DMP assessment checklist

This checklist can be used when reviewing a data management plan included with a REC submission. Refer to the [DMP Assessment Guide for School RECs](https://www.reading.ac.uk/research-services/research-data-management/data-management-planning/research-ethics-and-data-protection) for guidance.

**PI name**:

**Project title**:

**Reviewed by**:

**Date**:

The required Data Protection information has been included in the participant information sheet (this could be presented in various ways, and language tailored or simplified to suit the audience, as long as it is covered).

The researcher has considered how data will be securely stored and transferred during the project, and where relevant has been advised of risks and requirements (e.g. avoiding storage on external devices except where necessary, using encryption).

Where references to ‘anonymous’ data have been made, these are deemed appropriate OR advice has been given to the researcher in relation to this.

The researcher has considered how personal data required for long term retention will be managed and protected (for example if they leave the University).

The consent form establishes the appropriate lawful basis for the processing of the personal data (usually ‘public task’) and does not *seek consent* for the processing of data (as per the sample [data protection information for participant information sheets](https://www.reading.ac.uk/imps/data-protection/data-protection-and-research)).

If the researcher intends to ask recipients if they would be happy to be contacted about further studies, this is included in the consent form as an ‘opt in’ question.

The consent form includes an ‘I understand’ statement regarding how their data will be used as described in the information sheet.

The participant information sheet and consent form provide relevant information about the proposed preservation and sharing of research data (in most cases anonymised).

The researcher has identified research data that will be preserved and made accessible to others on completion of the project or has justified why sharing of data will not take place.

The researcher has identified a data repository that will be used to preserve and share research data (either openly or subject to controls) or has explained why such a solution is not suitable.