
Plan Overview

A Data Management Plan created using DMPonline

Title: Young People's Sexual Wellbeing

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Project abstract:

Sexual wellbeing is an important but overlooked dimension of wellbeing. This thesis builds on recent efforts to define and conceptualize sexual wellbeing, focusing specifically on how sexual wellbeing is experienced during adolescence and emerging adulthood. This exploratory PhD will firstly carry out a Qualitative Evidence Synthesis to bring together evidence on the domains of sexual wellbeing in relation to young people. Secondly, it will use qualitative interviews and diary methods to gain an understanding of the lived sexuality-related experiences of young people who score across a continuum in Natsal-SW, a population measure of sexual wellbeing for inclusion in Natsal-4. It will consider what individual narratives and biographies tell us about how sexual wellbeing is shaped by formative experiences, and how these influences future expectations of sexual wellbeing.

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Young People's Sexual Wellbeing

0. Proposal name

0. Enter the proposal name

A multi-modal study into young people's sexual wellbeing

1. Description of Data.

1.1 Type of Study

This PhD study will collect information from young people (16-24) on sexual wellbeing. It will generate data using semi-structured interviews and a qualitative diary study.

1.2 Types of Data

Primary data to be managed include:

1. Consent forms.
2. Identifiable participant information (e.g. names, contact details, and demographic information).
3. Qualitative data from interviews (audio, diagrams, drawings, photographs, and transcripts).
4. Qualitative data from diary study (audio notes, written messages, transcripts).
5. Natsal-SW measure scores.
6. Brief exit survey.
7. Fieldnotes from qualitative data generation.
8. Researcher diary.
9. Anonymised Natsal-4 dataset of 16-24 year-olds who have completed Natsal-SW.

1.3 Format and scale of the data

Paper

- Signed consent for the study (approx. 25)
- Drawing or diagrams generated by participants during the interviews
- Researcher field notes and diary
- Data from socio-demographic questionnaire
- Natsal-SW measure

Excel (.xlsx)

- Identifiable participant information (e.g. names, contact details)
- Data from socio-demographic questionnaire
- Natsal-SW scores
- Brief exit survey
- Anonymised Natsal-4 dataset of 16-24 year-olds who have completed Natsal-SW

Audio files (MP3, .wav, ACC, or OOG)

- Interview files (approx. 25)
- Diary audio notes

Image files (.jpeg or .png)

- Photographs of the drawing or diagrams generated by participants during the interviews

PDF files (.pdf)

- Scanned paper consent forms (approx. 25)

- Scanned copies of participant generated drawings or diagrams during interviews
- Scanned copies of the Natsal-SW measure
- Scanned copies of the socio-demographic questionnaire

Word processor (.doc or .txt)

- Signed consent for the study (approx. 25)
- Non-anonymised transcripts of interviews (approx. 50)
- Anonymised transcripts of interviews (approx. 50)
- Non-anonymised diary transcripts (approx. 25)
- Anonymised diary transcripts (approx. 25)
- Researcher field notes and diary

2. Data collection / generation

2.1 Methodologies for data collection / generation

Natsal-4 is a probability sample survey of the Britain's general population (aged 16-59). One eligible participant per household is invited to a survey interview about their sexuality.

Participants will be identified via the Natsal-4 survey. Young people, aged 16 to 24, living in Britain will be invited to take part in further qualitative research. The primary methods of data generation will include:

Semi-structured interviews to explore young people's understandings and experiences of sexual wellbeing. This study aims to carry out two interviews with approximately 25 young people. The first interview will take part prior to participants' enrolment in the qualitative diary study. It will serve to establish rapport and prepare participants to take part in the diary study. The second interview will take part after participants have completed the qualitative diary study and will provide an opportunity to explore themes raised in the diaries and debrief. Participants will be given the option of taking part in interviews in person or remotely. In person interviews will take place at participants' homes or at a venue of their choice. Remote interviews will take place over using GDPR compliant video-conference software (Microsoft Teams or Zoom). Audio for in person interviews will be recorded using an encrypted portable digital recorder and saved in restricted access drives. Remote interviews will be recorded (video and audio), the audio will be extracted and saved in restricted access drives, and the original interview video will be deleted. Sound files will be securely transferred using a secure file transfer system to a transcription company with whom the SPSHU has a contract. Sound files will be named with an anonymous identifier. Photographs will be taken of drawings or diagrams generated by participants during the sexual wellbeing interviews. These will be securely downloaded into restricted access drives and paper files will be kept in locked cabinets. Transcripts and other research files will be de-identified and imported into NVivo for analysis.

