# DMPTuuli guidance on managing sensitive data

Mari Elisa (MEK) Kuusniemi, University of Helsinki, 0000-0002-7675-287X

Turkka Näppilä, Tampere University, 0000-0002-0562-7254

# Tuuli promotes data management planning

- Project is funded by Ministry of Education & Culture since 2015

- Tuuli project: https://wiki.helsinki.fi/x/b3eZCQ

- Working groups
  - National data management plan requirements and general guidance
  - DMP guidance on managing sensitive data
  - Other working groups, like DMPTuuli user survey working group

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# Data management plan (DMP)

- Data management planning is a key element of risk management

- DMP describes main steps of data management for the whole life cycle of the research project

Start with data management plan $\rightarrow$ supplement with Data Privacy Impact Assessment (DPIA), when needed.

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# Data management plan is a tool for communication

- among research project
  - members of research group
  - project partners
- with data management experts
  - lawyers (data privacy, agreements)
  - IT (data security),
  - data stewards (data preservation, tools for storing and sharing)

# DMPTuuli.fi - help about data management planning

# DMPTuuli.fi is easy to use
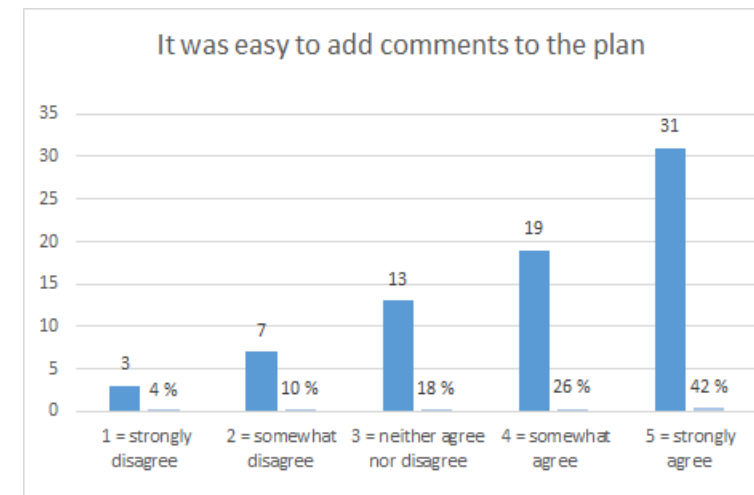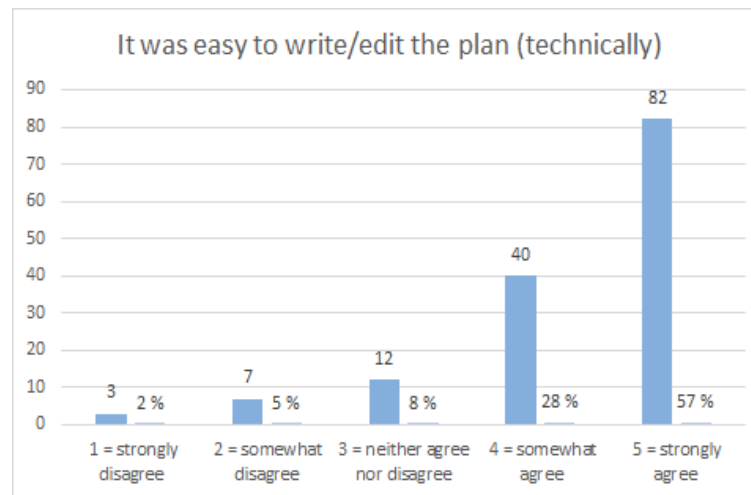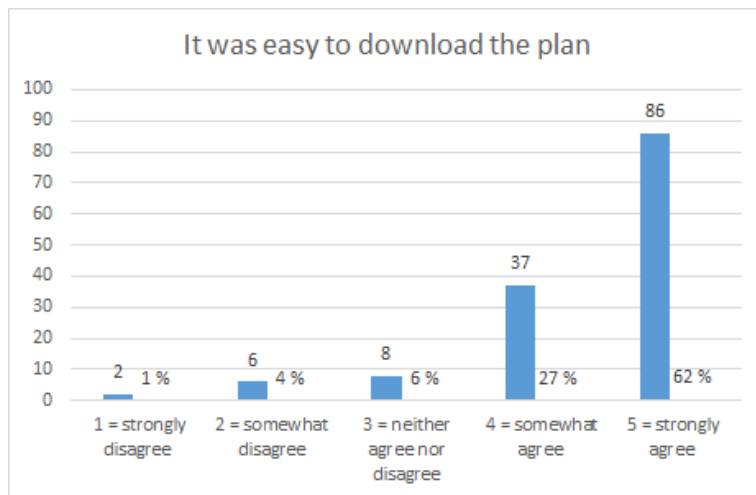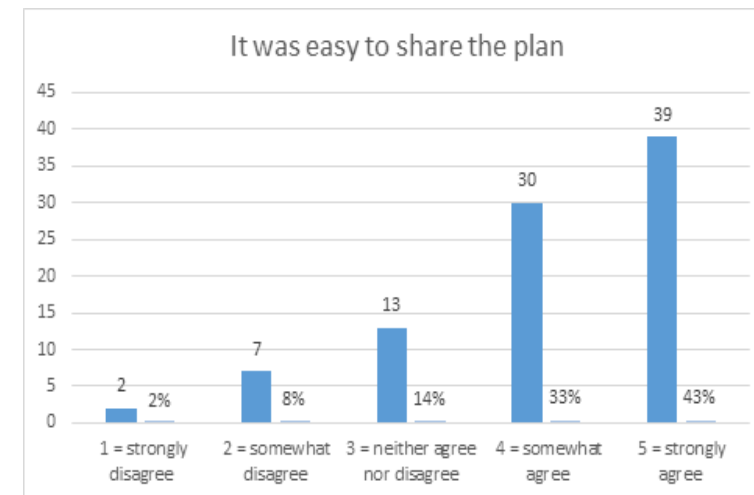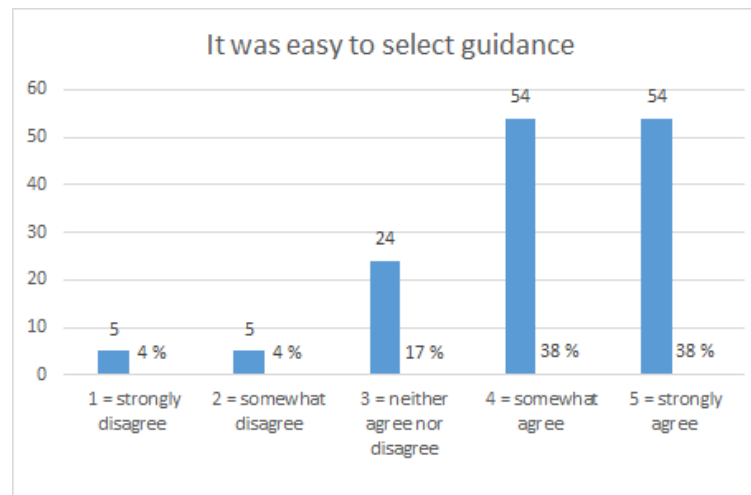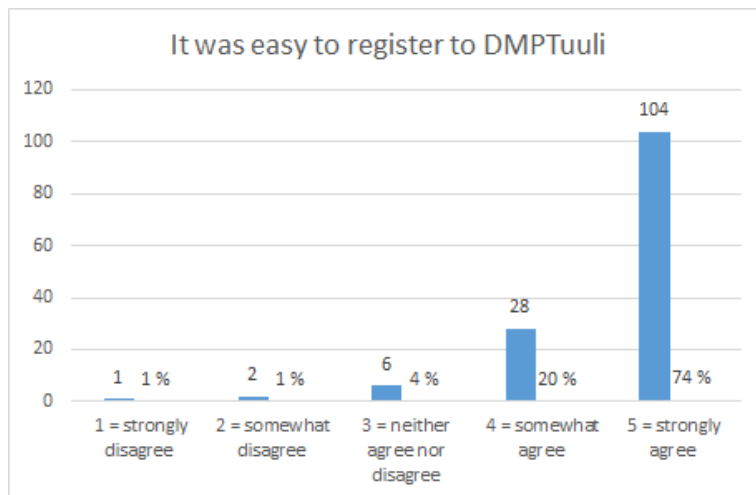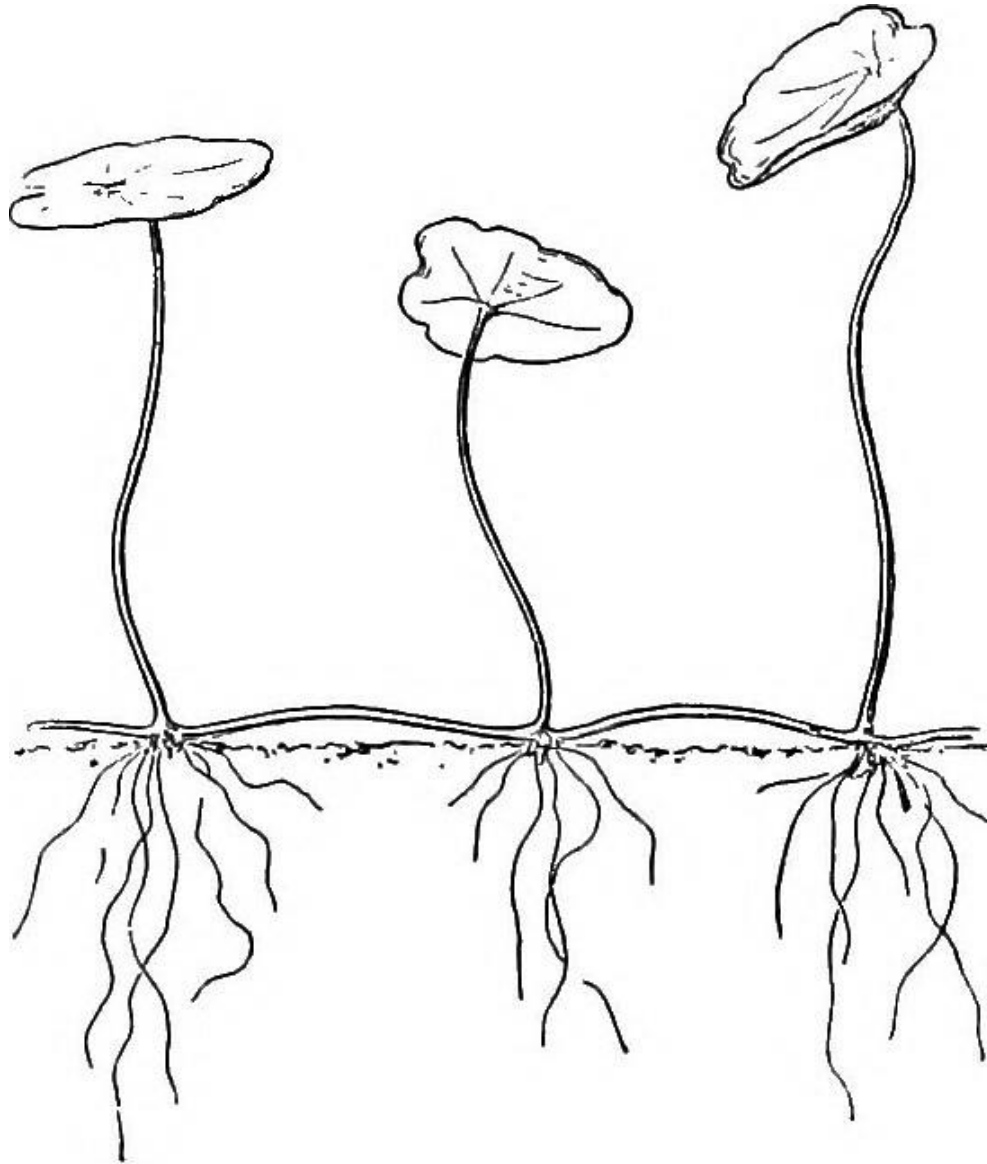
Responsibility of organisation

