Guided walk through ReShare

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Overview

- What is ReShare and how does it work?
- Data sharing checklist
- How to prepare for archiving data
- Documentation
- Access
- Licensing
- Demonstration

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What is ReShare?

- UK Data Service's online data repository, where researchers can archive, publish and share research data: http://reshare.ukdataservice.ac.uk
- It allows depositors to create data collections themselves - upload data and documentation files
- Once completed by depositors, collections go into a review area, where we check for disclosure risk, copyright breaches, validity of file formats and level of documentation
- All numerical data files and at least a 10% random sample of textual data files are reviewed

Published data collections can be accessed from the UKDS data catalogue: https://www.ukdataservice.ac.uk/

Data sharing checklist

1. Consent for data sharing and long term preservation/dissemination. Should be explicit, granular if multiple data types.

2. Anonymisation - only collect data that is necessary and anonymise in line with consent statements.

3. Access can be regulated where needed, for data that cannot be anonymised sufficiently without reducing its reuse potential.

Remember:

- to store personal or sensitive data **securely** and **separately.**
- to utilise encryption and consider the storage location.

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Documentation

Planning ahead will save you time and help keep things organised. A useful exercise is to think about the information that a stranger to the project would need in order to understand, replicate or reuse the data.

Planning to archive the data at the end of the project and where in particular can be useful to know in advance, as guidance/formats/metadata standards can vary across repositories.

➢ Project-level documentation includes information about the study, what were the main research questions, type of data was collected to answer these questions.

➢ Data-level documentation includes information at the level of individual data files, such as an interview transcript or a particular variable in a dataset.

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Project-level documentation

- Purpose of collection (research questions)
- Data collection contents (summary of files: kind, size, formats, linked files) – ReadMe file: http://reshare.ukdataservice.ac.uk/help/index.html
- Data collection process (methodology, data sources, sample size, sampling design, population of interest)
- Data processing (cleaning, coding, anonymization, any project specific details)
- Quality assurance (transcription errors, data integrity checks, weighting, properly coding missing values)
- Accessibility (data repository, access conditions, confidentiality, copyright/ownership, citation, permanent identifiers)

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Data-level documentation

Qualitative data

- information provided at the beginning of each data unit (each transcript/fieldnote)
- data list contains demographic information about the participants (also useful to map the data)

Quantitative data

- Variable-level annotation: variable type (numeric/string), description(label), values, description of derived variables, information about missing values for each variable;
- Variable labels should be succinct, and include the question number (if applicable from a questionnaire).

Data list example

Study Number 6377
Integrated Floodplain Management, 2006-2008
Morris, J.

