



**Utrecht  
University**

**Freudenthal Institute**

# *Data Management Protocol*



# Freudenthal Institute Data Management Protocol

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## Introduction

In line with UU regulations<sup>1</sup>, this document describes the way research data should be handled in projects carried out under the responsibility of the Freudenthal Institute (FI) at Utrecht University (UU). It is a practical manual, providing guidance to its users. Typical users who should behave according to the procedure described here include:

- Utrecht University employees working for the FI;
- PhD candidates working under supervision of a FI supervisor, including external PhD candidates;
- Postdocs working on FI-based research projects;
- Students (bachelor and master level) carrying out research projects under supervision of an FI supervisor.

Below, we describe (1) research data collection, (2) data handling and privacy, and (3) technical guidelines for data storage. Finally, the appendices provide some examples of information and consent forms, data management plans and README files.

## 1. Research data collection

Much of the data collected in FI research concerns data obtained from people: interviews, test scores, video observations etc. This implies that privacy is a major issue in collecting and handling data. Before deciding on storing and collecting data, therefore, data protection and other ethical issues need to be addressed. Furthermore, requirements by funding bodies and publication agencies (conferences, journals) need to be taken into account. Please check out the specific requirements of your funding body; the principles in this section only provide some major considerations.

- *Ethics and Privacy Quick Scan*  
The Ethics and Privacy Quick Scan<sup>2</sup> is a form designed to help and guide researchers and supervisors with privacy/ethical concerns related to their research. It is intended to raise awareness on ethical issues in studies involving human subjects, and to advise you whether your research project requires full ethical approval by the Ethics Review Board (see below). The Quick Scan is compulsory for all master thesis research projects involving human subjects. Please fill in the Quick Scan before you start collecting data for your research. Note: a positive outcome of the Quick Scan does not provide the type of ethical approval journals may require for publication.
- *Data Management Plan (DMP)*  
In line with UU policy, it is the responsibility of the researcher to set up a Data Management Plan. A DMP is required to apply for Ethical Approval and is usually required by your funding organization. The DMP will help you think about the data you will collect and facilitate its reuse by delineating how you will make your data Findable, Accessible, Interoperable and Reusable (FAIR) during and after the project. Find guidelines for such a plan on the RDM support page<sup>3</sup>. It is recommended to use

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<sup>1</sup> [https://www.uu.nl/sites/default/files/university\\_policy\\_framework\\_for\\_research\\_data\\_utrecht\\_university\\_-\\_january\\_2016.pdf](https://www.uu.nl/sites/default/files/university_policy_framework_for_research_data_utrecht_university_-_january_2016.pdf)

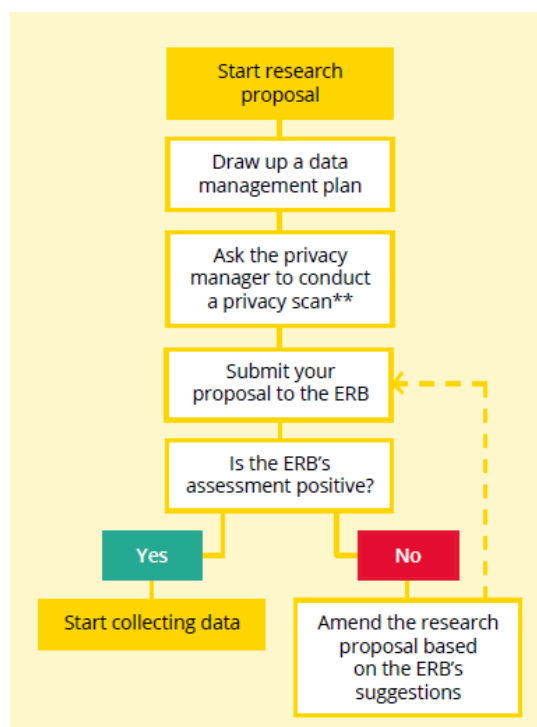
<sup>2</sup> <https://www.uu.nl/en/research/institute-of-information-and-computing-sciences/ethics-and-privacy>

<sup>3</sup> <https://www.uu.nl/en/research/research-data-management/guides/data-management-planning>

the DMP online tool<sup>4</sup>. In this tool you can find the UU DMP template and guidelines, and also templates and guidelines of funding agencies, such as NWO and ZonMW. Make sure to have your DMP reviewed by one of the colleagues of Research Data Management Support. You can request feedback directly from the DMP Online tool or contact the Faculty of Science data stewards at [rdm-beta@uu.nl](mailto:rdm-beta@uu.nl). Some examples of DMPs are available through FI's scientific director.

