legal and ethical requirements, codes of conduct

7. Does your research involve human subjects or 3rd party datasets collected from human participants?

- Yes

8A. Will you work with personal data? (information about an identified or identifiable natural person)

*If you are not sure which option to select, first ask your [Faculty Data Steward](#) for advice. You can also check with the [privacy website](#) . If you would like to contact the privacy team: [privacy-tud@tudelft.nl](mailto:privacy-tud@tudelft.nl), please bring your DMP.*

- Yes

The information provided by the participants will be anonymised, however, some quotes might be used textually to better explain the design process

8B. Will you work with any other types of confidential or classified data or code as listed below? (tick all that apply)

*If you are not sure which option to select, ask your [Faculty Data Steward](#) for advice.*

- No, I will not work with any confidential or classified data/code

9. How will ownership of the data and intellectual property rights to the data be managed?

*For projects involving commercially-sensitive research or research involving third parties, seek advice of your [Faculty Contract Manager](#) when answering this question. If this is not the case, you can use the example below.*

During the field research, the researcher from TU Delft will oversee the access right to data, as well as requests from external parties.

Upon completion, the graduation project will be published in the faculty of Industrial Design, the collected data is left out of the graduation project. However it will be shared with the client if required.

10. Which personal data will you process? Tick all that apply

- Signed consent forms

A consent form will be provided prior to the sessions

11. Please list the categories of data subjects

Participants taking dutch classes at NLtraining

**12. Will you be sharing personal data with individuals/organisations outside of the EEA (European Economic Area)?**

- No

**13. To which countries will you be transferring personal data:**

Question not answered.

**14. Please contact the privacy team ([privacy-tud@tudelft.nl](mailto:privacy-tud@tudelft.nl)) for advice on data transfer. Please also bring your draft DMP when contacting the privacy team.**

**Please record below their advice, the data transfer mechanism used and agreed security measures:**

Question not answered.

**15. What is the legal ground for personal data processing?**

Question not answered.

**16. Please describe the informed consent procedure you will follow:**

All the participants will be provided with a consent form, that in case they agree with the data management, will be signed and then the session will take place

**17. Where will you store the signed consent forms?**

- Same storage solutions as explained in question 6

**18. Does the processing of the personal data result in a high risk to the data subjects?**

**If the processing of the personal data results in a high risk to the data subjects, it is required to perform [Data Protection Impact Assessment \(DPIA\)](#). In order to determine if there is a high risk for the data subjects, please check if any of the options below that are applicable to the processing of the personal data during your research (check all that apply).**

**If two or more of the options listed below apply, you will have to [complete the DPIA](#). Please get in touch with the privacy team: [privacy-tud@tudelft.nl](mailto:privacy-tud@tudelft.nl) to receive support with DPIA.**

**If only one of the options listed below applies, your project might need a DPIA. Please get in touch with the privacy team: [privacy-tud@tudelft.nl](mailto:privacy-tud@tudelft.nl) to get advice as to whether DPIA is necessary.**

**If you have any additional comments, please add them in the box below.**

- None of the above applies

**22. What will happen with personal research data after the end of the research project?**

- Anonymised or aggregated data will be shared with others

Data will be anonymised and will only be shared with others if required. No private information such as name, address, or gender is needed. It might be the case that the level of the course the students is relevant, but it is not related to any data risk.

**25. Will your study participants be asked for their consent for data sharing?**

- Yes, in consent form - please explain below what you will do with data from participants who did not consent to data sharing

The data that is not permitted for use in the research will not be taken into account

## **V. Data sharing and long-term preservation**

**26. What data will be publicly shared?**

- All data (and code) produced in the project

The collected data will be stored at the researchers discretion

**27. Apart from personal data mentioned in question 22, will any other data be publicly shared?**

- No other data can be publicly shared - please explain below why data cannot be publicly shared

**28. How will you share your research data (and code)?**

- My data will be shared in a different way - please explain below

The data will be shared within the documentation of the research according to the development of the project, data bases will be shared upon request.

**29. How will you share research data (and code), including the one mentioned in question 22?**

- No data can be publicly shared - please explain below

## **VI. Data management responsibilities and resources**

**33. Is TU Delft the lead institution for this project?**

- No - please provide details of the lead institution below and TU Delft's role in the project

TU Delft is not involved in the use case, unless the input from the chair and mentor participating

**34. If you leave TU Delft (or are unavailable), who is going to be responsible for the data resulting from this project?**

The stakeholder company will make use of the data to their discretion

**35. What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?**

The dedicated researcher will be responsible for data management in the project