Qualitative diary study to explore how youth sexual wellbeing evolves over time. The principal investigator will use a SPSHU password protected smartphone for the study. This phone will only be used to contact with potential and actual participants. The phone will not be used for personal purposes. The principal investigator set up a messaging app account (e.g. Telegram or Signal) into which participants will be able to write in and send voice notes. Participants will be asked to submit around 5 to 10 diary entries. Diary entries will be downloaded on a weekly basis onto a SPSHU secure drive (T: drive) and will be erased from the the smartphone. Sound files will be transcribed by the researcher or securely transferred using a secure file transfer system to a transcription company with whom the SPSHU has a contract. Sound files will be named with an anonymous identifier. Transcripts will be anonymised and imported into NVivo for analysis.

Demographics survey to collect basic demographic information. Natsal-4 will have collected key socio-demographic and behavioral data over the course of fieldwork. The Natsal team will send the research team an excel file with the socio-demographic information of those who have not opted out of potentially taking part in the study. If participants consent to take part in the research their data will be cross-checked at first interview, and they may be asked further socio-demographic questions – these will be recorded in a paper file or through a Qualtrics survey. Paper files will be scanned and saved onto restricted access drives. Paper files will be kept in locked cabinets. The socio-demographic data of people invited to be a part of the study who refuse consent to take part will be deleted. Data from questionnaires will be input into excel for purpose of descriptive statistics.

Natsal-SW scores: Natsal-SW is a population measure of sexual wellbeing included in the fourth British National Survey of Sexual Attitudes and Lifestyle (Natsal-4). Participants will be asked to complete the measure during the first interview as well as during the second and final interview. Natsal-SW scores will be recorded in a paper file or through a Qualtrics survey. Paper files will be scanned and saved onto restricted access drives. Paper files will be kept in locked cabinets. Natsal-SW scores will be input into excel for purpose of descriptive statistics.

Brief exit survey: Participants will be invited to complete a brief survey after their participation in the study. In this survey they will be able to reflect of their experience of interview 1, interview 2 and the diary entries. The survey will ask participants explicitly about how the research has impacted their wellbeing. The survey will be delivered through Qualtrics.

Researcher analytical diary and fieldnotes to document researcher reflections and contextual factors shaping the research. These will be written up in a notebook or typed up in MS Word. Data in the fieldnotes and analytical diary will be pseudonymised.

Consent forms: Consent forms will be collected as part of research ethics. Paper copies of consent forms will be scanned and saved onto restricted access drives. Paper files will be kept in locked cabinets. Digital copies of consent forms will be kept for a minimum of 10 years or for as long the research data are archived, to ensure the research's ethical standards are auditable.

Personal contact data: NatCen will send the research team an excel file with the contact details of those who have not opted out of potentially taking part in the study. Personal contact data of potential participants who do not take part in the research will be deleted once the initial recruitment round is completed. Personal contact data of those taking part in the study will be kept to

organise the fieldwork (interviews and diary study) and will be deleted once the PhD is completed. Personal contact data will be stored in a secure folder at the university of Glasgow. Personal contact data will be kept until the completion of the PhD. All personal contact data will be securely deleted to DOD7 standard.

2.2 Data quality and standards

- Follow the ethically approved procedure for confirming and recording informed consent;
- Confirm participants satisfy the eligibility criteria for the study;
- An interview guide will be used to ensure consistency across interviews;
- Field notes will be kept following interviews to record contextual factors that may have shaped data generation processes.
- Allocate pseudonyms and identification numbers where required;
- Research materials will be piloted with young people to ensure relevant and appropriateness;
- RBP will keep a research diary throughout the research process documenting analytical thoughts and reflecting on the wider context of the research.
- Audio files will be transcribed by a trusted agency, with a track record of high-quality transcription.
- RBP will initially check a sample of 5 mins of audio for half of the transcripts to confirm quality transcription.
- NVivo will be used to organize data.

3. Data management, documentation and curation

3.1 Managing, storing and curating data

Data management

Data will be stored on secure IT systems, with data access restricted to the named research team. All drives are password protected and have restricted access. Drives are backed up daily in line with institutional back up procedures.

A secure transfer system, FTP, will be used when receiving data from Natsal-4. Transcript files will also be securely transferred with 1st Class Secretariat (the transcription company) using the company's own secure transfer service. The transcription company follows the Data Protection Act, registered number Z2116676 and have also signed the Code of Practice on Data Handling.