- *Ethical approval*

It is becoming more and more common that scientific journals require ethical approval of studies that involve human subjects as a precondition for publishing its results. Based on the nature of your research, Quick Scan will definitely help you determine whether you need Full Ethical Review or not. To acquire such approval, you can submit a request to the Ethics Review Board (ERB) of the faculties of Science and Geosciences, known in Dutch as the ETC Bèta-Geo. On its website<sup>5</sup>, information and the procedure and the application form can be found, as well as the “flow chart” shown below. Some examples of such filled-in forms are available through the FI scientific director. Make sure to be in time with your request, and submit it at least two months before the actual data collection!



“Flow chart” for ethical approval (<https://sciencegeo-erb.sites.uu.nl/>)

- *Informing participants*
- Participants have the right to know the purpose of the study and what will occur with their personal data. Therefore, it is important to inform them beforehand about what data are collected, for what purpose(s), and how. If telling them everything

<sup>4</sup> <https://dmponline.dcc.ac.uk/>. Sign in with institutional credentials, using your Solis-ID. See also <https://www.uu.nl/en/research/research-data-management/tools-services/tool-to-create-your-dmp-on-line>

<sup>5</sup> <https://sciencegeo-erb.sites.uu.nl/>

before the data collection would hinder your research, debrief them afterwards. Also, participants have a legal right to (1) inspect the data you have stored about them and (2) to be forgotten, i.e., that you delete their personal data. Make sure you inform participants how they can exercise these rights and provide your contact information for participants to do so or ask questions. Include also the contact information of the faculty privacy officer for complaints or questions about data privacy. A full list of the information that should be provided to participants can be found in the UU information letter document<sup>6</sup>. You can find additional requirements in the checklist on the ERB website. Do not forget to take into consideration possible future use of your research data<sup>7</sup>.

- *Participants' consent*

For studies involving participants, never collect personal data without prior consent of the subject. For participants below the age of 16 years old, parents/caregivers' consent is legally required. The way consent is given may depend on circumstances. A written consent by the participants or parents will usually be needed for written work and video data. For an interview, a (recorded) oral consent at the start can suffice. To make sure your consent is valid, you need to ensure that it complies with the legal requirements<sup>8</sup>.

Sometimes schools include a generic consent in their contract with parents. Check which type of consent applies to your project. The ethical committee will want to be informed about the way you plan to obtain consent. See Appendix B for an example of a consent form, in which two types of data are distinguished. An English version is available through your scientific director. Some online questionnaire software products, such as Qualtrics®, offer means for providing online consent.

Store digitized written consents in a protected folder separate from the research data, e.g., the personal research data folder of the principal investigator, to avoid possible matching between consent data and other data. Make sure that the location of the consents is clearly documented and that these remain retrievable for as long as the data are retained.

As an aside, there are other legal bases for gathering or using data apart from informed consent. If you want to know more about this, please contact faculty data support through [privacy-beta@uu.nl](mailto:privacy-beta@uu.nl) or [rdm-beta@uu.nl](mailto:rdm-beta@uu.nl)

- *Outside use*

If you want to use data that can be traced back to one of your participants, outside the original use, for instance a video in a presentation or a picture in your thesis, ask for specific permission.

