**Data Management Plan – Derechos Digitales**

**Data Collection**

*What types of data will you collect, create, link to, acquire and/or record?*

Spreadsheets

Questionnaires and interview prompts

Databases

Reports

Interview transcripts

Audio / video recordings

Research records / notebooks

Images

Book compiling case studies

Presentations

Project proposal document

Infographics

Web articles

*What file formats will your data be collected in? Will these formats allow for data re-use, sharing and long-term access to the data?*

xls

doc

pdf

web

txt

mp3

jpg

mov

html

ppt

All the files will be licensed with a CC share alike.

*What conventions and procedures will you use to structure, name and version-control your files to help you and others better understand how your data are organized?*

Derechos Digitales will implement a system of numeration to control each of these files. For the pilot project the structure will be defined by donor - name of project - process - data output and numeration

Ex: IDRC-CODE-CS-INTERVIEWMARCBOLAN-01

The partners will have to follow this structure.

**Documentation and Metadata**

*What documentation will be needed for the data to be read and interpreted correctly in the future?*

Question not answered.

*How will you make sure that documentation is created or captured consistently throughout your project?*

At the next meeting with the project partners we will present the DMP and ensure they are creating the data using our system of documentation.

*If you are using a metadata standard and/or tools to document and describe your data, please list here.*

N/A

**Storage and Backup**

*What are the anticipated storage requirements for your project, in terms of storage space (in megabytes, gigabytes, terabytes, etc.) and the length of time you will be storing it?*

2 GB and there is no ending date for storing it.

*How and where will your data be stored and backed up during your research project?*

Derechos Digitales secure server

*How will the research team and other collaborators access, modify, and contribute data throughout the project?*

One authorised researcher from each partner organisation will have permission to access and upload materials to our platform. Administrators from Derechos Digitales will have privileges for modification of those files.

**Preservation**

*Where will you deposit your data for long-term preservation and access at the end of your research project?*

Some of the data will be available online in our web server and will be accesible to all general public.

*Indicate how you will ensure your data is preservation ready. Consider preservation-friendly file formats, ensuring file integrity, anonymization and de-identification, inclusion of supporting documentation.*

As an organisation dedicated to privacy, all interviews will be anonymised unless we have the written authorisation of the interviewee.

**Sharing and Reuse**

*What data will you be sharing and in what form? (e.g. raw, processed, analyzed, final).*

Raw, processed, analysed and final.

*Have you considered what type of end-user license to include with your data?*

CC share alike

*What steps will be taken to help the research community know that your data exists?*

Dissemination in our social networks and a dedicated site in our website.

**Responsibilities and Resources**

*Identify who will be responsible for managing this project's data during and after the project and the major data management tasks for which they will be responsible.*

Guido Vargas, head of technology.

*How will responsibilities for managing data activities be handled if substantive changes happen in the personnel overseeing the project's data, including a change of Principal Investigator?*

Danae Tapia or the current director of projects will define a new responsible. Both the head of technology and the director of projects must know how to manage the data.

*What resources will you require to implement your data management plan? What do you estimate the overall cost for data management to be?*

Infrastructure, staff time (researchers, web designers and managers) and the coordination of workshops with the partners to ensure implementation. We estimate this costs around 10K USD.

**Ethics and Legal Compliance**

*If your research project includes sensitive data, how will you ensure that it is securely managed and accessible only to approved members of the project?*

Not applicable for this project but for future cases we will take this into consideration at the moment of writing the project proposal. In that case we will encrypt any sensitive material.

*If applicable, what strategies will you undertake to address secondary uses of sensitive data?*

Encryption of the original files and anonymisation of certain outputs.

*How will you manage legal, ethical, and intellectual property issues?*

Every time we send a project proposal our legal team manages all those issues.