



MANAGING QUALITATIVE DATA

LOUISE
CORTI

ASSOCIATE DIRECTOR
UK DATA ARCHIVE
UNIVERSITY OF ESSEX

DATUM WORKSHOP, NEWCASTLE

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ARCHIVE

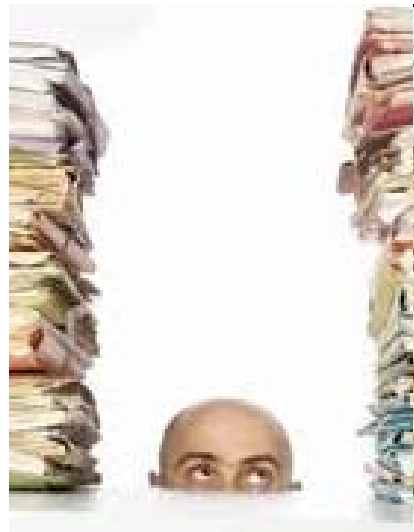
PRACTICAL ADVICE FOR QUALI RESEARCHERS















- too much DM advice out there is generic and confusing
- data management is not a word quali researchers understand/like much – we use ‘manage and share’
- guidance needs to be meaningful and relevant
- qualitative data has its own peculiarities – I hope to offer you useful take home messages and tips

WHERE WE ARE COMING FROM

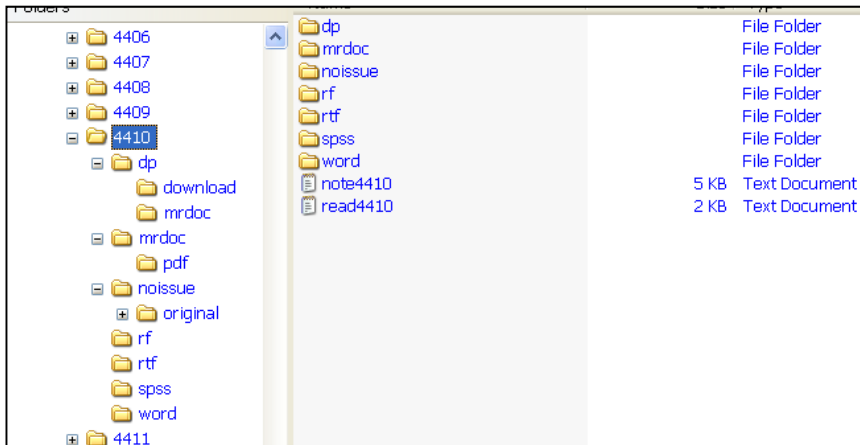
- UK Data Archive experience of providing support for data creators of social science data
- We operate the ESRC Data Policy (since 1995) – **you must share your data!**
- our best practice approaches to making data shareable based on:
 - challenges faced by data creators over the years
 - over 40 years of handling others' social science data - 17 years with qualitative data
- highly skilled staff comprising researchers, technical and information specialists

JOURNEY FROM YOUR DATA



	Doc. 1
	IMPORTANT
	Thesis Final final
	My study
	Interview with Jane
	Interview with Janet
	Int. 1
	My data
	My Passwords
	Thesis version 12
	Data chart for interviews
	Int 1 (2)
	My thesis (copy)
	New doc.

...TO OUR DATA



Economic and Social Data Service

614 4410 - Urban Regeneration, Mental Health and Quality of Life in Wythenshawe, South Manchester, 1998-2001

Documentation **Facets** **List** **Keywords** **Publications** **Related Studies**

Title: Urban Regeneration, Mental Health and Quality of Life in Wythenshawe, South Manchester, 1998-2001

Subject Categories: Mental health - health; Community and urban studies - Society and culture; Social indicators and quality of life - Society and culture

Repository(s): Huxley, P. J., King's College London, Institute of Psychiatry, Health Services Research Department

Principal Investigator(s): Huxley, P. J., King's College London, Institute of Psychiatry, Health Services Research Department; Thomas, B., University of Manchester, Department of Geography; Rogers, M., National Primary Care Research and Evaluation Centre; Edmond, B., University of Manchester, Department of Geography

Sponsor(s): Economic and Social Research Council

Grant Number: 412025266

Other Acknowledgements: Claire Gately - collected all the data and contributed to papers, reports and presentations. Martin Evans - questionnaire design, analysis, report and paper writing.