- *General Concerns*

- i. *Be careful and minimal*

Collect the data you need, but do not ask more of participants' time and effort than needed for answering your research question. Also do not process more

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<sup>6</sup> [https://www.uu.nl/sites/default/files/RDM\\_Support\\_Template\\_Information\\_letter.pdf](https://www.uu.nl/sites/default/files/RDM_Support_Template_Information_letter.pdf)

<sup>7</sup> <https://www.uu.nl/en/research/research-data-management/guides/informed-consent-for-data-sharing>

<sup>8</sup> <https://www.uu.nl/en/research/research-data-management/guides/writing-an-informed-consent-form#:~:text=occur%20after%20consent.-,Consent%C2%A0,-To%20ensure%20consent>

data than you need. If there is no need to collect or store personal details, then do not.

ii. *Share your results*

Make your results available to your participants, for instance by sending them a link to a publication you write about the study. Even better: make a laymen's summary and mail it to the participants or publish it online<sup>9</sup>.

iii. *Be kind and polite at all times*

Admittedly, this is a very general guideline. However, be aware that you represent Utrecht University, that you might need participants' collaboration at some point after data collection, and that we want society to have a high esteem of scientific research. So, don't forget your participants in the "stress" of data collection.

## 2. Data handling and privacy

This section contains some general guidelines on handling your data, as well as privacy and maintenance measures.

### Data control

Whereas the university will be the formal controller of the data produced and collected in UU projects, each data set will have a specific controller.

- The standard case is that the controller is the principal researcher of the specific research project in which the data are produced or collected;
- In the case of a master student, the controller is the student's supervisor;
- In the case of a project that involves multiple persons within the FI, the principal researcher is the controller of the data;
- In the case of a joint project of FI with other institutes, data control will be settled in the project's data management plan, which will include agreements on data use by all project partners.

### Data handling

- *Data organization*

Research data should be organized in a systematic way to ensure that data are organized and identifiable. It is recommended to set up a logic and sustainable file naming and folder structure and to implement version control rules to keep track of all your documents.

- *Documentation*

Research should be properly documented to ensure that in the future, you and others can find the data and understand its context. There are different ways to document your research, whether this is at project or data level (e.g., using a README file, codebooks, data dictionaries or metadata sheets). Should there be any change in research data, these changes should be logged in the data documentation. Researchers remain solely responsible for updating the data documentation.

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<sup>9</sup> If you will contact participants via email, do not use the CC email function with all email addresses. Make sure, if you have a list of participants, to contact them using BCC or even better, ask the faculty communications office to assist.

- *Data safety*  
Electronic data is volatile. Hard disks may crash, USB sticks may get lost, and laptops may be stolen, so make sure you handle your data safely. Store and backup your data in the Beta File System (BFS) as soon as possible. Details on how to do that are elaborated in the next section. Importantly, make sure you do not keep personal data from research participants on your personal devices, and that you use UU authorized and secure software and hardware to handle personal data.
- *Data upload and transfer*  
Data is especially in danger when transported. The preferred way is to transfer data electronically over an encrypted connection. The following means are recommended:
  - i. Directly over a VPN connection to BFS (see next section).
  - ii. Using SURF file sender (<https://www.surffilesender.nl/>) with encryption on. The password should be transferred over a different medium, e.g., a text message.
  - iii. Your UU-OneDrive<sup>10</sup>.

If electronic transfer is not possible, data may be transferred on a portable medium if that medium is encrypted. So please consider encrypting the hard disk of your laptop.
- *Data on paper and analysis files*  
Paper material, such as filled in questionnaires or student written work or test: Scan them and treat the resulting files as original data.  
Treat results of data analysis in the same way as your original data. The SPSS file or typed and scored manuscript has probably cost a great amount of time. Also, these data may still be privacy sensitive.  
Check thus the quality of the digital copy and make sure it is properly stored and secured. Afterwards, all paper material should be destroyed with a paper shredder.

## Privacy awareness

- *Project design*  
When working with personal data, data protection is a key aspect that should be contemplated early on and integrated in all phases of your research. See the Data Privacy Handbook<sup>11</sup>, a UU guide on how to handle personal data in scientific research, and the faculty support site<sup>12</sup>.
- *Access control*  
Ensure that only people who should work with your data have access. If for instance a student will code your data, he or she needs access. They should sign a contract stating that they will use the data only for the purpose of the work agreed. See

<sup>10</sup> This OneDrive account must be your UU OneDrive account. You're not supposed to use personal OneDrive (or as such cloud storage solution) to send or store research data.

