Plan Overview

A Data Management Plan created using DMPonline

Title: Exploring Sensory Experiences of Public Transport from the Perspectives of People Living with Dementia

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Copyright information:

Exploring Sensory Experiences of Public Transport from the Perspectives of People Living with Dementia

Manchester Data Management Outline

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

- Funder
- Ethics

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

- Yes - Part of a collaboration and not handling data

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

- Acquire new data

Photography, videography and audio recordings of human participants

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

- Other storage system (please list below)
- University of Manchester Research Data Storage Service (Isilon)

Encrypted hard drives

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

- > 8 TB

6. Are you going to be working with a 3rd party data provider?

- No

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

- 0-4 years

Questions about personal information
Personal information, also known as personal data, relates to identifiable living individuals. Special category personal data is more sensitive information such as medical records, ethnic background, religious beliefs, political opinions, sexual orientation and criminal convictions or offences information. If you are not using personal data then you can

skip the rest of this section.

Please note that in line with [data protection law](#) **(the 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 personal information will you be processing (please select all that apply)?

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

9. Please briefly outline how you plan to store, protect and ensure confidentiality of the participants' information.

All data will be stored on external hard drives, encrypted using encryption software, and backed up on University of Manchester servers at the erliest opportunity. Hard drives, paper consent forms and capacity assessment records will be stored in a locked secure location when not in use. Paper forms will be digitised as soon as possible and then destroyed.

The project will gather audio recordings of participant interviews. Pseudonyms will be used to protect participant confidentiality, and any other potentially identifiable information will be removed as standard, though participants will be given the option of forfeiting their confidentiality in resulting dissemination materials should they wish to.

The project will collect photo and video of participants. Participants' faces will not be included in visual media unless they formally consent to such incusion.

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

- No

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

- Yes - Informal sharing without contractual arrangements

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?

- No

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

- No

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

The PI: James Fletcher

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

Project details

What is the purpose of your research project?

This project will investigate the environmental mediation of cognitive impairment, drawing on cutting-edge social and cognitive science to analyse the sensory experiences of people affected by dementia as they negotiate urban public transport networks. The goal is to better understand the ways in which cognition shapes, and is shaped by, people's sensory environments, to inform the development of more dementia-friendly public transport. The project will address problematic conceptualisations of cognition as an intrinsic attribute of the individual brain. Such beliefs are not supported by contemporary neurocognitive science, which reveals that cognition is "distributed", that is, mediated by social and environmental phenomena. Improved understandings of distributed cognition in everyday settings are required to improve public health responses to dementia. This work will benefit people living with dementia by ensuring that their experiences and insights contribute to the improvement of vital public infrastructures. The project will also raise awareness of sensory experiences of dementia in public settings through the creation of a "moving exhibition", embedding audio-visual media curated by people living with dementia within public transport infrastructures.

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

- The Data Protection Act 2018
- General Data Protection Regulation
- The University of Manchester Records Management Policy
- The University of Manchester Data Protection Policy
- The University of Manchester Research Data Management Policy

Responsibilities and Resources

Who will be responsible for data management?

The PI - James Fletcher

What resources will you require to deliver your plan?

Storage capacity on the University of Manchester Research Data Storage Service

Data Collection

What data will you collect or create?

- Paper capacity assessment records, consultee and consent forms
- Digitisations of the above paper documents
- Audio recordings and digital transcripts of pariticpant interviews
- Photographs and videos of participant journeys

How will the data be collected or created?

Paper data (capacity, consultee and consent records) will be created through intitial meetings with participants. Audio recordings,

photographs and videos will be created during ride-along interviews with participants as they use public transport. Audio data will be recorded on audio-recorders using lapel microphones. Photographic and video data will be recorded on a DSLR camera.

Documentation and Metadata

What documentation and metadata will accompany the data?

The data will be accompanied by maps documenting the locations in which they were collected. The data will also be accompanied by a word document detailing the date of creation and a brief description of the context of its creation.

Ethics and Legal Compliance

How will you manage any ethical issues?

The project will undergo procedural ethical review to ensure its ethical soundness. Any unforeseen ethical issues will be discussed with project supervisors to negotiate resolutions, though identifiable participant data will not be shared in such instances.

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

The PI will own the copyright and Intellectual Property Rights for the data created during this project. Some visual data will be licensed to Transport for Greater Manchester for use in a public exhibition at the end of the project.

Storage and backup

How will the data be stored and backed up?

Physical data will be stored in a locked cabinet, to which only the PI has access, in a secure location. It will be digitised at the earliest opportunity and physical copies will then be destroyed. Digital data will be stored on an external hard drive that is encrypted using commercial encryption software. Digitial data will be backed up on the University of Manchester Research Data Storage Service.

How will you manage access and security?

External hard drives will be encrypted and secured in a locked cabinet to which only the PI has access.

Selection and Preservation

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

Visual data will be retained and shared via a public exhibition. All identifiable data will be destroyed following the culmination of the project's dissemination activities.

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

Data will be destroyed following the culmination of the project's dissemination activities.

Data Sharing

How will you share the data?

Anonymised interview data will be shared through academic publications and conference presentations. Visual data will be shared through a public exhibition across Manchester's transport network. Data will only be shared through dissemination acitivities and will not be shared in a raw form with other parties.

Are any restrictions on data sharing required?

I do not anticipate any difficulties with the proposed data sharing.