Aims/Methods: The aim of this study was to achieve a better understanding of the role played by urban regeneration in altering the degree and distribution of socio-economic variations in mental health; the impact of socio-economic changes on groups with differential vulnerability to the development of common mental illness; the measurement of subjective well-being in urban settings and what factors contribute to its improvement or maintenance during socio-economic change.

Notes: This data collection is made up of three distinct parts: The first part consists of data collected from a postal survey carried out at baseline and follow up 18 months later. Information was collected about the individual circumstances and consulting behaviour. Samples were taken randomly from the Index and Control Areas of the study. The second part consists of data from face-to-face structured interviews carried out one year after the initial questionnaire was sent out and again twelve months in addition changes to their locality and any changes they believed were needed. Information was also collected about their mental health and CQI. Samples had completed the postal survey and lived in the Index Area.

Number of Units: (A) 16000 (target) 2596 (obtained) Time 1 survey questionnaires
(B) 450 (target) 216 (obtained) Time 1 interviews
(C) 2596 (target) 1344 (obtained) Time 2 survey questionnaires
(D) 214 (target) 118 (obtained) Time 2 interviews
(E) 20 (obtained) Time 2 qualitative interviews

Method of Data Collection: Face-to-face interviews; Clinical measurements

Weighting: No information recorded

Language(s) of Written Materials: Study Description: English; Study Documentation: English

Documentation: User manual: paper (9.80p); Acrobat (PDF) (price dependent on media)

Access: Access Conditions: The depositor has specified that registration is required and standard conditions of use apply. The data is available to registered users only.

Availability: ESDS Qualidata, UK Data Archive
Contact: Help desk: qualidata@esds.ac.uk
Access Code: C

Date of Release: First Edition: 26 June 2002

Copyright: Copyright P. Huxley

Format	Name	Size in Kilobytes	Description
PDF	sd4410ub.pdf	1607	User guide
PDF	sd4410ul.pdf	10	User List
HTML	UKDA_Study_4410_Information.htm	15	Study information and citation

[NOTE File](#)
[ESDS File](#)

Study Number: 4410
Interview Reference No. ID 931

Female, White British, D.O.B - 14.03.64, Married, Employed, CIS-R Score Time 1 - 22

NOTE: Machine noise throughout interview.

Q: So I know Clare's been asking you about things about the area, particularly things like changes that have happened over the last twelve months. Could you just sort of like recap for us what you think's changed in the area over the last twelve months.

A: Erm ... well, (Willow Park's?) took over a big project here, you know, they bought a lot of property off the council and they seem to be trying to build the area back up. You know, trying to make it look nicer for ... doing a lot with houses, you know, that they took over. Like double glazing, shower cubicles, new bathrooms, fitted kitchen and ...

(Brief interruption - laughter)

A: ... generally trying to make the properties look better as well.

Q: And is your house anything to do with Willow Park?

A: Yes. Yes.

Q: And have the done anything to your house?

A: They've recently done the bathroom, I've had a new shower cubicle put in instead of a bath, I've been rewired, I've not had a fitted kitchen because I've got my own, and generally I find the work, if you've got a problem they seem to address it quite quickly.

Q: So has it made a big difference to you personally?

A: Yeah. Yeah.



BENEFITS OF GOOD DATA MANAGEMENT

- efficiency – makes research easier
- quality – better research data – for you and others
- safety – protect valuable data
- reputation – enhances research visibility
- compliance – with ethical codes, data protection laws, journal requirements, funder policies

WHAT IS DATA MANAGEMENT?

