CREATING A DATA MANAGEMENT PLAN(DMP)

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What is a DMP?
- Documentation that **evolves** during the life of the project
- Description des **metadata**
- **Identification of key stages**, from data collection to data archiving/destruction

Why create a DMP?
- To guarantee continuity, reproducibility and accessibility **(Open Science)**
- Ensuring **data traceability**
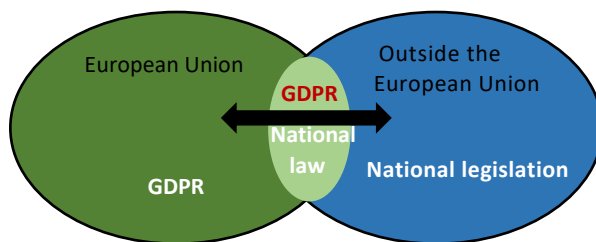- Attesting to the **responsibility of project participants**

General Data Protection Regulation (GDPR)
- Implemented on May 24, **2018**
- Protection of personal data of **European citizens as well as of others**
- Applies to **natural persons** (and farms)

Regulation applying in the
European Union

European Union

Outside the European Union

GDPR

National law

GDPR

National legislation

Personal Data (PD)
- Any information that makes it possible **to identify a person directly or indirectly**
- PD must be **as open as possible, but as closed as necessary**

When am I concerned?
- **Personal data personnel**
- Data collection or processing after **2018 in the EU**

Health sector: please refer to the INRAE national procedure available at: *https://intranet.inrae.fr/donnees-personnelles*

What are the penalities?
1. Fines of up to **20   millions d'euros** for public entities
2. Fines of up to **4% of worldwide sales** for private companies
3. Damage to **the quality and scientific reputation** of the institutes concerned

The DPO's role
The **Data Protection Officer (DPO)** monitors compliance of the DMPs with the GDPR

Before conducting the survey
- One persone responsible **per country and per institute**
- Maximum **10 years'** data retention after the end of the project
- Data may only used for **the sole purpose of the research, for the duration of** project's usefulness
- Compliance with laws of **non-European countries**

What do I need to do for my survey?
- **Individual information sheet** for each respondent
- **Consent forms** to retain
  - Clear, understandable, precise
  - Text or audio format

Key points
- **Justify** surveys of vulnerable people (minors, people in retirement homes, etc.)
- **Secure data** by using the institute's internal servers
- **Avoid** storing data only on workstations
- **Anticipate** potential data cross-fertilization (data may become sensible when cross-fertilized)
- **Consider** the possibility of unintentional collection of connection data (IP) during an online survey

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