RBP will de-identify research data and assign unique participant identification number to data files.

Data storage

- Electronic files containing de-identified research data, will be stored in project folders (T: drive) with access restricted to members of the project team.
- Electronic files containing non-anonymised transcripts and audio-recordings will be stored separately in the ConfidentialData folder within the T: drive. Access to folders containing non-anonymised research data will be strictly restricted to designated members of the project management group (Raquel Boso Perez, Kirstin Mitchell, and Ruth Lewis). Access to this folder is restricted using a Data Privacy Access Log.
- Electronic files with contact information, signed consent forms, and the key linking participant codes to their identities will be stored in separate drive (Q: drive). The documents containing contact information as well as the key linking participant codes to their identities will be password protected. No research data is stored in the Q: drive. Access to folders containing personal data will be strictly restricted to designated members of the project management group (Raquel Boso Perez, Kirstin Mitchell, and Ruth Lewis). Access to the Q: drive is restricted using a Data Privacy Access Log.
- Paper documents containing personal data (e.g. signed consent forms) will be stored by the principal investigator in secure locked filing cabinets in an area with restricted access and separate to any research data.

Research data and digitised consent forms will be kept for a minimum of 10 years or for as long the research data are archived, in line with University of Glasgow policy. Personal contact data will be kept until the completion of the PhD. Once the PhD is completed, it will be securely deleted to DOD7 standards or above.

3.2 Metadata standards and data documentation

- Excel file log of fieldwork activities: participant code; date/place of activity (e.g. interview, diary entry etc.); activity type (interview, diary entry etc.); logged confirmation of consent; filename of research schedule used; filename(s) of interview record(s) obtained (audio record, scanned version of hand written interview notes); filename of transcribed record; filename of anonymised transcribed record.
- Excel log documenting and locating the location of key data sources: field notes, consent forms, transcripts etc.
- Final version of study documentation including interview schedule, diary study prompts, participant information sheets etc.
- Coding frames for qualitative interviews and qualitative diary study.
- Variable list of demographic survey.
- Variable list of brief exit survey.

- Natsal-SW measure.
- Study protocol.

3.3 Data preservation strategy and standards

As per University of Glasgow guidelines, all *electronic research data* will be retained for a minimum of 10 years after the conclusion of the study. Original audio recordings and paper files will be destroyed after the completion of the PhD or the publication of the main study papers (whichever comes later), only the transcripts will be retained. Since only anonymised data with consent to share can be formally archived (in UK Data Service ReShare or University of Glasgow Enlighten as detailed below), all other research-related materials that underpin the research will be retained in the care of the Unit for the same period, and subject to a retention schedule. This is for the purposes of proving research integrity, should it be necessary.

Electronic research data files will be stored in secure folders on the SPSHU servers protected against unauthorised access by user authentication and a firewall until the archiving or destruction of the data. *All hardcopy materials* (e.g. paper consent forms) will be scanned and stored in digitised format on the restricted access Q: drive for a minimum of ten years after completion of the study and for as long as research data are available. Hardcopy materials will be destroyed after being digitised. These will be accessible to the research team if needed upon request.

Personal contact data will be kept until the completion of the PhD. Once the PhD is completed, it will be securely deleted using Fileshredder (<https://www.fileshredder.org/>) to DOD7 standards or above.

4. Data security and confidentiality of potentially disclosive personal information

4.1 Formal information/data security standards

Data will be stored on secure systems and data access will be restricted to the named research team. SPSHU (UoG) has Cyber Essentials Plus certification and works to ISO 27001, 27002 for information technology security, though it does not have formal certification. The Unit does an annual internal audit of IT security processes. In particular: access to the building is restricted by electronic keys, all network servers are protected with strong passwords and a firewall, screens are locked after 5 minutes of inactivity, workstations and portable devices are encrypted, we have our own cloud computing for secure transfer of data. All members of the Unit have signed a confidentiality agreement and have undergone training in data protection. Staff involved in research have done Good Clinical Practice Training.

Specific policies applying to the data are described in the GUI-DM-001_Guidance on the Management of Research Data and associated standard operating procedures and we abide by the University of Glasgow data protection policy.

4.2 Main risks to data security

Risk of identification of individual study members

The collection of identifying information will be kept to a minimum and research data will be anonymised where appropriate (removing personal information or replacing it with more general terms).