CREATE & MANAGE DATA

RESEARCH DATA LIFECYCLE

STARTING YOUR RESEARCH

CONSENT & ETHICS

COPYRIGHT

DOCUMENTING YOUR DATA

FORMATTING YOUR DATA

STORING YOUR DATA

ADVICE & TRAINING

OUR PROJECTS

The screenshot displays the UK Data Archive website interface. At the top, there is a navigation bar with links for HOME, ABOUT US, CREATE & MANAGE DATA (highlighted), DEPOSIT DATA, HOW WE CURATE DATA, FIND DATA, and NEWS & EVENTS. A search bar is located on the right side of the navigation bar. Below the navigation bar, the main content area is titled 'CREATE & MANAGE DATA' and features a video player with a play button and a 'SHOW VIDEO TEXT' link. The video content discusses data sharing practices. To the right of the video, there is a sidebar with a search bar and a 'GO' button, followed by a list of links: DEPOSIT YOUR DATA, FIND DATA, WATCH A VIDEO ABOUT US, and A QUICK GUIDE TO THE ARCHIVE. Below the sidebar, there are several sections: RESEARCH DATA LIFECYCLE, STARTING YOUR RESEARCH, CONSENT & ETHICS, and ADVICE & TRAINING. Each section includes a brief description and a 'READ ON' button. At the bottom of the page, there is a footer with links for TERMS AND CONDITIONS, ACCESSIBILITY, and SITE MAP.

UK • DATA ARCHIVE

THE UK'S LARGEST COLLECTION OF DIGITAL RESEARCH DATA IN THE SOCIAL SCIENCES AND HUMANITIES

HELP CONTACT US SIGN UP

HOME ABOUT US **CREATE & MANAGE DATA** DEPOSIT DATA HOW WE CURATE DATA FIND DATA NEWS & EVENTS

CREATE & MANAGE DATA SHOW VIDEO TEXT

We facilitate data sharing. Find out about best practices for creating, preparing, storing and sharing data

RESEARCH DATA LIFECYCLE

STARTING YOUR RESEARCH

CONSENT & ETHICS

ADVICE & TRAINING

OUR PROJECTS

SEARCH OUR SITE GO

DEPOSIT YOUR DATA

FIND DATA

WATCH A VIDEO ABOUT US

A QUICK GUIDE TO THE ARCHIVE

2 of 8: We hold thousands of data collections for social science research and teaching, quantitative and qualitative

DISCUSS WITH US

Join us on Methodspace to discuss the latest data issues

Methodspace

DOWNLOAD MANAGING & SHARING DATA BROCHURE

CREATE & MANAGE DATA FAQ

JOIN OUR MAILING LIST

TERMS AND CONDITIONS ACCESSIBILITY SITE MAP



KEY DATA MANAGEMENT AREAS FOR QUALIS

- data confidentiality and conditions of use
- describing and documenting data for re-use
- practicalities of looking after data
 - formats, version controlling, encryption, storage, back-up, file-sharing

ETHICS AND DATA SHARING

Ethical duties in research

- confidentiality towards informants and participants
- protect participants from harm
- treat participants as intelligent beings, able to make their own judgements and decisions on how the information they provide can be used, shared and made public (through informed consent)
- duty to wider society to make available resources produced by researchers with public funds

Consider data management and sharing **during ethical review**

LEGISLATION AND DATA SHARING

Data Protection Act (1998)

- ‘personal data’
 - relate to living individual
 - individual can be identified from those data or from those data and other information
 - includes any expression of opinion about the individual
- only disclose personal data if consent given to do so (exc. legal reasons)
- DPA does not apply to anonymised data

processed fairly and lawfully
obtained and processed for
specified purpose
adequate, relevant and not
excessive for purpose
accurate
not kept longer than necessary
processed in accordance with
the rights of data subjects, e.g.
right to be informed about how
data will be used, stored,
processed, transferred,
destroyed; right to access info
and data held
kept secure
not transferred abroad without
adequate protection

PRINCIPLES FOR ETHICAL /LEGAL DATA SHARING

Researchers to consider

- obtaining **informed consent** , also for data sharing and preservation / curation
- **protecting identities**
e.g. anonymisation, not collecting personal data
- **restricting / regulating access** where needed (all or part of data)
e.g. by group, use, time period
- **securely storing** personal or sensitive data

Consider jointly and in dialogue with participants

Plan early in research

INFORMED CONSENT

Information sheet and consent form must include consent for

- engaging in the research process, and right to withdraw
- use of data in outputs, publications
- data sharing and possible future uses

Process or one-off consent? - repeat interactions?