<sup>11</sup> <https://utrechtuniversity.github.io/dataprivacyhandbook/>

<sup>12</sup> <https://science-data-support.sites.uu.nl/data-protection/>

Appendix C for an example of such a contract. People working on your data should keep to all privacy and storage rules stated in this document.

- *Data de-identification*  
Apply, where needed, de-identification techniques to protect personal data, such as pseudonymization (i.e., replacing identifiers with a pseudonym), anonymization (i.e., data can no longer be traced back to the subject by any plausible means), masking or adding noise (i.e., in video data faces are blurred). Keep in mind that these techniques may involve some form of data loss. See the Data Privacy Handbook<sup>13</sup> for practical guidance.
- *Sharing and publishing data*  
If you want to share your data, whether this is with collaborators outside the study team or with other researchers for reuse after your research project, for example through <https://dans.knaw.nl/nl>, please make sure you are legally allowed to do so and that data are protected. Protecting data includes making sure that agreements are in place where needed, safe transfer tools are used and that data are appropriately de-identified, among others. See the UU Data Privacy Handbook chapters on sharing data with collaborators and sharing data for reuse<sup>14</sup>.
- *Data Protection Impact Assessment*  
Data Protection Impact Assessment, abbreviated as DPIA (Gegevensbeschermings-effectbeoordeling, GBEB in Dutch) should be carried out if data processing is likely to pose a high privacy risk for the data subjects<sup>15</sup>. To assess the need for, and to find out how to set up, a DPIA, make sure you contact [privacy-beta@uu.nl](mailto:privacy-beta@uu.nl).

### Data preservation and archiving

- *Transparency*  
To make research transparent and traceable and per regulation, all data must be retained for at least ten years from the release of the most recent publication based on it. This includes bachelor, master and PhD student thesis, as these are also considered publications. Storage for these data will be on BFS. Please see next section.
- *After the study*  
After a researcher or student has left, data will be moved to the Archive area of BFS, which is maintained by the data manager of FI. It is important to maintain good data management practices across the whole data lifecycle. You can find additional information and resources on the Data Management webpage<sup>16</sup>.

### Technical guidelines for data storage

This section contains the technical and procedural information needed to store research data on the Beta File System (abbreviated as BFS, previously known as Betastor), the science

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<sup>13</sup> <https://utrechtuniversity.github.io/dataprivacyhandbook/pseudonymisation-anonymisation.html>

<sup>14</sup> <https://utrechtuniversity.github.io/dataprivacyhandbook/data-sharing-collaboration.html>

<sup>15</sup> <https://www.uu.nl/en/research/research-data-management/guides/handling-personal-data>

<sup>16</sup> <https://science-data-support.sites.uu.nl/datamanagement/>



faculty's storage facility for research data that is safe and privacy compliant. General information on data storage at UU can be found at <https://tools.uu.nl/storagefinder/>; we strongly recommend BFS.

### Access to the BFS data storage

There are different volumes on the BFS data storage, but one you would like to access is called FI-Researchers. This is where research data from research projects are stored, either in folders with names of an individual researcher, or—in most cases—in folders with names of research projects. The following steps lead to obtaining access to the storage.

For bachelor and master students:

- Access will be requested by their supervisor. Supervisors are not only responsible for requesting access, they are also responsible for storing the data since bachelor and master students have no access to the BFS storage.