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National guidance

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National cooperation

# Working draft for the guidance

- Supplement to the general DMP template
- Available at: https://wiki.helsinki.fi/x/oFrFE
- Currently in Finnish only
- (Final version will be published in the DMPTuuli tool and Zenodo)
- Organizations are strongly encouraged to incorporate it into their own internal DM instructions
- Focus on personal data but applicable to some extent to all types of confidential data

# General structure & format

1. General description of data

2. Ethical and legal compliance

3. Documentation and metadata

4. Storage and backup during the research project

5. Opening, publishing and archiving the data after the research project

6. Data management responsibilities and resources

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# Reading instructions

- Based on questions, and not so much on explaining what you shoud do

- When reading these "instructions"
  1. the researcher should be able recognize what he/she must take into account / which kind of services he/she should demand when dealing with sensitive/ confidential information
  2. Organizations should be able to identify the means or services through which they shoud support the researchers who are dealing with sensitive/confidential information

- The scenery is in a state of flux → the instructions should be updated frequently

# Examples

1. **General description of data**
   - Which data sets contain sensitive/confidential data?

2. **Ethical and Legal Compliance**
   - Who is Controller / Processor?

3. **Documentation & metadata**
   - Does the metadata / documention contain sensitive/confidential information?

4. **Storage and backup during the research project**
   - How do you store and share your data so that the confidentiality is maintained?

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# Examples (cont.)

5. Opening, publishing and archiving the data after the research project
   - Which parts of your data you can open, publish or archive and how?
   - Can you publish your metadata?

6. Data management responsibilities and resources
   - How do you take into account the increased cost of managing sensitive information?

# Thank you!

# Questions?

Mari Elisa (MEK) Kuusniemi, Turkka Näppilä