# Plan Overview

*A Data Management Plan created using DMPonline*

**Title:** NTU CCJ - Culture Survey Service Evaluation

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**Affiliation:** Nottingham Trent University

**Template:** NTU Data Management Plan

**Project abstract:**

NTU Criminology and Criminal Justice (CCJ) is committed to creating an equitable and inclusive culture for colleagues and students, as demonstrated through our engagement in the Athena SWAN process. In order to evaluate the extent to which we are achieving this aim, we are going to undertake a cultural survey of all staff and doctoral candidates on an annual basis.

The NTU research office has definitely confirmed that data relating to an evaluation of staff perspective of culture does not require ethical approval. As such, this DMP serves as the full record of our intended processes. This DMP will be shared with the CCJ Leadership Team to confirm that they are happy to approve the conduct of the project. PLT will also determine whether an additional review within the staff group is required for additional assurance.

A specific intention of this project is to create a sustainable process for annual repeat. This DMP and the associated approval will therefore be requested for this and five further administrations of the survey.

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# NTU CCJ - Culture Survey Service Evaluation

## 1. Project details

**Full name:**

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**Unique researcher ID:**

0000-0002-1719-8573

**Provisional project title:**

NTU CCJ - Departmental Culture Survey

**Project start date:**

2024-02-01

**Project end date:**

2029-12-31

**Project context:**

NTU Criminology and Criminal Justice is committed to creating an equitable and inclusive culture for colleagues and students, as demonstrated through our engagement in the Athena SWAN process. In order to evaluate the extent to which we are achieving this aim, we are going to undertake a cultural survey of all staff and doctoral candidates on an annual basis.

## 1. Defining your data

**Describe your data and how you will be working with it**

A single point of distribution will lead participants to a survey designed to capture the key aspects of cultural experience, alongside key demographic information. The data collection will use Microsoft Forms, but with two separate surveys that will move seamlessly from one to the other. This will enable participants to give detailed qualitative commentary without any risk of back-identification through triangulation of quantitative data.

A 28 item quantitative survey will be used to assess the key variables through questions that have been devised by Athena Swan and allow us to cover the core areas of concern along with potentially benchmarking against other institutions or departments. This survey will also contain questions on gender (using Athena Swan's recommended format), job role at a broad enough level, and an additional question regarding self-identified aspects of marginalised social identity.

The qualitative survey will ask participants a single open question for each of the six themes covered by the 28 questions in the Athena Swan survey.

Through using Microsoft Forms, the data will be collected within the university's secure systems at the outset. On an annual basis, the data will be downloaded into files stored within the university's IT infrastructure, and deleted from the original Forms system to maintain control. The quantitative data will be stored in a single Excel file to be held within a sharepoint accessible to members of the departmental Athena Swan committee to be formed in January 2024 (to be held in an departmental Athena Swan sharepoint). The qualitative data will be stored in the OneDrive of the survey owner and shared only with appropriate key members of the management team, due to the higher risk of confidentiality breaches inherent in such data.

**What formats and software will you use?**

Microsoft Forms will be used to collect the data. The extract is naturally in Microsoft Excel format.

**How much data do you expect to generate?**

Annually, the maximum data size will be dependent upon size of staff and doctoral candidate group. With a relatively small text-based dataset, the size is unlikely to ever exceed 100MB annually.

## 2. Compliance & data ownership

**Is some/all data subject to any institutional, legal, ethical, or commercial conditions?**

I have consulted the following policies:

- Data Security- Portable Devices and Media Policy
- Information Classification Policy
- NTU Records Retention Policy

We will also be paying heed to the British Society of Criminology's BSC Code of Human Research Ethics. However, we have definitive clarification that this project is to be treated as a service evaluation and outwith standard research expectations. On this basis, there are elements of the code that we will not be following, most specifically the right to withdraw.

**What do you need to do to comply with these obligations?**

We are collecting personally sensitive data in the form of gender identity. To maintain GDPR compliance, we will collect the data in a fully anonymised manner from the outset.

Data will never leave the NTU IT infrastructure, in which password control and encryption is already automatically at an appropriate standard to comply with the policies above.

The purpose of this data is purely for this evaluative project, and will not be made available for any other purpose. The project is a service evaluation rather than academic research - we do not intend to make general statements about the human condition as a result of this data. As such, the requirement to retain data for academic scrutiny is not aligned. Rather, we will retain the data within our secure sharepoint area in order for us to allow further comparative analysis over an appropriate period. This period will be aligned with the Athena Swan submission life cycle - for example, in the current form, this would mean that data collected in 2024 will be retained until 2030 to ensure that it can be appropriately compared as part of the Athena SWAN submission in 2030, but this retention period will change should the rules around Athena Swan submissions change in the meantime. Once used for an Athena Swan submission, data older than three years will be deleted, other than the final data set to ensure that a full period of comparison can always be reported.