Written or verbal consent? - how realistic?

Consent needs to be suitable for the research purposes

[UK Data Archive sample consent form](http://staging.data-archive.ac.uk/create-manage/consent-ethics/consent?index=3)

<http://staging.data-archive.ac.uk/create-manage/consent-ethics/consent?index=3>



ANONYMISING DATA

Identity disclosure

- direct identifiers – often not essential research info
- indirect identifiers

Anonymise data

- remove direct identifiers
- reduce precision/detail through aggregation / generalisation
- restrict upper lower ranges variables to hide outliers
- replace rather than remove
- pseudonyms
- maintain maximum meaningful info
- log edits

DATA ACCESS CONTROLS

at the UK Data Archive

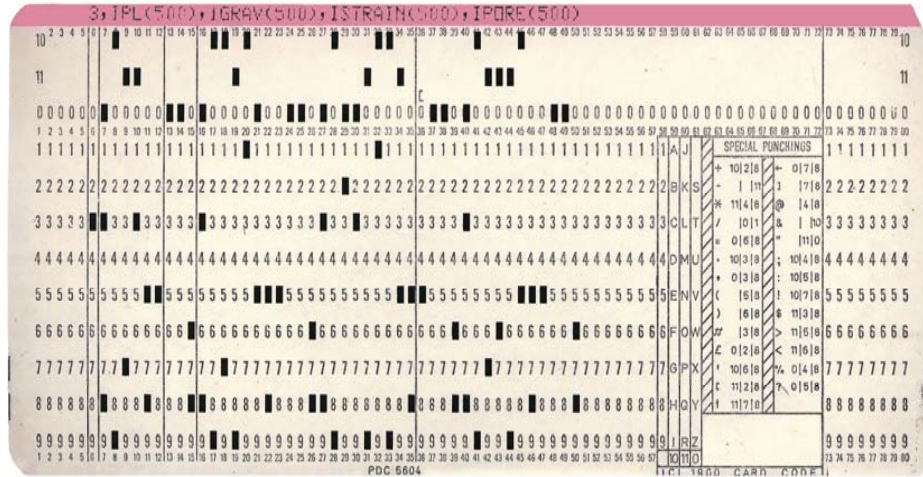
- archived research data NOT in public domain
- use of data for specific purposes only after user registration
- data users sign legally binding End User Licence
 - e.g. not identify any potentially identifiable individuals*
- stricter access regulations for sensitive data (case to case basis):
 - access to approved researchers only (approved researcher/special license)
 - data access permission from data owner prior to data release
 - data under embargo for given period of time

DOCUMENTING DATA

If someone was using your data for the first time, what would they need to know?

- context information about research and data
 - final report, publications, fieldnotes, thumbnail about interview setting
- data collection methodology and processes: sampling, data collection process, instruments used, tools used, temporal/geographic coverage, data validation
- documentation: descriptions of codes or classifications used
- data listings for qualitative data
- any conditions of use and access?

CAN YOU UNDERSTAND/USE THESE DATA?



SrvMthdDraft.doc
SrvMthdFinal.doc
SrvMthdLastOne.doc
SrvMthdRealVersion.doc



DATA QUALITY CONTROL IN THE RESEARCH PROCESS

- data collection – data must reflect facts, responses, observations, events
 - examples: standardised protocols, computer assisted interviews, interview recording and transcription
- data entry, digitisation, transcription and coding – avoid errors - use standardised and consistent procedures
 - examples: validation rules for data entry, controlled vocabularies or choice lists, transcription template
- data checking and verifying - automated and/or manual
 - typos, check for data completeness, peer review of data

DATA FORMATS

- choice of software format for digital data
 - planned data analyses/discipline-specific customs
 - software availability
 - hardware used – e.g. audio recorders
 - discipline-specific standards and customs
- best formats for long-term preservation
 - standard formats
 - interchangeable formats
 - open formats

tab-delimited, comma-delimited (CSV), ASCII, RTF, PDF/A, OpenDocument format, XML
- beware of errors in data conversion! Always check

FIELDWORK FROM HELL

“I’m sorry but we had to blow up your laptop”



“What....all my client case notes and testimony, writing, pictures, music and applications. Years of work. NO!!!! What?? Are you insane?? What were you thinking? THAT’S ALL MY WORK!?”

Source: [Lilysusman’s Blog](#)

DATA STORAGE

- ALL digital storage media are fallible
- file formats and physical storage media ultimately become obsolete
 - optical (CD, DVD) and magnetic media (hard drive, tapes) degrade
- best practice:
 - use data formats with long-term readability
 - storage strategy - at least two different forms of storage and locations; maintain original copy and external copies
 - check data integrity of stored data files regularly (checksum)
 - know your personal / institutional back-up strategy: network server/PC/laptop; data retention policies
 - what to protect? Not only data, and not only digital

DATA SECURITY

- protect data from unauthorised access, use, change, disclosure and destruction
- personal data need more protection – always keep separate
- control access to computers
 - passwords
 - anti-virus and firewall protection, power surge protection
 - networked vs non-networked PCs
 - all devices: desktops, laptops, memory sticks, mobile devices
 - all locations: work, home, travel
 - restrict access to sensitive materials e.g. consent forms, patient records
- proper disposal of equipment (and data)
 - even reformatting the hard drive is **not** sufficient
- control physical access to buildings, rooms, cabinets
- but beware of “requirements” to destroy data

ENCRYPTION

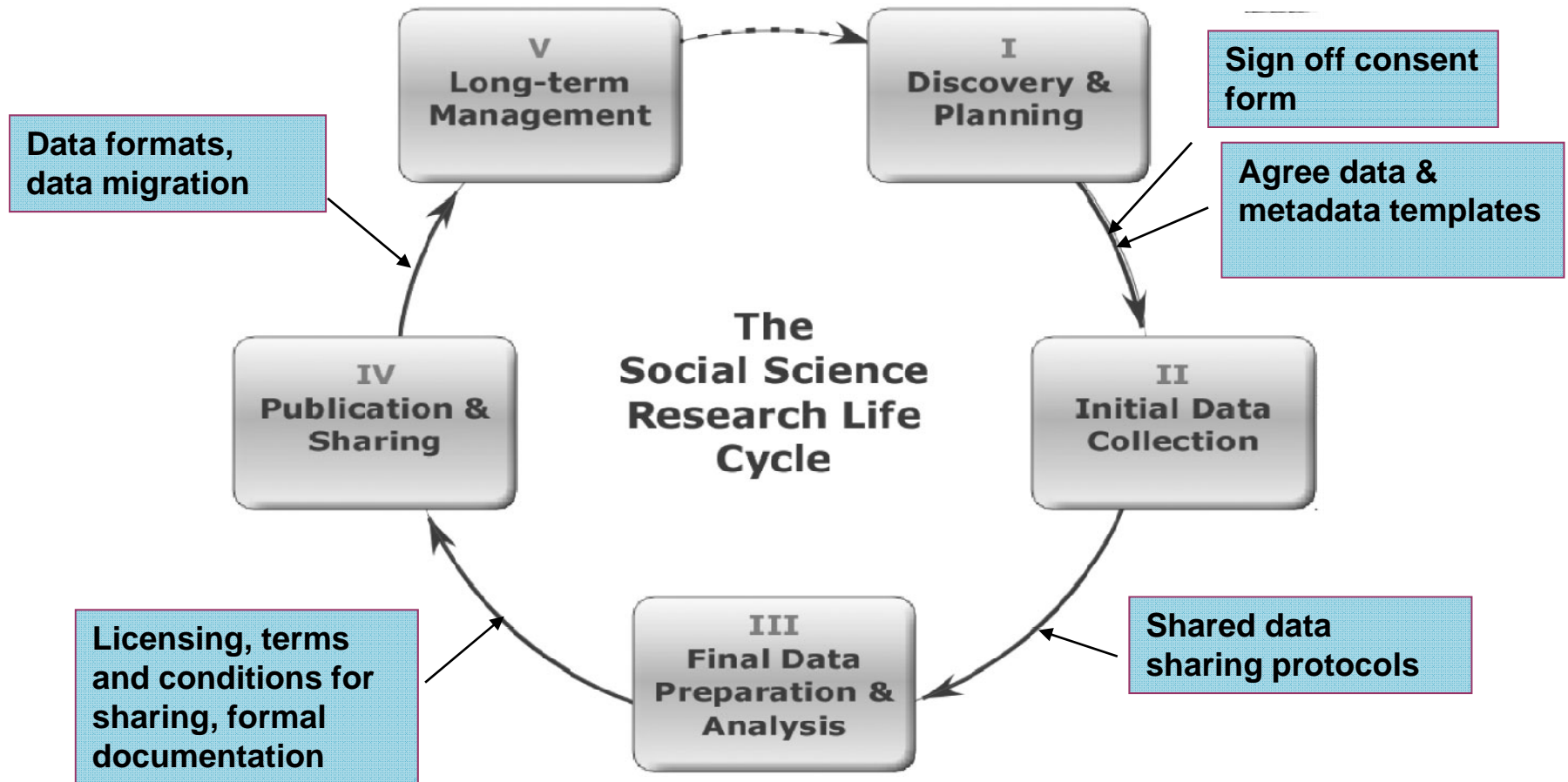
- always encrypt personal or sensitive data
- easy to use
 - Safehouse
 - Truecrypt
 - Axcrypt
- basic principles
 - use an algorithm to transform information ($A=1$)
 - need a “key” to decrypt
- encrypt anything you would not send on a postcard
 - for moving files e.g. transcripts
 - for storing files e.g. shared areas, mobile devices

FILE TRANSMISSION

Sharing data between researchers and teams

- virtual research environments
 - MS Sharepoint
 - Sakai
- file transfer protocol (ftp)
- Yousendit, Dropbox
- via physical media
- too often email attachments

KEY DATA MANAGEMENT INTERVENTION POINTS





BASICS OF WHAT TO PUT IN A DATA MANAGEMENT PLAN

- need for access to existing data sources
- data planned to be produced
- planned quality assurance and back-up procedures for data
- plans for management and archiving of collected data
- expected difficulties in making data available for re-use and measures to overcome such difficulties
- who holds copyright and intellectual property rights of data
- data management roles and responsibilities



WHAT RESEARCH DATA ARE WORTH KEEPING?

- rich data, breadth, unique, topical, time series
- format, usability and condition of material
- data that have further analytic potential than the original investigation (depth; large-scale; longitudinal)
- relative importance or impact of the study
- confidentiality issues unproblematic (consent)
- copyright is not prohibitive



HOW DO PEOPLE RE-USE DATA?

- descriptive material
- comparative research, restudy or follow-up study
- re-analysis/secondary analysis
- research design and methodological advancement
- replication of published statistics
- teaching and learning

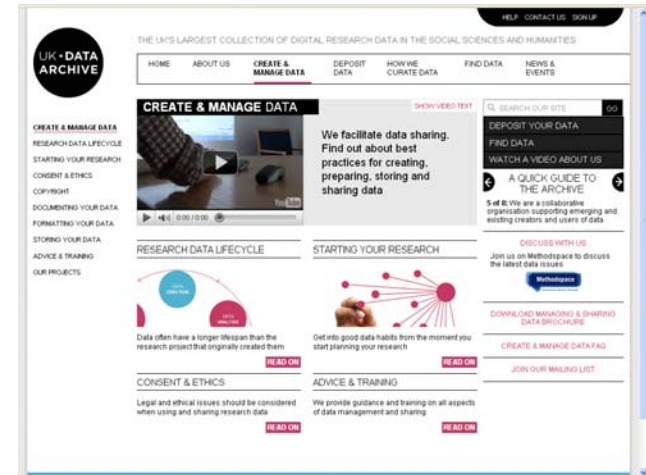
IS IT REALLY DIFFICULT

- no, it's just common sense.
- it's all about good research practice
- be organised and accountable, and anticipating disaster at any time!

SIMPLES!



CONTACT



RESEARCH DATA MANAGEMENT SUPPORT SERVICES
UK DATA ARCHIVE
UNIVERSITY OF ESSEX
WIVENHOE PARK
COLCHESTER
ESSEX CO4 3SQ

T +44 (0)1206 872001
E datasharing@data-archive.ac.uk
www.data-archive.ac.uk/sharing