Plan Overview

A Data Management Plan created using DMPonline

Title: Meaningful Apps to Nurture Children

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Project abstract:

We want to pilot a new digital framework, which is the combination of a reading ability task (Lexplore) and an online health & social care platform (Lincus). Is the digital framework feasible to use in primary schools in order to help track and manage physical, social and mental wellbeing?

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Meaningful Apps to Nurture Children

Manchester Data Management Outline

1. Will this project be reviewed by any of the following bodies (please select all that apply)?

- Funder
- Ethics

2. Is The University of Manchester collaborating with other institutions on this project?

- Yes - Part of a collaboration and owning or handling data

3. What data will you use in this project (please select all that apply)?

- Acquire new data

Data will be collected from the Lexplore and Lincus platforms separately. All data will be anonymised.

Lexplore will provide data on reading ability scores (Low, Below Average, Average, Above Average and High). The platform will organize data to show results for each child, school class, school year and school involved in the project. Data will be extracted from the platform and be saved as a password-protected document on the secure university network.

Lincus will provide data from the self-reports surveys each child will be asked to complete as the part of the project. A feature of the platform is that surveys responses can be viewed across the duration of the project for each individual, school class, school year and school involved. We will also gather data from the Lincus platform on usability and engagement of users; how often it was used, when, what parts were used, how long for, etc. Data will be extracted from the platform and be saved as a password-protected document on the secure university network.

The focus groups will involve discussions with teachers to gather feedback on the digital framework. Written notes will be made from the focus groups and be transferred into an electronic document. This will be saved as a password-protected document on the secure university network. Any written notes will be destroyed after the project has finished.

4. Where will the data be stored and backed-up during the project lifetime?

- University of Manchester Research Data Storage Service (Isilon)

Anonymised data will be extracted from the Lexplore and Lincus platforms and be saved as a password-protected document on the secure university network.

5. If you will be using Research Data Storage, how much storage will you require?

- < 1 TB

6. Are you going to be working with a 3rd party data provider?

- Yes

We will work with Lexplore Ltd (eye tracking tool for reading screening test) and Rescon Ltd (own the Lincus platform).

We will share data from Lexplore with Rescon Technologies, as Rescon are commercial partners on this project, and will require this information for their business case. Lexplore will not receive data from the Lincus platform. The MANC project grant has paid for a 1 year license for Lexplore to be used as a reading screening tool only. Each partner will have access to the anonymised dataset for their own internal purposes.

7. How long do you intend to keep your data for after the end of your project (in years)?

- 5 - 10 years

Questions about personal information

Personal information, also known as personal data, relates to identifiable living individuals. Special category personal data is more sensitive information such as medical records, ethnic background, religious beliefs, political opinions, sexual orientation and criminal convictions or offences information. If you are not using personal data then you can skip the rest of this section.

Please note that in line with data protection law (the General Data Protection Regulation and Data Protection Act 2018), personal information should only be stored in an identifiable form for as long as is necessary for the project; it should be pseudonymised (partially de-identified) and/or anonymised (completely de—identified) as soon as practically possible. You must obtain the appropriate ethical approval in order to use identifiable personal data.

8. What type of personal information will you be processing (please select all that apply)?

- Anonymised personal data
- Personal information, including signed consent forms

Parents will be asked to sign the Parental Consent Form and Participant Consent Form.

Children will be asked to complete the Child Assent Form. Therefore we will have the names of each of the participants involved in the project.

Parents will be asked to provide their email addresses in order to get access to the Lincus platform. This will linked to their to Participant ID number. There will be a log to link the ID numbers to names and contact details. This will be stored as a password-protected document on the school's secure network.

9. Please briefly outline how you plan to store, protect and ensure confidentiality of the participants' information.

All children participating in the project will be given a unique Participant ID number, which will be the same in the Lexplore and Lincus platforms. For the Linus platform, each child will be given their own username (which will correspond with the ID number) and password. No names will be entered into either of the online platforms, therefore neither Lincus, Lexplore or the research team will have access to any personal data.

All parents participating in the project will only have to provide their personal email addresses so a profile can be created for them and they can be sent an automated email to change their password. The child's account will be linked to the parent.

A password protected document linking ID numbers, names and contact details of parents will be stored with the schools on their secure network. There will be a link of parent's email addresses and child's anonymous Lincus account on the Lincus platform.

The data extracted from the platforms will be anonymized and stored on secure servers as password-protected documents at University of Manchester. We will also collect any written notes gathered at the workshops/focus groups. These notes will be transferred into electronic form, stored anonymously as password-protected documents on the secure University of Manchester server. The written notes will be destroyed at the end of the project. We will keep the electronic data for 5 years as per University policy.

