LAUREA AMMATTIKORKEAKOULU
University of Applied Sciences

DATA MANAGEMENT PLAN

General ethical principles

Ensure that your thesis does not require prior ethical review:

1. the study does not interfere with the physical integrity of the research participants
2. the study does not involve children under 15 years of age without the express consent of the guardian or without informing the guardian, which would allow the guardian to refuse the child's participation in the study
3. the research participants will not be subjected to exceptionally strong stimuli, e.g. frightening violent be-haviour
4. there is no risk of causing psychological harm to the research participants or their close relatives beyond the limits of normal daily life
5. the conduct of the study does not pose a threat to the safety of the research participants or the investiga-tor or their relatives.

Collection of personal data

Do not collect or retain unnecessary personal data. Personal data are data that allow a person to be identified, directly or indirectly, for example by combining individual data.

Sensitive (specific) personal data cannot be collected in a thesis. The data may reveal the following about the person:

- race or ethnic origin
- political opinion
- religious or philosophical beliefs
- trade union membership
- genetic or biometric data for the purpose of unambiguous identification of the person
- health status
- sexual behaviour and orientation
- information relating to criminal convictions and offences

Ensure that the data are processed in accordance with Laurea's data classification

If you process confidential data, such as trade secrets or confidential personal data, special care must be taken to protect them from unauthorised processing. Process data only in accordance with the Laurea's data classification and ensure secure disposal.

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Author(s):	
Title of thesis:	
Working life representative: (organisation/project/person)	
Date:	

1. General description of the data and ensuring the quality of the data

Select the data collection methods you plan to use and the type of data you plan to collect. Data quality is assured by ensuring that data is not inadvertently modified, and that the original data content is retained.

The original data are stored separately before being analysed. :

Interview (e.g. audio, video, transcribed text)	
Observation (e.g. photo, video, transcribed text, observation matrix)	
Survey (e.g. electronic form, paper form, spreadsheet)	
Workshop (e.g. image, audio recording, video, text)	
Other	

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2. Ethical principles, legislation and processing of personal data

2.1. Personal data and data protection

Personal data can be direct (e.g. name, personal identification number, e-mail address, facial image) or indirect (e.g. voice, telephone number, a specific characteristic or a particular hobby).

If you collect personal data, note also the consent to the processing of personal data as part of the participant's consent (see section 2.6).

Does your data contain direct or indirect personal data? *(If there is no personal data, go to the section 2.4)*	Choose

☐ I have ensured that there is no sensitive personal data.

2.2. Primary responsibility for the processing of personal data, i.e. the controller

If personal data are included in the thesis data, the controller responsible for processing the personal data must be identified. Make sure that the controllership and the processing of personal data have been agreed with the working life representative if necessary.

Choose the controller

2.3. Notifications required for data protection

☐ I will use Laurea's thesis privacy notice template

☐ I will use the working life representative's privacy notice.

2.4. Research settings requiring ethical prior assessment in bachelor theses

☐ I have ensured that the research approach of the thesis does not require prior ethical review.

2.5. How do you manage the rights to the material you use, produce and distribute?

☐ These issues are described in the agreement with the working life representative.

2.6. Informing participants, consent to participate and possible further use of the material

If the thesis involves people participating in activities such as interviews, observations, targeted surveys or workshops, the participants must be informed about the purpose and methods of the thesis. Participants should also be informed if the thesis material is to be used for further research or as part of marketing material after completion of the thesis, and if the thesis material is to be stored openly in a data archive or otherwise made openly available.

If no other persons are involved in the thesis, go to the section 3.

Select the information method

☐ I will use Laurea's Information for thesis participants template, where appropriate, as a separate docu-ment or as part of the survey cover sheet.

☐ Other method (describe below)

Participants in the thesis must be asked for their consent to participate and, if necessary, for consent to the processing of personal data for the purposes of the thesis.

Select the method of consent request

☐ I will use the Laurea's Thesis Participant Consent Template, where appropriate, as a separate document or as part of the questionnaire.

☐ I will ask orally for consent at the beginning of the interview to be recorded

☐ I will ask for consent to process personal data as part of the participant consent form.

☐ Other method (please describe below)

3. Documenting the data

3.1. Documentation of the data

At least separate notes shall be made on the steps and variables of the data processing. The documentation of the material describes how the thesis material was produced, what it contains and how it was processed.

Choose a documentation method

3.2. Organisation and integrity of the data

Keep the original material separate from the material used during the thesis so that you can return to the original if necessary.

Be aware of the life cycle of the data from the beginning of the thesis process, and be prepared for situations where the data may change unnoticed, e.g. recording, transcription, conversion to another file format, storage, etc.

4. Storage and security during the thesis process

4.1 Where is the data stored and backed up during the thesis process?

- [ ] Laurea OneDrive
- [ ] Public cloud service (no confidential data or personal data)
- [ ] Own computer
- [ ] External hard drive (note! protect data!)

4.2 How do you ensure that no outsiders have access to the data?

- [ ] I only store data in the places that correspond to the Laurea's data classification .
- [ ] If I am doing my thesis in a public place: I will make sure that outsiders cannot see my computer and I do not discuss confidential matters.
- [ ] I lock my computer whenever I am not using it, and I do not leave my equipment unattended in public places.
- [ ] If I share information: I will take care of access rights to files and information that I share and share informationsecurely, only to those who need it.
- [ ]

5. Material after completion of the thesis: destruction, preservation or possible further use and opening

In accordance with Laurea's guidelines, the thesis material must be destroyed 6 months after publication of the thesis. Unless otherwise agreed, personal data must be deleted immediately after completion of the thesis. Please also note that participants must be informed of any further use of the data.

5.1 What will you do with the data once the thesis is completed?

- ☐ I will destroy the paper material with a shredder or take it to a security kiosk
- ☐ I will erase the external storage medium
- ☐ I will take the electronic material to the trash bin of my computer or Onedrive and empty the trash bin
- ☐ I will use an overwriting program
- ☐ I will hand over anonymised data to the working life representative
- ☐ I will open the material for further use according to the instructions of the thesis supervisor

6. Tasks and responsibilities

6.1 If you are working on the thesis with others, describe how responsibilities are assigned.

Saving	
Backup	
Sharing the material	
Destroying or archiving the material after completion of the thesis	

The tasks and responsibilities of the working life representative are defined in the thesis agreement.