# DATA MANAGEMENT PLAN FOR THESES AT JAMK UNIVERSITY OF APPLIED SCIENCES

* You can write your plan directly into this document. Use the ready-made options and add descriptions where necessary. Delete this introductory page from the final version.
* Draw up the plan from the perspective of your own thesis. You must understand the content of the plan and how it guides your actions.
* Tick the suitable boxes and answer the open-ended questions. You do not need to answer every sub-question if they are not relevant to your thesis. Be concise and concrete.
* Demonstrate your ability to identify, anticipate and manage risks: e.g., processing of personal data, research ethics, secure storage and sharing, backups, and agreements on usage rights.
* Always follow the instructions and requirements of your own university and the commissioner. More information can be found in the [Jamk Thesis Guide](https://help.jamk.fi/opinnaytetyo/en/project-plan/data-management-plan/).
* This data management plan is based on Arene’s template for data management plans. If needed, you can find more detailed instructions for each section [in the Arene’s Instructions for the data management plan](https://arene.fi/julkaisut/raportit/opinnaytetoiden-eettiset-suositukset/).

# DATA MANAGEMENT PLAN FOR THESES AT JAMK UNIVERSITY OF APPLIED SCIENCES

**Author(s) of the plan:**
**Title of the thesis:**
**Commissioner (organization/project/person, if applicable):**
**Date of the plan:**

## 1. GENERAL DESCRIPTION OF THE DATA

### 1.1 Description of the data: Data and materials to be collected or that already exist and their properties

Briefly describe or create a table or a list of data you will collect, produce, or use, as well as of their properties. Do not describe the data analysis.

Description, table, or list of the data and its properties (type, file format, size, access rights, collection methods):

### 1.2 Ensuring the quality of the data

Briefly describe how you will ensure that the data will not change inadvertently and that the original content is preserved. Consider, for example, the transfer of data between platforms or formats and editing during analysis. It is advisable to store the original data separately before editing it.

Description:

## 2. ETHICAL PRINCIPLES, LEGISLATION, AND PROCESSING OF PERSONAL DATA

### 2.1 Personal data and data protection considerations

Describe the processing of personal data using the following questions. It is recommended that sensitive personal data is not collected in a thesis.

[ ]  The dataset contains [direct or indirect personal data](https://tietosuoja.fi/en/what-is-personal-data). Describe the personal data:

Note that besides the examples in the link above, recognizable image and voice are always personal data.

[ ]  The dataset contains sensitive personal data ([special categories of personal data](https://tietosuoja.fi/en/processing-of-special-categories-of-personal-data)). What kind and why:

[ ]  A Data Protection Impact Assessment (DPIA) is required for the sensitive data. Who will prepare it, how, and when:

### 2.2 Main responsibility for the processing of personal data, i.e., controllership

If the dataset includes personal data, you must define a controller for it. The data controller determines the purpose and means of processing personal data. Who is the controller of the data:

[ ]  Student. I am conducting the thesis independently or as part of a Jamk project (no employment in Jamk), or this has been agreed with another organization.
[ ]  Jamk. I am conducting the thesis as part of a Jamk project and I am employed by Jamk.
[ ]  Company/Commissioner. I am conducting the thesis as an employee of a company or on behalf of a commissioner.

### 2.3 Data protection documentation

Describe what data protection documents and procedures are required in your thesis and how you will implement them. The most important documents are the privacy notice and the consent form for processing personal data. If your thesis does not involve personal data, you can skip this section.

Consent can be requested, for example, at the beginning of a survey via a separate electronic form or on paper.

Note: Even if you do not collect personal data, you may still need to obtain consent for participation (see section 2.4).

[ ]  I have prepared a privacy notice.
[ ] I have planned how to obtain consent for processing personal data from participants. When and how will consent be requested:

### 2.4 Informing participants and gaining their consent

If people participate in your thesis (e.g., interviews, observations, surveys, workshops), they must be informed about the thesis and their role in it via a research information sheet. This should also state whether anonymized data will be reused or archived. Participants must also give consent for participation and for the processing of personal data. Use Jamk’s templates.