A designated SPSHU smartphone will be set up for the study. This phone will be password protected and will only be used to contact with potential and actual participants. The research will set up messaging app account (e.g. Telegram or Signal) into which participants will be able to write in and send voice notes. Diary entries will be downloaded on a weekly basis onto a SPSHU secure drive (T: drive) and will be erased from the the smartphone to minimise the risk of data breaches.

An encrypted and password protected recorder will be used during data collection, to minimise the risk of individuals identification after the collection of their data.

We will use encrypted, restricted and password protected drives, and data privacy logs, to ensure access is restricted to only those approved to process the data. User authentication and encryption will be applied throughout. This includes transfer of audio files and transcripts between us and the SPSHU-contracted transcription company, whose staff have signed a confidentiality agreement. Paper files will be stored safely in locked cabinets and destroyed after the completion of the PhD or the publication of the main study papers (whichever comes later).

The team will carefully consider the risk of identification when sharing participant quotes in the thesis, publications, or academic presentations. Assessments will be made on how much demographic information to share about individual participants and identifying details will be redacted from quotes (e.g. places of work, town of birth, partner names).

For more detail on this risk please refer to the Data Protection Impact Assessment.

5. Data sharing and access

5.1 Suitability for sharing

We are requesting participant consent to archive anonymised data so it can be shared with genuine researchers. The data will be offered to the UK data archive Re-Share for archiving. If that is unsuccessful, they will be archived in the University of Glasgow Enlighten: Research Data repository. Regardless of where the data are archived, there will be an entry for the study in the University of Glasgow Enlighten: Research Data repository.

5.2 Discovery by potential users of the research data

- The study data are discoverable through the repository where it is stored and also through the University of Glasgow Enlighten: Research data repository.
- If included in the UK data archive, the publication of the data will be publicised through the UK Data service email list of new datasets.
- We will consider advertising the dataset on the Natsal study website.
- All presentation at academic conferences and scientific publications using the data will include data sharing information for the study.

5.3 Governance of access

Responsibility for governance of access to data generated will ultimately lie with the principal investigator, RBP. The processes will follow the SPHSU data sharing policy.

If deposited in the UK data archive, the data will be placed under safeguarded or controlled access with depositor permission. Access to the data will require the approval of the principal investigator and will require a stricter license that includes a confidentiality agreement.

5.4 The study team's exclusive use of the data

During the lifetime of the project only named members of the research team will have access to the data. The data will be archived and available for sharing but will be embargoed until a year after the thesis is finalised or the publication of the main study papers (whichever happens later). Until then, the study team will have exclusive use of the data. The principal investigator will endeavour to make the data available as soon as possible.

5.5 Restrictions or delays to sharing, with planned actions to limit such restrictions

The qualitative data will have personal information removed or replaced with more general terms. We will attempt to do this as much as possible without compromising the usefulness of the data set but the qualitative data cannot be completely anonymised and for this reason, the principal investigator would like to retain control over who will access the data and to ensure that they sign a confidentiality agreement.

Where participants have refused consent to archive/share data, their records will not be shared.

5.6 Regulation of responsibilities of users

Users will need to conform to the SPHSU data sharing agreement contained in the appendices of GUI-DM-001_Guidance on the Management of Research Data. Additionally, if archived with the UK Data Service, users will need to conform with the UK Data Service End User License.

6. Responsibilities

6. Responsibilities

The principal investigator **Raquel Boso Perez** has overall responsibility for data management and will authorise access to the

project folders on the relevant drives at University of Glasgow for team members.
Project Team members who will have access to the project folders are: **Kirstin Mitchell** and **Ruth Lewis**.

7. Relevant policies

7. Relevant institutional, departmental or study policies on data sharing and data security

| Policy | URL or reference |
|---------------------------------------|--|
| Data Management Policy and Procedures | SPHSU - Guidance on the Management of Research Data. GUI-DM-001 (Social and Public Health Sciences Unit, 2019) |
| Data Security Policy | University of Glasgow - Data Protection Policy |
| Data Sharing Policy | SPHSU - Guidance on the Management of Research Data. GUI-DM-001 (Social and Public Health Sciences Unit, 2019) |
| Institutional Information Policy | University of Glasgow - Good Management of Research Data Policy |
| Other | |
| Other | |

8. Author and contact details

8. Author of this Data Management Plan (Name) and, if different to that of the Principal Investigator, their telephone & email contact details

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