



Introduction, Data Owners, and Sponsors

Data Management Plan for Surveys

Clemson University

A **Data Management Plan for Surveys** should be completed for surveys targeting the faculty, staff and students at Clemson University. Survey administrators are encouraged to complete a data management plan as a best practice in transparency, privacy, and informed consent. Completed data management plans will be made publicly available by the Office of Institutional Effectiveness and the link shared with survey recipients. Contact us at surveys@clemson.edu with any questions.

Survey Administrators: The primary audience for this data management plan is the recipients of your survey. Your responses will be published as written.

Survey Name

What is the **purpose** of the survey? Provide a **summary and describe the project(s) utilizing data** from it.

Please list the **Data Owner(s)** for this survey, starting with yourself.

Data Owners are person(s) who will be responsible for (1) governance over the data received, (2) addressing unanticipated needs for the data (including unit-level/raw data) that are not addressed in this Data Management Plan, and (3) determining the purposes and means of processing personal data. Data Owners are also responsible for ensuring the integrity of the survey data.

	Name	Organization / Department / Unit	Position Title	Em
Your Information	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Data Owner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Data Owner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Data Owner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are there any **additional Clemson University sponsors or supporters** (name, position title, department/unit, and Clemson email address) of this survey?

Students: Please provide one or more faculty/staff as sponsors if they are not already listed above as a Data Owner. If your survey is part of a class assignment, please list your instructor below. Student organizations should list their faculty advisor or department chair, if approval has been received from them.

For surveys administered by an organization outside of Clemson

University: One or more Clemson University sponsors must be listed if there is not a Clemson University Data Owner.

	Name	Organization / Department / Unit	Position Title	Em:
Clemson Sponsor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clemson Sponsor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clemson Sponsor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please list the **all other persons** who will have access to the raw/unit-level data received from this survey.

Raw/Unit-level data refers to individual participant responses whether de-identified or not.

	Name	Organization / Department / Unit	Position Title	Email
Other Persons	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Persons	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Persons	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Any additional data owners, sponsors, or other persons can be listed here:

Data Types and Handling

Describe the **types of survey data** that you would like to collect.

Data types are descriptions of the different data fields or their groupings in a survey. Examples include (non-exhaustive): personal information, demographic data, religious or political affiliation, and respondent opinions, viewpoints, or experiences.

How will the survey data be **collected** from respondents and how will the data **retrieved** at the unit or aggregate level? List methods, collection tools (Qualtrics, Baseline, paper surveys) and file formats (CSV, Excel, PDF).

Address the following:

- Will survey links be unique?
- Will survey links be anonymous?
- Will the data be anonymized by your collection method?
- Will the data retrieved be respondent-level or aggregate?
- Will the data include identifying information that may connect the data to a person or group?

Describe how access to **identifiable data** will be maintained and how it will be used only for the purposes presented within this data management plan.

For example, "The data will not be shared with any other individual or organization, except for the individuals stated above. Identifiable data will not be shared at any conference, in any communication, publication or any other sharing method, except in aggregate non-identifiable form."

Describe how **requests to data** residing in or produced by this survey will be handled (i.e., how any requests for access to the data will be received, reviewed, and approved).

Describe where the **data will be stored, transferred, and how it will be protected**.

Address the following:

- Will the data will be stored locally or in a cloud storage service?
- How will the data be transmitted between the individuals listed above?
- What types of protection (passwords, secure cloud storage) will be used?

Describe **how** and **when** the data received from this survey will be destroyed.

IRB and Privacy

Has this survey/study been through an **institutional review board (IRB)** approval process?

For surveys/research studies requiring IRB approval:

- Approved by IRB
- Awaiting IRB approval
- Planning to submit, but not yet submitted

For surveys that do not require IRB approval:

- Determined to be exempt by IRB
- Awaiting IRB exemption
- Will not submit
- Other (please explain)

Please enter the institutional review board approval information:

IRB Approval
Number

Name of Approving
Institution

Please check if these **special categories of personal data** will be collected.
Keep in mind that your survey might reveal the types of data below, even if you do not explicitly ask.

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- genetic data
- biometric data for the purpose of uniquely identifying a natural person
- data concerning health
- data concerning a natural person's sex life, sexual orientation or gender identity
- None of the above

Surveys collecting any special categories of personal data should obtain 1) **explicit consent from respondents**, 2) be **voluntary** (with penalty-free opt-out), and 3) provide the survey participants with the following information at the time the data is obtained:

- **Data Owner(s):**
 - Name
 - Department or Unit
 - Position title
 - Email
- **Reason for collecting the data through this survey**
- **Recipients of individual-level data** (even if de-identified), including third parties and their purposes for receiving the data

Please initial if you agree to **obtain explicit consent, make your survey voluntary**, and **provide the above listed information** to participants.

Initial

I agree to obtain explicit consent, make the survey voluntary, and provide the above listed information to participants.

I do not agree (please explain):

For all surveys (even if they do not collect any special categories of personal data) survey participants should be provided with a process to **opt-out of the survey; review, change or delete the data they have provided; or ask questions** related to the data and its processing. We have provided the following sample text:

You can always contact us if you would like to: review, change or delete the data you have supplied us with (to the extent we are not otherwise permitted or required to keep such data); object to certain processing (e.g., opt-out from marketing communications); receive a copy of your data if data processing is based on consent or contract performance; ask us questions related to the protection of your data; or lodge a complaint. If you have any questions, please contact: (Name: \${q://QID26/ChoiceTextEntryValue/1/4}, Email: \${q://QID26/ChoiceTextEntryValue/1/2 1})

Please initial if **you agree to include the above text** (or similar) and a **link to the data management plan** in your survey invitation.

Initial

I agree to provide a process for participants to opt-out of the survey; review, change or delete their data; or to ask questions.

I agree to provide participants with a link to the data management plan.

I cannot agree to one or both of the above (please explain)

Once this data management plan has been approved, we will provide you with a public link that can be embedded in the survey instrument or in survey invitation emails.

Note that participant contact information for administering this survey must be retrieved from a central repository after this Data Management Plan has been approved. The Office of Institutional Effectiveness will provide access and approvals for these data. Existing listservs with student email addresses should NOT be used, in order to comply with FERPA.

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