Describe how participants will be informed and how consent will be obtained:

### 2.5 Research permit

A research permit must be obtained before data collection from the organization where the data is collected. Check the organization’s policy, as not all require a permit.

[ ]  A research permit is required. Organization and procedure:

### 2.6 Managing rights of the used, produced and shared data

Describe how you will agree on the rights to the data collected, produced, and (re)used in your thesis. The rights to the research data belong to the student(s) who collect/produce it. Rights can be shared with partners such as companies or the university.

[ ]  The student retains **exclusive rights to the data**
[ ] A partner is granted **parallel rights** (student retains usage rights)
[ ] A partner is granted **the right to modify the results** (e.g., further develop the data)
[ ] A partner is granted **the right to transfer the right of use of the data further**
[ ] The student **transfers the ownership of the data** (e.g., a physical product created in the thesis), retaining only the right to be mentioned as the author of the data/product

### 2.7 Research designs requiring ethical review

As a rule, thesis projects should not involve research designs that require ethical review. [Refer to Jamk’s guidelines and the list of cases requiring ethical review](https://jamkstudent.sharepoint.com/sites/Organisaatio-ja-johtaminen-Elmo/SitePages/en/Ethics-Committee.aspx).

[ ] The thesis involves a research design requiring ethical review. Justification and procedure:

## 3. DOCUMENTATION AND ORGANIZATION OF THE DATA

Make notes and document your data and its processing. Make notes on data processing, processing stages, statistical data variables, and name files and organize folder structures logically and clearly.

Describe how you will document data processing, organize files, and make notes on processing stages:

## 4. STORAGE AND DATA SECURITY DURING THE THESIS PROCESS

Describe where the data will be stored and how it will be backed up during the thesis process. The data may be stored in multiple locations. Use the services below only with Jamk credentials – do not use private user accounts.

[ ]  Jamk OneDrive (backed up):
[ ] Jamk Teams channel (only files backed up), which channel:
[ ] SD services for sensitive data (CSC, backed up)
[ ] Webropol survey system (backed up, server in Finland). Note: Microsoft Forms is not recommended.
[ ] Other, what and why, and backup implementation:

How will you ensure that outsiders do not access the data, e.g., through passwords or access rights management:

## 5. DATA AFTER THE THESIS IS COMPLETED: DESTRUCTION, PRESERVING, OR POSSIBLE REUSE AND OPENING

Describe what you will do with the data after the thesis is completed. Indicate whether you will destroy, preserve, or open the data for possible reuse and describe how you will implement it.

[ ] **The data will be destroyed** after the thesis is completed

[ ] **The data will be preserved** after the thesis is completed
Discuss the preservation of your thesis data with your thesis supervisor and the possible commissioner.
Note: If the data contains personal data or other content that prevents preservation (e.g., trade secrets), you cannot preserve it in its current condition. Describe where the data will be preserved and whether it requires any actions (e.g., anonymization):

[ ] **Reuse and opening of the data**
Participants must be informed about the possible reuse of data before data collection. It is recommended to ask for consent to open the data for reuse already when obtaining consent for participation.

If you plan to retain the data for your own or the commissioner’s further use, you are responsible for ensuring that the data is stored securely and that personal data is protected or anonymized.

If you plan to reuse or open the data, first contact att@jamk.fi and then describe here how reuse and opening will be implemented:

## 6. DUTIES AND RESPONSIBILITIES

Briefly describe how the duties and responsibilities described in the previous answers are divided in your thesis: e.g., storage, backup, data sharing, preservation/destruction after completion. Remember to allocate sufficient time for data processing. If you are conducting the thesis for a commissioner or in a project, also describe their possible role.

Description of the division of data management duties and responsibilities, and time resources: