

## THESIS DATA MANAGEMENT PLAN

The data management plan is a description of how you collect, use and process research material (data) in your thesis. Create the data management plan using the accompanying questions during the planning phase of the thesis and save it on Wihi. Publish the completed data management plan as an appendix to the thesis: APPENDIX x thesis data management plan\_surname

### 1 Management and storage of research data

Research data includes survey, interview, photograph, video, observation, image/sound, measurement result, modelling and physical sample, for example.

Write a brief description of where you will save and process your research data during the thesis process. Also explain how you intend to ensure data security and data protection, including who has access to process the data and how the data is backed up. Furthermore, explain what you have agreed with the commissioning party on the processing of the data.

If the research data of your thesis contains confidential or sensitive data, store it in the confidential area of Wihi. Confidential material may not be stored in cloud services.

If you use data collected by someone else in your thesis, follow the terms of use of the data and mention its origin, authors and sources in accordance with HAMK's referencing guide.

### 2 Processing of personal data and sensitive data

No [personal data](#) may be published in a completed thesis unless specifically agreed with the subject. For example, interview material is not published as an appendix to the thesis.

Describe here if you process personal data or sensitive (special) personal data in your work or if the research data contains confidential information. Remember that only the necessary personal data is collected in a thesis. Add a link to [the privacy notice](#) on which the data processing is based. You will use the same privacy notice when you inform the research subjects about the processing of their personal data, for example in connection with a questionnaire.

### **3 Ownership of thesis data**

Explain here who owns the data and results of the thesis. If the thesis project includes other parties, agree on the rights of ownership and use of the data with all parties, such as the commissioner and other members of the group in pair and group works.

### **4 Further use of thesis data after the work is completed**

Explain here how the research data of the thesis is used after the thesis has been completed. You have two options:

1. You do not want to utilise your research data or make it available for further use  
The research data will not be used further. The author of the thesis stores the data in a secure manner for a period of one year from the date of approval of the thesis, so that the results of the thesis can be verified and deleted in a secure manner, if necessary.
2. You want to disclose your thesis for further use, please describe
  - the plan to obtain permission for further use from the subjects. The subjects can be informed of the further use in the accompanying letter of the study, for example.
  - the agreement on the further use with the commissioning party. As a template for the agreement with the commissioning party, you can use the agreement template used in HAMK projects.
  - the agreement on the further use with HAMK If the research data collected for the thesis is handed over to HAMK for further use, a written agreement must be drafted on the matter. The agreement templates can be found in Appendices 3 and 4 of the thesis guide.