
Plan Overview

A Data Management Plan created using DMPonline

Title: cFISSHI: collaborative Fish Innovations to tackle Systemic Social and Health Inequalities

Creator: Clare Pettinger

Principal Investigator: Clare Pettinger

Data Manager: Clare Pettinger

Affiliation: University of Plymouth

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ORCID iD: 0000-0001-7182-9463

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cFISSHI: collaborative Fish Innovations to tackle Systemic Social and Health Inequalities

Data areas and data types

Outline the volume, type and content of data that will be generated e.g. experimental measurements, models, records and images

1. Description of the data 1.1 Type of study cFISSHI adopts a robust ‘transformative’ mixed-methods approach, drawing together good practice from food system co-production methodologies and Social Innovation. Firstly, we will scope and map the local and national ‘fishscape’ to better understand the causes of dietary health inequalities and how they link to context specific issues within the ‘blue food system. Secondly, we will draw on secondary data sources to develop a national data repository (DACRE) which will also include new dietary data being collected. Thirdly, a series of co-designed fish interventions will be co-designed, implemented and evaluated locally. Finally, all will be collated to inform a robust knowledge mobilisation strategy to share findings and test them in other UK coastal communities. 1.2 Types of data Quantitative data: using existing secondary datasets (for data repository) and collecting new place-based data (a national survey on dietary habits, preferences and behaviours and fish intake) which currently does not exist. We intend to ‘outsource’ our national survey to an external professional survey provider, who are fully compliant with relevant data protection policies) Qualitative data: Community Inquiry; stakeholder workshops; community mapping; interactive community workshops; creative methods; interviews and focus groups; observations. Immersive tech data: 3D modelling, simulation etc (but no personal data) Visual data: photography and film 1.3 Origin of the data Assessment of existing data: A wide range of relevant ‘open-access’ datasets are available for England as a whole at Lower Super Output Area (LSOA) level, (e.g., Office of National Statistics; National health Service, Consumer Data Research Centre, National Pupil Database and Oxford Consultants for Social Inclusion). Health data can be accessed, via the Office of Health Improvement and Disparities (OHID)’s Fingertips site, and a range of government departments and arms-length bodies. For instance, MHCLG’s English Indices of Deprivation (2019) and extensive health-related data published by NHS Digital (Other ‘dietary data’ (eg National diet and Nutrition Survey) and data pertaining to food insecurity (eg Family resources survey (food security scale); food deserts) will also be accessed for mapping. All these data are readily accessible, well-documented and re-usable with few (and clearly stated) restrictions. Where possible, all data collated as part of cFISSHI will be saved in .csv format to maximise re-usability and accompanied by all relevant citation and metadata. Data will be used to develop the repository and, with their metadata, will be included in the collated dataset. Information on new data: When requesting consent to use data, it will be made clear to participants that data will be made available for future research. <i>Quantitative:</i> ‘Administrative’ data will be stored by research team, including management team personal data (contact details and some protected characteristics for audit purposes) and that of external partners/stakeholders forming the national ‘Community of Practice’. This will comply with the strictest GDPR standards. WP1 identifies relevant local data and assets to digitally map the fish supply chain and ‘blue food system’ stakeholders. No personal level data is used for this purpose, but if we hold information about roles, then people might be identifiable – this potential will be made clear to all participants. Our national survey will be co-developed and implemented (using an outsourced professional survey company), via online platforms, telephone and face-to-face to explore dietary (fish) habits, preferences and behaviours and administered (how?) in n=5 UK-wide under-served coastal communities (aiming for n=1000 sample). Descriptive statistics will be used to summarise data, with a view to the data then being subject to small area estimation and uploaded onto our Repository for easy accessibility. Comparative analysis will be undertaken between this data and that collected by the National diet and Nutrition Survey. No sensitive or personal data will be elicited as this has no bearing on project objectives. <i>Qualitative:</i> Qualitative data will be collected via ‘Community Inquiry’ (WP1); stakeholder workshops and other relevant (creative) research activities, including ripple effect mapping; interviews and consultations (WP2-5). These will be audio-recorded where necessary. All files will be saved onto voice recorders in a consistent file format (e.g. mp4) and uploaded to a password-access only, secure folder housed by the University of Plymouth’s secure servers. These recorded files will be transcribed using SOnix or Otter.ai, both GDPR compliant online transcription services. The transcripts generated will be stored in a secure account that only the project’s researchers will be able to access. The transcripts will be generated and stored as text files that have a consistent format, e.g. as a Word document. Photography and film data will be subject to normal consent processes, as well as model consent processes where required. Participants will to be made aware that their image might be used as part of outputs (eg reports, blogs, zines and other visual outputs)

Standards and metadata

Outline the standards and methodologies that will be adopted for data collection and management, and why these have been selected

2. Data management, documentation, and curation
2.1 Managing, storing and curating data. Backup Data will be stored on University of Plymouth SharePoint site, as this requires a UoP username login and allows the staff to share files securely and set accessibility for team members appropriately. Further back-ups will also be made using encrypted external hard drive equipment. Additionally, external software host might be used for datasets, such as 'GitHub' (who specialize in source code management as well as some types of data like large files) The University of Plymouth is the data controller - data will be held within a dedicated cFISSH 'Sharepoint' team site shared between research team members with secured shared drive permissions enabling file sharing. Any analogue field notes will be digitised and stored within the same SharePoint site, and destroyed as soon as digitisation is safely implemented. These all meet UoP GDPR and IT policies for safe storage. 2.2 Metadata standards and data documentation A copy of the relevant study method for each activity will be stored with its data. For the repository, collated data will be stored with their metadata. Other (survey, mapping and qualitative) data will be stored along with any coding framework devised as part of the analysis processes. Identifiers will be included where relevant, eg socio-demographic characteristics of the participants, including age, occupation, housing tenure, relationship status, income, etc 2.3 Data preservation strategy and standards At project end, we will appraise data to check what we will retain, at this point, some data may be destroyed. Otherwise, any raw data will be retained for 10 years in line with UoP data protection policies. The data will be stored and shared between research team members on the University of Plymouth Sharepoint site. Any data transferred between parties will be sent through an encrypted transfer system. Data will also be stored on a password protected encrypted external hard drive.. University of Plymouth staff can deposit full text of research outputs on PEARL research repository. For CESA data repository, a fully documented archive of all data will be collated, aggregated and attributed to small areas. A Digital Object Identifier (DOI) will be used to provide a persistent identifier to this evolving data resource. We will ensure (with the funder) that the repository meets their requirements (we do not feel additional facilities are required, other than those already mentioned, for data preservation purposes. We will maintain a project website (hosted by Plymouth University's Centre for Coastal Communities) to provide links to and widen knowledge of dataset as it develops. Some of this data might also be stored externally (eg GitHub) as required The UoP's Technical Information Security (TIS) program has several procedures to ensure compliance with information security and regulations including clear Information Governance and IT information policies to guide processes. The cFISSH study views outputs 'in the public interest' and will comply with the Data Protection Act (Great Britain. GDPR Protection Act 2018) and Freedom of Information Quality assurance with respect to existing datasets will focus on testing for internal consistency and carefully interrogating all metadata and associated documentation. If doubts exist regarding their provenance or reliability, data will not be used on our repository. Qualitative data will be closely monitored. We will follow strict measures eg transcription conventions, reflexivity; and actively seeking out novel approaches to ensure analyses fit with 'co-production' approaches. Credibility, dependability, transferability and confirmability will ensure a robust and standardised approach. Training for relevant research team members will be essential as will clear communication, version control and documentation.

Relationship to other data

State the relationship to other data available in public repositories

Our data utilises similar (secondary) data sources that may be available in other available repositories. But our emphasis on UK

Coastal communities makes ours unique.
FAIR principles are considered for our repository (Findable, Accessible, Interoperable and Re-usable) for our data.

Secondary Use

Outline the further intended and/or foreseeable research uses for the completed dataset(s)

We anticipate the repository will be used extensively across UK coastal communities for knowledge exchange around dietary health inequalities and blue food system.
All legal, ethical and data management considerations are accounted for to ensure protection of data in line with funders guidelines, and GDPR policies

Methods for data sharing

Outline the planned mechanisms for making these data available, e.g. through deposition in existing public databases or on request, including access mechanisms where appropriate

3. Data sharing and access
3.1 Where will data be shared? Data Coastal Repository (DACRE) and CESA platform will be sharing platforms, as well as UoP hosted websites. Our data, which will serve public interest, will follow UKRI good practice standards and made openly available and accessible (with restrictions/constraints appropriately considered), with sufficient meta-data as information on how to access it with ease. To facilitate external evaluation and ensure replicability, the data repository will only utilise data which are already available, or which we can make publicly available. We will maintain a project website (hosted by Plymouth University's Centre for Coastal Communities) to provide links to, and widen knowledge of, cFISSHI project outputs as they develop
3.2 How will data be made findable and accessible? In accordance with BBSRC and ESRC policy principles we will ensure that all new data and outputs are findable, accessible, interoperable and re-usable. Our knowledge mobilisation activities include sharing our outputs in three UK coastal communities as well as nationally promoting the data repository via relevant networks. We will add keywords for discoverability and use data access statements to link from publication to datasets. We will maintain a project website (hosted by Plymouth University's Centre for Coastal Communities) to provide links to, and widen knowledge of, cFISSHI project outputs as they emerge and develop.
3.3 How will data be made reusable? We will use FAIR principles (findability; accessibility; interoperability and reusability) to ensure that data are usable and interpretable by others and by ensuring data are shared and disseminated using standard, non-proprietary approaches, e.g supporting documentation such as readme files. All data will be accompanied by metadata and associated code that can be used for data processing.

Proprietary data

Outline any restrictions on data sharing due to the need to protect proprietary or patentable data

We do not anticipate any delays or restrictions to sharing our data

Timeframes

State the timescales for public release of data

Data will be released as soon as possible during the project progress, no later than publication, in accordance with relevant [guidelines](#). We will deposit the data/pre-register the doi with the repository alongside a clear transparent data availability statement that points to the dataset (or where it will be upon publication).

We will also ensure a sound data storage and preservation strategy to ensure longevity of the data. This will include good practice approaches (for our repository) to deposit code in a host repository (e.g. GitHub that specializes in source code management as well as some types of data like large files)

Formats

State the format of the final dataset

Format and scale of the data

Quantitative data: existing and new secondary data will be saved in Comma-separated values (.csv) format to maximise re-usability and accompanied by all relevant citations and metadata. Survey data - will be stored in Microsoft Excel (.xlsx) format and transferred to SPSS for analyses as required. We expect large volumes of data.

Qualitative data will be transcribed and inputted into suitable software package for analysis (eg NVivo). These will be stored as NVivo files (.nvp files). Other qualitative data (e.g. observational) will be stored as Microsoft Word documents (.docx)

Immersive tech data: 3D modelling, simulation data will be stored on UoP server (Immersive Media IMM or Immersive Technology Media format ITMF). Due to its likely volume we are likely to need to seek larger space on the UoP server to store this.