Guidance on Data Management in Froebel Trust funded projects

Recipients of Froebel Trust grants for projects that include the collection of data in a variety of forms (e.g. text, images, audio or other types) must ensure that:

1. They have planned for the management of data.
    a. What data will be gathered
    b. Compliance with GDPR / country-specific data requirements and laws
    c. How and where will it be stored during and after the project
    d. Who will have access (and who will not)
    e. How the data will be protected
    f. How long data will be retained
    g. When and how and in what circumstances data will be destroyed
    h. What would happen to data if a project ended before completion
    i. Participants' rights to ownership of data and withdrawal of consent
    j. An institution's policies on data management, which take precedence
    k. The requirements of any other funders who are supporting the project

2. They comply with all relevant laws and requirements relating to data protection in the country or countries in which their project will take place and / or where the data will be stored.

3. They have fully considered the ethical obligations and implications of the project and, where appropriate, have gained approval from an institutional Research Ethics Committee (REC) or, where this is not possible, from the Froebel Trust's Research Subcommittee (RSC). Fieldwork / data collection should not begin before ethical approval has been confirmed by the REC or the RSC. The ethical considerations must include the plan for managing, storing, retaining and destroying data.

4. They have taken account of any data management planning and access requirements of institutions or funders. The Froebel Trust does not require access to grant recipients' data or their data management plans but many other funders do.

Further information about Data Management is available at:

https://ukdataservice.ac.uk/learning-hub/research-data-management/plan-to-share/data-management-planning-overview/