For employees and PhD candidates:

- Ask Nathalie Kuijpers ([n.kuijpers@uu.nl](mailto:n.kuijpers@uu.nl)) to give you access to FI-Researchers folder. In your mail mention your Solis-ID (the one you use to log in on the intranet, e.g., jool033). It may take a few hours between granting access and actually being able to access the partition.
- If you work from home, make sure to connect through a VPN connection (AnyConnect, see <https://intranet.uu.nl/mobiel-werken-solis-vpn>).
- Create a map network drive map in Windows Explorer (or equivalent for Mac OS) to assign your network volume to a drive letter. The path to map to is [\\soliscom.uu.nl/science/projects/FI-Researchers/users/\[solisname\]](https://soliscom.uu.nl/science/projects/FI-Researchers/users/[solisname]). On [https://ict.science.uu.nl/index.php/Personal\\_storage#Using\\_Windows](https://ict.science.uu.nl/index.php/Personal_storage#Using_Windows) you find instructions set up a network drive.
- If 'Enter network credentials' appears, please use your Solis-ID and **not** your email address.
- After opening the new drive in Explorer/Finder, you should see a folder with the name of your Solis-ID. This is the folder where you should store your data.
- You can also access BFS in your browser (e.g., Chrome, Firefox, Edge, etc.) through [https://intercon.science.uu.nl/science/projects/FI-Researchers/users/\[solisname\]](https://intercon.science.uu.nl/science/projects/FI-Researchers/users/[solisname]).

### Where to store the data?

For project folder names, the following guidelines apply.

- Please use one folder in FI-Researchers for each project. Please be aware that the project folder is accessible to all FI researchers. This means that you should not use it for data that is too sensitive to be exposed to their eyes. In case you really need a shared folder with limited access, this can be requested for through Nathalie Kuijpers ([n.kuijpers@uu.nl](mailto:n.kuijpers@uu.nl)).
- For PhD-projects, please create a folder called PHD [Name Surname] in FI-Researchers.
- For research projects in which multiple FI-researchers are involved, please create a folder with the name of the research project within the "projects" folder in FI-Researchers. Make a subfolder with the project name and store the data there, using the same guidelines as for individual projects.

For personal folders, the following guidelines apply.

- For an individual researcher's project, please store your data in a dedicated sub-folder of your personal folder. Provide meaningful names to the study and start the name with the year followed by the month, indicating the time when data collection started (*yearmonth-Topic*). Example: [201805 - Thesis Study 1], meaning that data collection of the study called: "Thesis Study 1" started in May 2018.
- For data from master and bachelor theses, the supervisor stores the data as a separate folder in their personal domain.

### **What to store in the data storage?**

You have to store all data you collect. This may include but is not limited to:

- Raw video and audio data collected from interviews and observations
- Transcriptions of video or audio recordings
- Scans of filled in questionnaires, completed consent forms, or other forms of documents
- Data tables collected from online questionnaires
- Log files from software used by participants in your studies
- Written notes from observations
- Approval form by Ethical Committee Bèta-GEO.
- Store your data in a pseudonymized way, i.e., so that data cannot be directly linked to participants.
  - There may be a need to maintain a link from the pseudonymized data to the original person from whom those data were obtained (pseudonymization key). In this case, the file containing these pseudonymization keys should be encrypted with a password to prevent accidental reading by others. The passwords for such files should be kept by Nathalie Kuijpers ([n.kuijpers@uu.nl](mailto:n.kuijpers@uu.nl)). As soon as the need for maintaining the link has expired—usually when the data set is complete—such files should be deleted.
  - Completed consent forms should be stored separately from the pseudonymized data. Store these in an encrypted folder apart from the rest of the data. Send the encryption password for the folder to Nathalie Kuijpers ([n.kuijpers@uu.nl](mailto:n.kuijpers@uu.nl)).

Also, the data storage is meant to store processed data such as:

- Annotations of videos
- Tables with scores from analysing think-aloud protocols, interviews or other observations
- Tables with scores from questionnaires
- SPSS files used to process data
- Result tables of analyses

So, please use the BFS research data storage as a place to store all data, raw and processed that is necessary to trace what you have done in collecting and processing your data for research. Note, however, that it is a storage place rather than a place to work on your data,

even if, depending on your connection, you may be able to work on them. Recovery to previous versions is possible, if needed<sup>17</sup>.