Floodplain farm survey

Interview ID	Farmer code	Age	Farm Scheme	Farm type	Size of Farm (hectare)	Number of Holdings	Date of Interview	Interviewer Name	No of Pages	Text File Name	Audio File Name
1	Be1	35-45	Beckingham	Beef	360	1	04.12.2006	Helena	28	6377int001	6377int001
2	Be2	45-55	Beckingham	Arable	364	1	05.12.2006	Helena	21	6377int002	6377int002
3	Be3	45-55	Beckingham	Arable	372	2	06.12.2006	Helena	22	6377int003	6377int003
4	Be4	45-55	Beckingham	Arable	194	3	06.12.2006	Helena	18	6377int004	6377int004
5	Be5	55-65	Beckingham	Arable	108	1	07.12.2007	Helena	21	6377int005	6377int005
6	Be6	45-55	Beckingham	Arable	1254	2	01.02.2008	Helena	19	6377int006	
7	Bu1	55-65	Bushley	Mixed	101	2	13.02.2007	Quentin	29	6377int007	6377int007
8	Bu2	>65	Bushley	Mixed	97	1	15.02.2007	Quentin	15	6377int008	6377int008
9	Bu3	>65	Bushley	Arable	194	4	13.02.2007	Quentin	21	6377int009	6377int009
10	Bu4	55-65	Bushley	Mixed	202	1	15.03.2007	Helena	19	6377int010	6377int010
11	Cu1	35-45	Cuddyarch	Dairy	64	1	08.05.2007	Helena	19	6377int011	6377int011
12	Cu2	55-65	Cuddyarch	Dairy	189	2	08.05.2007	Helena	18	6377int012	6377int012
13	Cu3	55-65	Cuddyarch	Mixed livestock	76	1	08.05.2007	Helena	13	6377int013	6377int013
14	Cu5	45-55	Cuddyarch	Mixed livestock	198	1	09.05.2007	Helena	24	6377int014	6377int014
15	Cu6	55-65	Cuddyarch	Dairy	89	1	09.05.2007	Helena	14	6377int015	6377int015
16	Cu7	>65	Cuddyarch	Mixed livestock	190	4	11.05.2007	Helena	20	6377int016	6377int016
17	Cu8	55-65	Cuddyarch	Mixed livestock	109	2	11.05.2007	Helena	22	6377int017	6377int017
18	Id1	55-65	Idle	Arable	158	3	07.02.2007	Quentin	17	6377int018	6377int018a
18	Id1	55-65	Idle	Arable	158	3	07.02.2007	Quentin	17	6377int018	6377int018b
19	Id1b	55-65	Idle	Arable	158	3		Quentin	22	6377int019	
20	Id2	45-55	Idle	Dairy	150	1	08.02.2007	Quentin	17	6377int020	6377int020
21	Id2b	45-55	Idle	Dairy	150	1		Quentin	19	6377int021	
22	Id3	35-45	Idle	Arable	680	3	01.02.2008	Helena	27	6377int022	6377int022
23	Mo1	>65	Morda	Mixed	138	1	12.03.2007	Helena	31	6377int023	6377int023
24	Mo3	35-45	Morda	Arable	152	2	13.03.2007	Helena	16	6377int024	6377int024
25	Mo4	55-65	Morda	Mixed livestock	122	1	13.03.2007	Helena	19	6377int025	6377int025
26	Mo5	>65	Morda	Mixed	142	2	14.03.2007	Helena	14	6377int026	6377int026
27	Mo6	>65	Morda	Mixed livestock	19	1	14.03.2007	Helena	15	6377int027	6377int027
28	Mo7	<35	Morda	Dairy	74	1	30.05.2007	Helena	22	6377int028	6377int028
29	Mo8	55-65	Morda	Mixed livestock	48	4	30.05.2007	Helena	19	6377int029	6377int029
30	Mo9	>65	Morda	Mixed	278	1	31.05.2007	Helena	20	6377int030	6377int030
31	Mo10	35-45	Morda	Beef	81	1	01.06.2007	Helena	21	6377int031	6377int031
32	Mo11	35-45	Morda	Mixed	109	2	01.06.2007	Helena	22	6377int032	6377int032
33	Mo12	35-45	Morda	Mixed livestock	51	1	11.10.2007	Helena	34	6377int033	
34	Ro1	>65	Rother	Rent and let out	57	1	20.03.2007	Helena	19	6377int034	6377int034
35	Ro3	>65	Rother	Sheep	49	1	21.03.2007	Helena	33	6377int035	6377int035
36	Ro4	35-45	Rother	Mixed	182	1	21.03.2007	Helena	24	6377int036	6377int036

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Metadata

'Data about data' – machine readable information needed to catalogue and discover the data. This information can contain (DDI compliant):

- Title (and alternate title)
- Funding
- Principal investigator
- Kind of data (numeric/text/audio/ video etc.)
- Keywords
- Topic
- Unit of observation
- Data type (historical/census/business microdata/survey/ longitudinal etc.)
- Temporal coverage (time period, date of collection)
- Geographic coverage
- Access

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Access

Choosing the appropriate access category to fit a particular data file or collection is always a case by case process, however the following are considered:
-Identifiable information in the data – quality and procedures of anonymization;
-Consent statements
-Linkage possible? (to other published data/information which might contribute to identifying participants)

The appropriate access category is chosen during the review process, in collaboration with the depositor; <u>access is set at file level</u>, therefore one collection can contain multiple data files/folders under different access restrictions. For an example, see:

Simpson, Edward and Tina, Otten and Alice, Tilche and Tommaso, Sbriccoli and Patricia , Jeffery (2018). **Rural change and anthropological knowledge in post-colonial India: a comparative 'restudy' of F.G. Bailey, Adrian C. Mayer and David Pocock, 1950-2012**. [Data Collection]. Colchester, Essex: UK Data Archive. <u>10.5255/UKDA-SN-852771</u>

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Managing access to data

Open
- available for download/online access under open licence without any registration

Safeguarded
- available for download / online access to logged-in users who have registered and agreed to an End User Licence (*e.g. not identify any potentially identifiable individuals*)
- special agreements (depositor permission; approved researcher)
- embargo for fixed time period

Controlled
- available for remote or safe room access to authorised and authenticated users whose research proposal has been and who have received training

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Access in ReShare

- Individual file level access
- Metadata and documentation should always be open.

AVAILABLE FILES

Data

— Security_%26_Networks.xlsx

Accessible to:	Registered users only (safeguarded data)
File or bundle content:	Data
File or bundle description:	Security & Networks
File format:	application/octet-stream
License:	UK Data Service End User Licence
File size:	10Kb

+ Sierra_Leone_Security_%26_Networks__Coded.xls

+ Copy_of_Somalia_SC_peace_initiatives.xlsx

Documentation

— Sierra_Leone_methods.doc

Accessible to:	Anyone (open data)
File or bundle content:	Documentation
File or bundle description:	Sierra Leone methods
File format:	application/msword
License:	UK Data Service End User Licence
File size:	64Kb

RELATED RESOURCES

Website

Project outputs and publications

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Licensing

Depending on the appropriate access level, the corresponding licence will apply.

