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## Plan Overview

*A Data Management Plan created using DMPonline*

**Title:** TPM-MSc-Graduation Project [Case Study into Municipal Heat-Transition: Data-Driven Policy-Making Tool]

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**Affiliation:** Delft University of Technology

**Template:** TU Delft Data Management Questions

### **Project abstract:**

The purpose of this research study is to understand the stakeholder requirements on a system design that can be used to support municipal heat transition policy-making. Interviews with open questions will be held to gather participant perspective on heat transition, policymaking, and data gathering.

**ID:** 56255

**Last modified:** 25-05-2020

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# TPM-MSc-Graduation Project [Case Study into Municipal Heat-Transition: Data-Driven Policy-Making Tool]

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## General TU Delft data management questions

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

Nicolas Dintzner, the Data Steward of the faculty of TPM

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

2020-04-21

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

- Yes, leading the collaboration

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

Dr. A.M.G. (Anneke) Zuiderwijk- van Eijk

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

- SURFdrive

Data to be collected: audio recording, informed consent, transcript of the interview, participant summary documents, codebook, result analysis, a summary of findings.

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

- < 250 GB

#### 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

data that can not be made available:

audio recording, informed consent form, transcript of the interview, and everything that contain personal information

data that can be made available:

interview summary, aggregated data, and everything that does not contain personal information

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

- < 100 GB

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

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

**8. Does your research involve human subjects?**

- Yes

Interview with human that will include contact information (email), name, and signature.

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

- Other types of personal data – please explain below
- Name and addresses
- E-mail addresses

Knowledge and perspectives on heat transition, data gathering for heat transition, and decision making for heat transition policymaking

**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.**

Please provide your answer in the table below. Add an extra row for every new type of data processed:

Type of data	How will the data be collected?	Purpose of processing	Storage location	Who will have access to the data
Knowledge and perspectives on heat transition, data gathering for heat transition, and decision making for heat transition policymaking	Through interview (data will be recorded in audio recorder and then transcribed)	Empirical evidence for qualitative analysis	surfdrive	Graduation project supervisors Anneke Zuiderwijk-van Eijk <a href="mailto:A.M.G.Zuiderwijk-vanEijk@tudelft.nl">A.M.G.Zuiderwijk-vanEijk@tudelft.nl</a> MSc student: Mustika Siti Hajarini MustikaSitiHajarini@student.tudelft.nl
Informed consent form	Through a PDF form	To record the consent of the participants who agreed for their data processing	surfdrive	Graduation project supervisors Anneke Zuiderwijk-van Eijk <a href="mailto:A.M.G.Zuiderwijk-vanEijk@tudelft.nl">A.M.G.Zuiderwijk-vanEijk@tudelft.nl</a> MSc student: Mustika Siti Hajarini MustikaSitiHajarini@student.tudelft.nl
Contact address (email)	Recommendation from a contact person in TNO.	Archival record and to contact the interviewee if needed	surfdrive	Graduation project supervisors Anneke Zuiderwijk-van Eijk <a href="mailto:A.M.G.Zuiderwijk-vanEijk@tudelft.nl">A.M.G.Zuiderwijk-vanEijk@tudelft.nl</a> MSc student: Mustika Siti Hajarini MustikaSitiHajarini@student.tudelft.nl

**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

An informed consent form (in PDF) will be sent by email prior to the interview. Afterwards, the form shall be read to the interviewee. After informed consent is signed, informed consent will be kept as a record. But no data from informed consent will be used in used for further analysis.

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

No personal data will be shared. Only aggregated data will be shared.

### 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](mailto: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](mailto: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