### Long-term perspective

The data storage is meant for long term data storage, to be able to reconstruct and underpin published results. The general UU rule is that data should be stored at least for 10 years (<https://www.uu.nl/en/research/research-data-management/faq>). This means that the data need to be stored possibly years after (many of) you have left the university. Therefore, it is important that future colleagues will know what to do with the data without having to consult you. For this, the following rules should be taken into account:

- *All data and related documents*  
Following the description above, store all data in the storage so that when needed, it can be retrieved on request without anything missing. This includes raw data, DMP, ethics approval, privacy review. Do not use the data storage as backup for anything that is not research data.
- *Include a ReadMe file*  
Accompany your research data files with a README file in text or markdown format. The README should contain administrative information of the project as well as a description of the data and research methodology, and specify the conditions for data sharing and reuse. Furthermore, the README should clarify the folder structure and briefly indicate the contents of each folder. Register dates for changes to the data set. On the top of the readme file include a status, which can be: “Data in use”, “Submitted – date”, “Published – date - link”. Data in use means you are still working on it. The other two status descriptions indicate the publications based on the data in the current folder. There may be more publications linked to one data set of course. Include status lines for each of them. A PhD or master thesis is also a publication. The status will be used to decide whether data can be deleted at a certain point in time, so update for each publication! An example ReadMe is provided as Appendix D to this document.
- *Be transparent*  
Look at your data folder through the eyes of someone who does not know your work. Will he or she understand what the files mean? Will he or she be able to decide whether the data needs to be retained or can be deleted? Would another researcher be able to use the data?
- *Are you leaving the Freudenthal Institute?*  
Using a Knowledge Transfer File for your data is a recommended practice. You can contact [rdm-beta@uu.nl](mailto:rdm-beta@uu.nl) for templates and examples.
- *Questions or need for support?*  
At any time during your research, do not hesitate to contact Research Data Management (RDM) Support<sup>18</sup> with your research data management questions or concerns. If in any doubt, discuss with others (colleague, supervisor), the data

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<sup>17</sup>[https://ict.science.uu.nl/index.php/Project\\_storage:\\_how\\_to#How\\_to\\_restore\\_previous\\_versions\\_of\\_a\\_file\\_28Windows\\_and\\_Linux\\_only.29](https://ict.science.uu.nl/index.php/Project_storage:_how_to#How_to_restore_previous_versions_of_a_file_28Windows_and_Linux_only.29)

<sup>18</sup> <https://www.uu.nl/en/research/research-data-management>

manager or the research director. Sticking to these rules ensures that the data are in good hands, even after projects have ended.

## Appendices

### Appendix A: Example of Participant Information Letter (in Dutch)

Templates and examples can be found in the website of the [Ethics Review Board](#), under Supporting documents – Downloads. As a Dutch Participant Information Letter is not yet available there, we add an example here.

[plaats], [datum]

*Betreft:* Deelname aan onderzoek van de Universiteit Utrecht: “[projecttitel]”

Beste leerling,

Deze brief gaat over ons onderzoek naar [omschrijving]. In deze brief geven wij je informatie over het onderzoek en aan het einde vragen we of je aan het onderzoek wilt meedoen.

#### **Wat onderzoeken we?**

[lekeninleiding op onderzoeksdoel]

#### **Wat ga jij doen in het onderzoek?**

[concrete omschrijving van wat deelname inhoudt en welke data worden verzameld.

Speciale categorieën persoonsgegevens<sup>19</sup> vereisen uitdrukkelijke toestemming.]

Het onderzoek zal plaatsvinden in de periode [invullen].

Risico's [Leg uit of er risico's of nadelen verbonden zijn aan deelname aan het onderzoek].

Voordelen [Leg uit of er voordelen zijn voor de deelnemer, bijvoorbeeld een geldelijke bijdrage of studiepunten].