Participants will be directed to read this data management plan at the start of the survey, if they wish to know about how we are managing the data.

**Who owns the data?**

NTU owns the data.

## 3. Working with your data

**Where will you store your data?**

As noted above, the data is maintained entirely within NTU's IT infrastructure from collection through to management and storage.

**How will you back-up your data?**

Data back-up will occur through NTU's existing processes for backing up data with Microsoft Sharepoint space

**Who else is allowed to access this data during the project?**

During collection, the data will be stored on the Microsoft Forms systems. Only the project lead (an Associate Professor with a portfolio of EDI responsibilities that include departmental culture) and the Head of Department (tbc) will have access to the raw qualitative data, with another senior colleague with EDI leadership role also having access to the quantitative data. This is to ensure we have contingency access should unforseen circumstances remove the project lead, without over-extending the raw access.
On an annual basis, the data will be downloaded into files stored within the university's IT infrastructure, and deleted from the original Forms system to maintain control. The quantitative data will be stored in a single Excel file to be held within a sharepoint accessible to members of the departmental Athena Swan committee to be formed in January 2024 (to be held in an departmental Athena Swan sharepoint). The qualitative data will be stored in the OneDrive of the survey owner and shared only with appropriate key members of the management team, due to the higher risk of confidentiality breaches inherent in such data.

**How will you organise your data folders?**

As there will be just two excel files, no folder management is required.
Within the quantitative excel file, a new tab will be created to store the raw data for each year. This will allow for any manipulation required should subsequent amendments be made in response to Athena SWAN directives in future, before transfer into a "Full Data" tab with one row per response and the additional variable of "Year" added.

**How will you name your files?**

-NTU CCJ Culture Survey (Quantitative)
-NTU CCJ Culture Survey (Qualitative)

**How will you manage different versions of your files?**

As noted above. There should not be different versions of the files required.

**How will you ensure your data is understandable to others?**

A copy of the survey questions will be stored alongside the the data files.

## 4. Archiving your data

**What data should be kept, or destroyed, after the end of your project?**

As described above, the Athena Swan process is a live one, requiring a constant cycle of review and action. As such, the data quantitative data underpinning our work - including the ongoing comparisons with previous data - remain live until there has been a further departmental submission.  Cumulative years of data are considered to active data for storage as outlined above, as such data will continue to be regularly accessed until the submission of the departmental Athena SWAN re-accreditation request. Once such submission is made, the active data will revert to only the two most recent years, with previous years' data deleted permanently from the file. Two years are maintained so that the next survey run can allow for a three-year trend to be reported; once achieved, the oldest year of data will also be deleted, so that the active dataset continues to only hold the data from the point of last submission, and then all subsequent years leading up to the next submission. In this context, there will be no formal archiving process required or undertaken.
For the qualitative data, once the annual report on the data has been produced, shared with the CCJ Leadership team, and considered complete by that team, the data will be destroyed.

**Where will you archive your data?**

N/A

**When will you archive your data?**

N/A

**How long will the data be archived for?**

N/A

## 5. Sharing your data

**How will others learn that your data exists?**

This data is for evaluation and not research, and is therefore outside of the normal academic imperatives to make publicly available and known. Furthermore, it is important for staff to answer on the understanding that it is for evaluation only and will not be repurposed for broader academic purposes. On this basis, the data will not be shared beyond the immediate project group, and there are no plans to make it possible for others to learn of continued data existence.

**Which data will be accessible to others?**

Quantitative: None - only the immediate project team will have access to the active data as defined above.
Qualitative: Extracts may be used in reports that will be available within NTU annually, and subsequently in Athena SWAN submissions. Raw data will only be available to project lead and Head of Department whilst it remains active.

**Who will you share your data with and under what conditions?**

See above

**How will you share your data?**

See above. CCJ Athena Swan Committee will have access by virtue of their managed access to the Teams sharepoint where data will be managed following export.

## 6. Implementing your DMP

**How often will this plan be reviewed and updated?**

The project team will review this plan annually, prior to the annual collection. Amendments required will be shared with departmental leadership as appropriate.

**What actions have you identified from the rest of this plan?**

All actions already in place.

**What support/ information do you need to complete these actions?**

No further support required