Access to the data within the platforms will also be limited. The child’s login details will only be shared with their parents/guardians, so they are also able to access the platform and can allow use outside of school time. The research team, Lincus & Lexplore will only have access to anonymized data for analysis purposes. The teacher’s access to data will also show as anonymized, however they will be able to link this back to students in case of early withdrawal or if any issues are raised.

Members of the research team, schools staff, Lexplore and Rescon will comply with the requirements of the Data Protection Act 1998 and GDPR with regards to the collection, storage, processing and disclosure of personal information and will uphold the Act’s core principles.

Anonymised data will be electronically archived and user access for teachers, children & parents/guardians will be removed after the project on the Lexplore and Lincus platforms.

10. If you are storing personal information (including contact details) will you need to keep it beyond the end of the

project?

- No

11. Will the participants' information (personal and/or sensitive) be shared with or accessed by anyone outside of the University of Manchester?

- Yes - Private organisations with contractual arrangements

12. If you will be sharing personal information outside of the University of Manchester will the individual or organisation you are sharing with be outside the EEA?

- No

13. Are you planning to use the personal information for future purposes such as research?

- No

14. Who will act as the data custodian for this study, and so be responsible for the information involved?

University of Manchester

15. Please provide the date on which this plan was last reviewed (dd/mm/yyyy).

06092019

Project details

What is the purpose of your research project?

We want to pilot a new digital framework, which is the combination of a reading ability task (Lexplore) and an online health & social care platform (Lincus).
Is the digital framework feasible to use in primary schools in order to help track and manage physical, social and mental wellbeing?

What policies and guidelines on data management, data sharing, and data security are relevant to your research project?

GDPR, Lexplore data sharing agreement and Rescon data sharing agreement

Responsibilities and Resources

Who will be responsible for data management?

CAMHS.Digital research team

What resources will you require to deliver your plan?

Storage on University network

Data Collection

What data will you collect or create?

Data from Lexplore will be reading abiliy scores for each child taking part. Data from Lincus will be usability and engagement metrics from the children and parent/guardian.
Data collected from parent/guardian will be linked to their email address. All data from children will be anonymous.

How will the data be collected or created?

Data will be collected via the Lexplore and Lincus platforms.

Documentation and Metadata

What documentation and metadata will accompany the data?

Data will be extracted to a spreadsheet documents including reading ability scores and engagement metrics.

Ethics and Legal Compliance

How will you manage any ethical issues?

No study procedures or data will be collected until consent has been obtained from parents and assent from children.
Parents will be informed that their email addresses will be used to set up Lincus account. Their email addresses will not be shared or used for marketing purposes. All data on children will be kept anonymous. Any results obtained from the digital tools will in relation to any individuals will be kept confidential.
The research team will obtain ethical approval for the project from the University of Manchester ethics committee.

How will you manage copyright and Intellectual Property Rights (IPR) issues?

Rescon Technologies own the background IP for the Lincus app and have freedom to operate in the marketplace. They will retain all rights to the background and foreground for Lincus. Rescon have granted and pending patents (https://patents.justia.com/inventor/thomas-andrew-dawson), trademarks, copyright material and informal IP. They have a well-defined strategy for knowledge protection involving frequent intellectual property audits and reports with literature scanning including patent searches.
Rescon will grant the Collaborating Parties a royalty-free non-exclusive license to use the Background IP for the project. Foreground IP for the Lincus app will remain with Rescon Technologies; Rescon will grant the collaborating parties a free license to use the foreground IP for academic and research purposes.
CAMHS.Digital will retain foreground IP for developments not directly related to the Lincus system and will be advised by the University of Manchester IP team, UMIP.
Lexplore own the IP for the reading screen. They will retain all IP for the reading screening; this project will license the tool for one year for use across 2 schools in GM. No changes to the Lexplore screening tool are required for this project.

Storage and backup

How will the data be stored and backed up?

Anonymised data will be extracted from the Lexplore and Lincus platforms and be saved as a password-protected document on the secure university network.

How will you manage access and security?

Only the CAMHS.Digital research team will have access to the data on the university network. The research team will transfer relevant data to Rescon for their business case report via Dropbox for business. All data will be anonymous.

Selection and Preservation

Which data should be retained, shared, and/or preserved?

Anonymised data will be retained for up to 5 years as per University policy. Relevant anonymous data will shared with colloborators.

What is the long-term preservation plan for the dataset?

Anonymised data will be retained for up to 5 years as per University policy.

Data Sharing

How will you share the data?

Lexplore and Rescon will have access to anonymised data from their own platforms. We will share anonymised Lexplore data with Rescon when the full dataset is complete (after final reading ability test)

Following data analysis on the digital framework, CAMHS.Digital will share the final study report with both companies.

The research team will provide a summary report to the school to disseminate across the teachers. A summary will also be produced to go into school newsletters/ letters to parents to inform children and parents/guardians.

Are any restrictions on data sharing required?

Anonymised data will only be shared with collaborators on this project.