#### **Wat zijn je rechten als deelnemer?**

Je deelname is vertrouwelijk en vrijwillig. Je neemt geheel vrijwillig en vrijblijvend aan dit onderzoek deel. Je kunt op elk moment je deelname beëindigen of weigeren. Hiervoor hoeft je geen enkele reden op te geven. Het heeft bovendien geen enkel nadelig gevolg. Je kunt op elk moment je toestemming intrekken door contact op te nemen met de onderzoeker op xxx@uu.nl [Leg uit hoe de deelnemer toestemming kan intrekken en wat er vervolgens gebeurt].<sup>20</sup>

#### **Hoe gaan wij met uw gegevens om?**

We bewaren alle gegevens vertrouwelijk. Jouw identiteit en de onderzoeksgegevens bewaren we altijd gescheiden en alleen de hoofdonderzoeker heeft de sleutel om ze aan elkaar te koppelen. De gegevens worden gedeïdentificeerd zodat ze niet op jou terug te

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<sup>19</sup> <https://utrechtuniversity.github.io/dataprivacyhandbook/special-types-personal-data.html>

<sup>20</sup> Wanneer de toestemming wordt ingetrokken, is het misschien onmogelijk om de gegevens van de betrokkene te verwijderen, omdat de gegevens niet meer aan hem kunnen worden gekoppeld. Geef aan op welk moment de gegevens zullen worden geanonimiseerd, zodat de betrokkene weet tot wanneer hij nog bezwaar kan maken of zijn toestemming kan intrekken.

leiden zijn. Ze worden gebruikt in een (wetenschappelijke) publicatie over het onderzoek en blijven 10 jaar bewaard. Als je vragen of klachten over het onderzoek hebt en deze niet wilt bespreken met de onderzoeksleider, kun je terecht bij je mentor of de vertrouwenspersoon van school. Als je zorgen hebt over de manier waarop met privacy wordt omgegaan, kun je dit melden via [privacy-beta@uu.nl](mailto:privacy-beta@uu.nl).

### **Toestemming**

Als je wilt deelnemen, vul je onderstaande toestemmingsverklaring in. Als je 15 jaar of jonger bent, moet een ouder of verzorger ook toestemming geven. Zelf moet je altijd tekenen voor toestemming. Mocht je nu of achteraf vragen hebben over dit onderzoek en het verzamelen en gebruiken van je persoonlijke gegevens, dan kun je contact opnemen met [onderzoeker + emailadres].

Als je deel wilt nemen, onderteken jij (en eventueel je ouders) de toestemmingsverklaring en geeft het aan je docent.

Met vriendelijke groeten,  
[naam onderzoeker]  
Universiteit Utrecht  
E-mail: [email onderzoeker]

## Appendix B: Example of Consent Letter

Templates and examples can be found in the website of the [Ethics Review Board](#), under Supporting documents – Downloads. As a Consent Letter in Dutch is not yet available there, we add an example here.

### Toestemmingsverklaring voor deelname in het onderzoek [titel onderzoek]

Door jouw/uw toestemming te geven, verklaar jij/verklaart u het volgende:

Ik verklaar dat ik de informatiebrief over het onderzoek van de Universiteit van Utrecht heb gelezen en begrepen. Ik heb de mogelijkheid gekregen om vragen te stellen over het onderzoek. Ik ben voldoende geïnformeerd.

Ik ben ervan op de hoogte dat ik op elk moment mijn toestemming voor de dit onderzoek kan intrekken, zonder opgaaf van redenen. Intrekking van mijn toestemming zal op geen enkele wijze nadelige gevolgen voor mij hebben.

Als je toestemming geeft, wil je hieronder dan de vakjes aankruisen?

Ik geef toestemming voor deelname aan het onderzoek, inclusief (**kruis hieronder aan**):

- het gebruik van mijn (digitale) werk inclusief de toetsen en mijn laatste rapportcijfer wiskunde,
- het gebruik van geluids- en video-opnames

Toestemming van de **leerling**:

Voorletters leerling: \_\_\_\_\_

Achternaam leerling: \_\_\_\_\_

Roepnaam leerling: \_\_\_\_\_

Geboortedatum leerling: \_\_\_\_\_

Datum en plaats: \_\_\_\_\_

Handtekening: \_\_\_\_\_

Toestemming **ouder/verzorger** (verplicht bij leerlingen tot en met 15 jaar, gewenst bij 16-17 jaar)

Naam ouder/verzorger: \_\_\_\_\_

Handtekening: \_\_\_\_\_

**Lever dit formulier getekend in bij je docent**

## Appendix C: Example of a Contract on Processing Data by a Person not directly involved with the Project

The undersigned:

[name of owner of the data], hereafter called the owner of the data

and

[name of person working with the data], hereafter called the [assistant, use other term if more appropriate]

Agree that assistant:

1. is assigned a task involving access to research data collected within the research project [name], performed under the responsibility of owner, within the context of the data management plan of the Freudenthal Institute;
2. gets access to the data for the sole purpose of executing this task;
3. will ensure that the data cannot be accessed by any other person other than agreed with the owner;
4. will destroy any copy of the data in his or her possession on completion of the task.

