Plan Overview

A Data Management Plan created using DMPTuuli

Title: Experience Lab Data Management Policy

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Experience Lab Data Management Policy

Data management policy

1. General description of the administrative data of the RI

For each person who uses the lab, either as a participant as a researcher, the following administrative information can be processed:

- Name
- Email
- Phone number
- Reason for usage

The processing of data is governed by Åbo Akademi University's data privacy statement: https://www.abo.fi/en/processing-of-personal-data-at-abo-akademi-university/
In the following policy, 'user' refers to personnel conducting some type of research at Experience Lab, while 'participant' refers to people who provide data by taking part in studies.

2. General description of research data managed within RI

Several different types of data can be processed, including focus group and interview data, survey data, and data gathered through sensors and/or during observation sessions.

Examples of data processed at Experience Lab are

- Textual data
- Video recordings
- Audio recordings
- Eye tracking data
- Galvanic Skin Response data
- Automated facial expression analysis data

The most common file formats are video files (.wmv, .mp4, .mov), spreadsheet files (.xlxs, .xls), text files (.doc, .docx, .txt, .csv), images (.jpg, .png), and documents (.pdf).

Research data is gathered directly from the participants. Experience Lab´s equipment and software might be used in the data gathering. Research data from different sensors might be combined into one dataset using suitable software, for example biometric data gathered through different sensors can be combined using iMotions software.

3. Ethical and legal compliance for personal or sensitive research data

The research data processed at Experience Lab may include personal data and sensitive research data.

All data collected, stored, used, and managed at Experience Lab should comply with the ethical guidelines by the Finnish Advisory Board on Research Integrity and with the EU General Data Protection Regulation (GDPR) and the Finnish data protection act.

In addition, users of Experience Lab should provide research participants with project-specific privacy notices when necessary. This is done on a per-project basis. Here is an example: https://blogs2.abo.fi/intakt/dataskyddsmeddelande/

Research done at Experience Lab might require acquiring research permit(s) and/or conducting ethical evaluations depending on the type of the study. In those cases, the users conducting the study are responsible for acquiring the permits and/or conducting the evaluations. Experience Lab is not responsible for assuring that the users have acquired the required permits.

4. Agreements on research data rights

Research data gathered at Experience Lab is owned solely by the user(s). Data will be stored at Experience Lab the minimum required time. The users should follow the license agreements that apply to hardware and/or software at Experience Lab.

The users are advised to acknowledge Experience Lab in publications where data is gathered at or elsewhere in cooperation with Experience Lab. This applies to all forms of publication including scientific and popularized articles, presentations, and theses. Experience Lab should be mentioned in the methods section or attributed in the “Acknowledgements” section. An example of how a mention can be worded: “Part of the work was carried out with the support of Experience Lab, which is an interdisciplinary research, development and innovation platform at Åbo Akademi University, Vaasa, Finland.”

5. Documentation and metadata

To make sure the data is of high quality during the data gathering the users are encouraged to follow best practices instructions by hardware and/or software providers.

The users are responsible for the quality of the data while all effort is done by Experience Lab to ensure the data quality. Data stored at Experience Lab is backed up on the Åbo Akademi University's servers, with version control, to safeguard data integrity. Experience Lab is responsible for the maintenance of the equipment and software. Users of Experience Lab are required to notify staff in case they notice any issues with the equipment or software.

Experience Lab encourages users to archive suitable data at The Finnish Social Science Data Archive, who also provide services to ensure metadata quality (according to The Data Documentation Initiative (DDI) metadata standard) as well as provide URNs for datasets.

6. Access control, backup, storage, and disposal of the administrative and research data

The processing of administrative data is governed by Åbo Akademi University's data privacy

statement: https://www.abo.fi/en/processing-of-personal-data-at-abo-akademi-university/

The following descriptions apply to research data. During the data gathering, the data can be accessed only by the user(s) and Experience Lab's personnel. As a general rule, research data should be stored locally on a computer or server that is protected by username and password, and that is located on locked premises. In case the users need to derive from this recommendation, they should carefully make sure that the data is stored safely.

Yearly approximately 300 GB research data is produced in the RI.

Research data is stored at the RI only for the minimum required time. Experience Lab cannot be made liable in case of unavailability or loss of data data analysis software.

Users are recommended to follow the guidelines of their own institution regarding long term preservation of research data.

7. Opening research data and/or metadata

Experience Lab encourages users to archive and publish suitable data as open data and/or metadata in archives such as The Finnish Social Science Data Archive (https://www.fsd.tuni.fi/fi/). Users should consult their home organizations for possible guidelines related to open access publishing.

Personal or sensitive research data should always be treated according to the ethical guidelines by the Finnish Advisory Board on Research Integrity and with the EU General Data Protection Regulation (GDPR) and the Finnish data protection act. Data that cannot be feasibly anonymized, such as audio or video recordings, cannot be made openly available. The RI recommends sharing data using Creative Commons and Open Data Commons licenses.