# **Instructions**

* Before going any further, save this document on your own system under another name.
* This document is in two main parts:
  + The overview (page 2). This is a quick reference guide for you to come back to as is useful.
  + The plan you fill in (pages 3-8). This is where all the detail will go that is specific to your dataset.
* If you do not know what data your organisation might have or want to collect/create, where appropriate make something up so that you can practise. If anything is unclear, ask for help either within your own network or organisation, or look at the guidance on <www.data.govt.nz/manage-data>.
* Please note: your completed plan will be at a basic level rather than at an expert standard. It will be a great start though!
* You are now ready to get started: go to the Governance and Access section onpage 3 and start to create your personalised plan.



# **My Data Management Plan**

## **Plan Overview (working with a specific dataset)**

**Governance and Access**

**Governance**

* Who is responsible for the dataset/s?
* Have we got informed consent to collect and use the data?
* Have we got informed consent to keep and potentially share the data?
* Are we meeting legislative requirements?
* Have we followed the appropriate principles?
* Have we followed relevant frameworks, if applicable?
* Are documents related to decisions regarding the dataset/s stored securely   
  and are discoverable and accessible?

**Access and Security**

* How will we manage the security of the dataset throughout its lifecycle?
* How will we make sure the dataset remains uncorrupted?
* Have we identified barriers that would stop sharing?

**Discovery, Use and re-use**

**Data Documentation**

* Describe how the data was extracted/created.
* Makes possible use and re-use by explaining what the data items mean.
* Use consistent naming conventions to identify the data through its lifecycle.

**Data Formats, Volume and Storage**

* Where and in what form will we keep the dataset?
* What software is needed to use the dataset?
* How will the dataset and metadata be stored?
* How will the dataset be backed-up?
* What size is it?

**Retention, Preservation and Disposal**

* How long will the dataset be kept?
* How will we manage long-term access at the end of the dataset’s life?
* How will we make decisions about disposal?
* Have reviews been scheduled in its lifecycle?
* Is the final data read-only? Is it separate to the raw and processed versions?

**Governance and Access**

| **Governance** | |
| --- | --- |
| * Who is responsible for this dataset/s (security, access, etc.)? |  |
| * Have we got a memorandum of understanding (M.O.U) or informed consent to collect and use the data for an agreed purpose (i.e. from suppliers/survey participants)? |  |
| * Have we got a memorandum of understanding (M.O.U) or informed consent to keep and potentially share the data (for uses other than the original one)? |  |
| * Are we meeting legislative requirements? |  |
| * Have we followed the [FAIR](https://www.go-fair.org/fair-principles/) principles? Or the [NZ Data & Information Management Principles](https://www.data.govt.nz/manage-data/policies/new-zealand-data-and-information-management-principles/), the [NZ Privacy, Human Rights & Ethics Framework](https://www.msd.govt.nz/about-msd-and-our-work/work-programmes/initiatives/phrae/index.html) or the [CARE](https://www.gida-global.org/care) principles for indigenous data governance, as appropriate? |  |
| * Have we followed relevant frameworks if applicable (i.e. the [Data Stewardship Framework](https://www.data.govt.nz/manage-data/data-stewardship/a-draft-data-stewardship-framework-for-nz/) or [Ngā Tikanga Paihere](https://data.govt.nz/use-data/data-ethics/nga-tikanga-paihere/))? |  |
| * Are documents related to decisions\* regarding the dataset/s stored securely and discoverable and accessible?   \* I.e. M.O.U. records etc. These documents are *referred to* in a DMP but are not part of it. |  |

| **Access and Security** | |
| --- | --- |
| * How will we manage the security of the dataset throughout its lifecycle (i.e. protect the privacy and confidentiality of the contributors)? |  |
| * How will we make sure the dataset remains uncorrupted\* ?   \* N.B. corruption can refer to improperly loaded or edited content, issues with the technology used in the data files, or deliberate manipulation via a security breach. |  |
| * Have we identified barriers that would get in the way of the dataset being shared? |  |

**Discovery, Use and Re-use**

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| **Data Documentation** | |
| * Describe how the dataset was extracted or created:   + - If it is from a survey, link to the questionnaire.     - If it is from administrative data (such as birth or taxation records), describe how it was extracted from the system. |  |
| * Makes possible use and re-use by explaining what the data items mean:   + - Describe any methodology used.     - Define the column headings (variables).     - Define any classifications or codes. |  |
| * Use consistent naming conventions to identify the data through its lifecycle (i.e. raw, processed, final). |  |

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| **Data Formats, Volume and Storage** | |
| * Are we clear about where we will keep the dataset and in what form (i.e., tabular data, survey data, physical samples)? |  |
| * Do we need special software to process/visualise the dataset (e.g. geospatial software)? |  |
| * How will the dataset and metadata be stored (i.e. on a secure mainframe; on a cloud-based system)? |  |
| * How will the dataset be backed-up? |  |
| * What size is it? |  |

**Retention, Preservation and Disposal**

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| * How long will the dataset be kept? |  |
| * How will we manage long-term access at the end of the dataset’s life (i.e. when it has fulfilled its original purpose, how will we make sure it is still discoverable by others)? |  |
| * How will we make decisions about disposal? I.e. how will we know if it is okay to destroy the data? |  |
| * Have we scheduled reviews in its lifecycle (i.e. to decide if it still needs to be kept)? |  |
| * Have we made sure the final data is read-only (if relevant)? * Is it separate from both the raw and processed versions? |  |