
Plan Overview

A Data Management Plan created using DMPonline

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Fieldlab Besmettingsrisicoanalyse

General TU Delft data management questions

Name of data management support staff consulted during the preparation of this plan

Nicolas Dintzner, data steward of the faculty TBM.

Date of consultation with support staff [YYYY-MM-DD]

2020-11-10 / 2020-11-19

1. Is TU Delft the lead institution for this project?

- Yes, the only institution involved

The TU Delft research group is performing this research for Fieldlab Evenementen. The research group will be responsible for data collection (through a survey), storage, backup & archiving. Fieldlab Evenementen has a large following of opt-in survey participants. The TU Delft research group will send the questionnaire to Fieldlab Evenementen who will send it to their followers. Only the TU Delft research group will have access to respondents information (but not the email addresses, only Fieldlab Evenementen has those).

2. If you leave TU Delft (or are unavailable), who is going to be responsible for the data resulting from this project?

Pieter van Gelder, professor TBM (P.H.A.J.M.vanGelder@tudelft.nl)

3. Where will the data (and code, if applicable) be stored and backed-up during the project lifetime?

- Project Storage at TU Delft

A questionnaire will be sent out using Qualtrics, which asks respondents to describe their behavior in a given setting using a fixed framework. We have classified contact moments with other attendees based on duration and proximity and ask how many contact moments respondents estimate they have in a given time period when visiting certain events.

The Survey will be sent to Fieldlab Evenementen, which will in turn send it to all respondents. The project group will not have access to the respondents email addresses. Fieldlab Evenementen will not have access to the responses.

From the gathered responses we will develop a statistical model that aims to model the risk of infection at different events (which we derive from disclosed RIVM statistics) using attendee behavior at those events. This model will be shared with Fieldlab Evenementen. Survey responses will be stored in Project Storage, as will the code used to generate the model (fit parameters).

When the research is completed and the model is delivered, respondent's survey data will be further cleaned and saved in a repository so the model can be re-created if anyone so chooses.

4. How much data storage will you require during the project lifetime?

- < 250 GB

We expect (order of magnitude) 10000 text-based responses.

5. What data will be shared in a research data repository?

- Not all data can be publicly shared - please explain below which data and why cannot be publicly shared

Conclusions (in the form of a statistical model) will be shared with Fieldlab Evenementen at the end of the research period.

Respondents data will be anonymised further and be archived in a repository, along with the survey itself and all code used to generate a model. This is done so the model can be reproduced.

An example of data anonymisation: certain post-codes in the netherlands are populated by very few residents. Such post-codes will

be removed from the published results as they might be traceable to individuals.

6. How much of your data will be shared in a research data repository?

- < 100 GB

Respondents data will be anonymised further and be archived in a repository, along with the survey itself and all code used to generate a model.

Thus, around 10000 text-based responses, python code and a .pdf of the questionnaire.

7. How will you share your research data (and code)?

- Data will be uploaded to the 4TU.Centre for Research Data

The conclusions (the statistical model) and code used to develop the model will be shared with Fieldlab Evenementen.

Respondents data will be anonymised further and be archived in a repository, along with the survey itself and all code used to generate a model. This is done so the model can be reproduced.

An example of data anonymisation: certain post-codes in the netherlands are populated by very few residents. Such post-codes will be removed from the published results as they might be traceable to individuals.

8. Does your research involve human subjects?

- Yes

We will be asking respondents to fill out a questionnaire.

9. Will you process any personal data? Tick all that apply

- Date of birth/age
- Religion
- Other types of personal data – please explain below
- Health data

The following data will be collected anonymously using Qualtrics and saved in TU Delft Project Storage

Health data: we will be asking respondents if they have had a positive COVID-19 test result or have displayed symptoms related to COVID-19.

We will also ask for their postcode (only the numerical part). These are relevant due to the geographic distribution of the disease.

When archiving the respondents data postcodes with very few replies will be filtered out, as these may be more easily traced back to individuals.

We ask for the respondents age (in brackets) because this is relevant to risk of infection.

Religion: We don't ask for religious affiliation directly, only if they attended any religious service in the past 3 months. This is because religious service could pose a risk of infection (just like any other everyday setting).

We do not allow individuals to will out open fields, so no personal data may be shared unnecessarily.

TU Delft questions about management of personal research data

1. Please detail what type of personal data you will collect, for what purpose, how you will store and protect that data, and who has access to the data.

The questionnaire will be sent to Fieldlab Evenementen, who will in turn send it to their mailing list. The project group will not have access to the email addresses and names of the respondents. At the end of the research period all data will be further anonymised as previously explained and archived. No personal data traceable to individuals will be published.

Type of data	How will the data be collected?	Purpose of processing	Storage location	Who will have access to the data
Age	Questionnaire, respondents asked to select their age range (18-29, 30-39, etc). Used for statistical modelling	Statistical Modelling	Qualtrics / Project Storage	All 4 researchers
Religion	Questionnaire, asked if they have attended religious service (for the conditional questionnaire flow)	We don't use a persons religion to calculate their risk, but religious service as a setting poses a risk (just like being home, at restaurants, etc..). only ask IF they attend religious service, not what religion they are affiliated with.	Qualtrics / Project Storage	All 4 researchers
COVID-19 Result	Questionnaire, yes/no. Researchers hope to see a difference in average behaviour in people that have/haven't contracted the disease.	Statistical Modelling	Qualtrics / Project Storage	All 4 researchers
Post Code	Questionnaire, only 4 letters (gemeenteniveau)	Geographic Distribution of disease, statistical modelling	Qualtrics / Project Storage	All 4 researchers
Signed consent forms	Questionnaire, yes/no answers. if no - > end of survey	To record the consent of the participants who agreed for their data processing	Qualtrics / Project Storage	All 4 researchers

2. Will you be sharing personal data with individuals/organisations outside of the EEA (European Economic Area)?

- No

3. What is the legal ground for personal data processing?

- Informed consent - please describe the informed consent procedures you will follow

The informed consent form as provided by the HREC. \\

Algemene informatie over deze enquête U wordt uitgenodigd om deel te nemen aan een onderzoek genaamd 'Besmettingsrisico's van COVID-19 als functie van contactmomenten en maatregelen'. Dit onderzoek is een samenwerking tussen de TU Delft en Fieldlab Evenementen en wordt uitgevoerd door L.Y.D. Znidarsic, D. Brus, dr. ir. B. Kolen en prof. dr. ir. P.H.A.J.M. van Gelder.

Het doel van deze vragenlijst is om data te verzamelen over wat voor contactmomenten en maatregelen er gelden in veelvoorkomende 'settings' en zal ongeveer 10 minuten in beslag nemen. U wordt gevraagd uw gedrag in bepaalde settings te omschrijven. Ook zijn we benieuwd naar hoe vaak en hoe lang u u in deze settings begeeft, en welke maatregelen daar van kracht zijn.

Uw data wordt gebruikt bij het ontwikkelen van een wiskundig model om de besmettingsrisico van toekomstige evenementen te schatten, met als doel dat maatregelen slimmer ingezet kunnen worden. Reacties worden verder gefilterd op persoonlijke data om uw anonimiteiten te garanderen en zullen daarna gearhiveerd worden voor verder onderzoek.

Uw deelname aan dit onderzoek is volledig vrijwillig en u kunt op elk moment uw deelname in te trekken. Daarnaast bent u vrij om elke persoonlijke vraag over te slaan.*

Wij geloven dat er geen bekende risico's geassocieerd kunnen worden met dit onderzoek. Niettemin, zoals met elk online uitgevoerd onderzoek is er altijd het risico van datalekken. Wij doen ons best om uw antwoorden in dit onderzoek vertrouwelijk te houden. Bij vragen kunt u contact opnemen met [Contact]. *Deze enquête bevat logica, d.w.z. dat bij bepaalde meerkeuzevragen uw antwoord het verdere verloop van de enquête beïnvloedt. Bij deze vragen bent u wel verplicht een antwoord aan te vinken, maar staat altijd een optie 'hier geef ik liever geen antwoord op'.

4. Will the personal data be shared with others after the end of the research project, and if so, how and for what purpose?

Personal Data will not be shared at the end of the research project.

5. Does the processing of the personal data results in a high risk to the data subjects?

If the processing of the personal data results in a high risk to the data subjects, it is required to perform a Data Protection Impact Assessment (DPIA). In order to determine if there is a high risk for the data subjects, please check if

any of the options below that are applicable to the processing of the personal data during your research (check all that apply).

If two or more of the options listed below apply, you will have to [complete the DPIA](#). Please get in touch with the privacy team: privacy-tud@tudelft.nl to receive support with DPIA. If only one of the options listed below applies, your project might need a DPIA. Please get in touch with the privacy team: privacy-tud@tudelft.nl to get advice as to whether DPIA is necessary.

If you have any additional comments, please add them in the box below.

- None of the above apply