Signed,

Owner

Assistant

Name:

Name:

Place, date:

Place, date:



## Appendix D: Example of ReadMe file

All information in this file is just for illustration and does not apply to any real existing data. The screen shot at the end shows a possible organization of your folder in sub-folders. Here you can find the recommended content for a READ ME file.

### 1. Administrative information

- Creator(s) of the data in this folder:
- PI or supervisor (if applicable):
- Collaborators (if applicable): <for external collaborators indicate name, institution>
- Name of the study/data package:
- Date of data collection (date or range):
- Dataset status: <choose from
  - a. In Use
  - b. Unpublished, not in use
  - c. Submitted – Date
  - d. Published – Date – Link to online article/ Link to other publicly accessible locations of the data, e.g., DOI from public repository>

### 2. Dataset description

- Folder structure and content: <for each folder present in the dataset, a short description of what data it contains>
- Type of data and file formats: <e.g. Videos (.mp4) and Annotations (.csv). Which file formats can be found in the dataset? If specialised software is required to open the files, specify which. >
- File naming < Which file naming conventions do you use in your project? >
- Abbreviations/codebook <If you do not have a separate codebook, include the abbreviations you use in your files and their meaning. >

### 3. Project description

Description of the project and the methods used. Think of for example:

- Research question and design
- Description of the data and data provenance
- Data processing steps:
  - Which existing/standardized codebooks or vocabularies were used? (if a custom vocabulary was used, include it below or in a separate file)
  - What software/code/instrument was used?
- Any other information that is relevant to know for fellow researchers

*If there is other documentation to provide context to the project, you can include links to them as well (or a reference where to find a document in the dataset). Example of documentation can be: grant proposal, study pre-registration, agreements, codebook, etc. If they describe the study in detail, you can keep the README short.*

### 4. Data access information

- Licenses or restrictions placed on the data

- (if applicable) Recommended citation for dataset/ data package (\*include bibtex snippet if possible)

### 5. Other remarks

You can include here anything else worth mentioning, for example information about project funding if applicable.

You can also include here an update log of the dataset.

For example

Date	Event
19-06-2022	Added video files session 1. Named Session_1_<camera number>.mp4
26-06-2022	Added video files session 1. Named Session_2_<camera number>.mp4
28-06-2022	Added Session_1.xls with codes.
	...

Below you find two example structures for your dataset:

#### EXAMPLE 1

- Parent folder/Main project folder
  - 01. Documentation >> e.g. This folder contains DMP, privacy scan, consent forms templates, protocols, ethic board approval letter, etc.
  - 02. Data
    - raw >> e.g. This folder contains all the project's raw data
    - processed >> e.g. This folder contains all the project's data after processing.
  - 03. Analysis
    - Software >> e.g. This folder contains the software use for data processing
    - Scripts >> e.g. This folder contains analysis scripts from matlab and python.
    - Processed Files >> e.g. This folder contains processed files after analysis

EXAMPLE 2: The following screen shot shows another possible organization of your folder in sub-folders.

Name	Date modified	Type
Processed	10/13/2020 5:10 PM	File folder
Raw	10/13/2020 5:10 PM	File folder
Results	10/13/2020 5:10 PM	File folder
Scripts	10/13/2020 5:10 PM	File folder
readme.txt	10/13/2020 5:10 PM	Text Document

e.g. Notes

Folder “videos” contains the raw video material from six cameras in the teaching and learning lab.

Folder “scores” consists of excel tables with time-stamped fragments that were scored

Folder “logs” contains log files of the software used. Software to read is available in the same folder.

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