For open access data, different versions of Creative Commons International:

[Creative Commons: Attribution 4.0 International](#)

[Creative Commons: Attribution-ShareAlike 4.0 International](#)

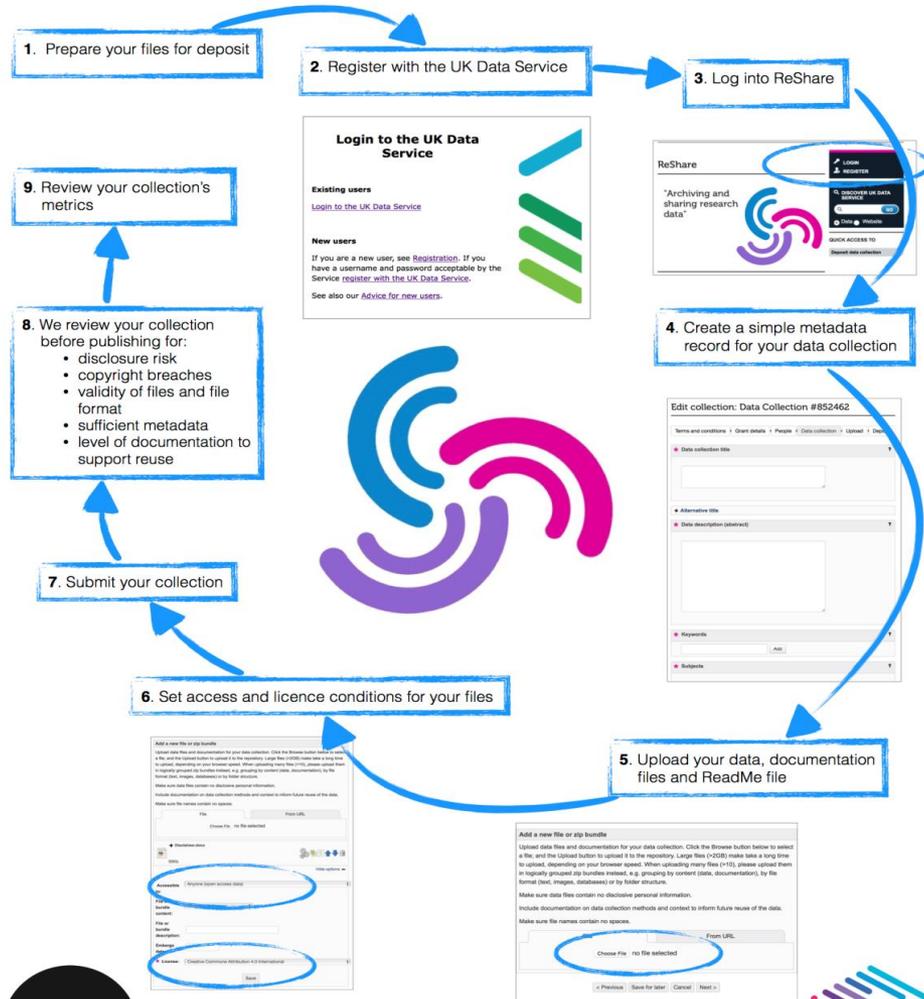[Creative Commons: Attribution-NonCommercial-ShareAlike 4.0 International](#)

For restricted access data archived with UKDA, our [End User Licence](#) applies.

For data disseminated via alternative routes, other licences may apply; i.e.Youtube allows users to mark their videos with a Creative Commons [CC BY](#) licence; with Vimeo, you own content you submit to the Vimeo Service.

Prepare data files

- decide in advance if possible where the data will be archived in order to align with file format/documentation/metadata requirements
- ensure that nothing precludes data sharing in an archive (explicit consent)
- decide how to best organise data, using a logical, hierarchical structure that would be easy to understand – project specific
- bundle similar files:
  - by type of files: data/documentation/metadata
  - by type of data: quantitative/qualitative or transcripts/audio/video
- Meaningful file naming - important to save time and avoid misunderstandings when multiple people collect/manage/use/re-use data at the same time.
- Files formats – check list of recommended/acceptable formats:

    https://www.ukdataservice.ac.uk/manage-data/format/recommended-formats

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Depositing your research data in ReShare

1. Prepare your files for deposit

2. Register with the UK Data Service

3. Log into ReShare

9. Review your collection's metrics

8. We review your collection before publishing for:
 • disclosure risk
 • copyright breaches
 • validity of files and file format
 • sufficient metadata
 • level of documentation to support reuse

Login to the UK Data Service

Existing users

Login to the UK Data Service

New users

If you are a new user, see Registration. If you have a username and password acceptable by the Service register with the UK Data Service.

See also our Advice for new users.

ReShare

"Archiving and sharing research data"

4. Create a simple metadata record for your data collection

Edit collection: Data Collection #852462

7. Submit your collection

6. Set access and licence conditions for your files

5. Upload your data, documentation files and ReadMe file

Add a new file or zip bundle
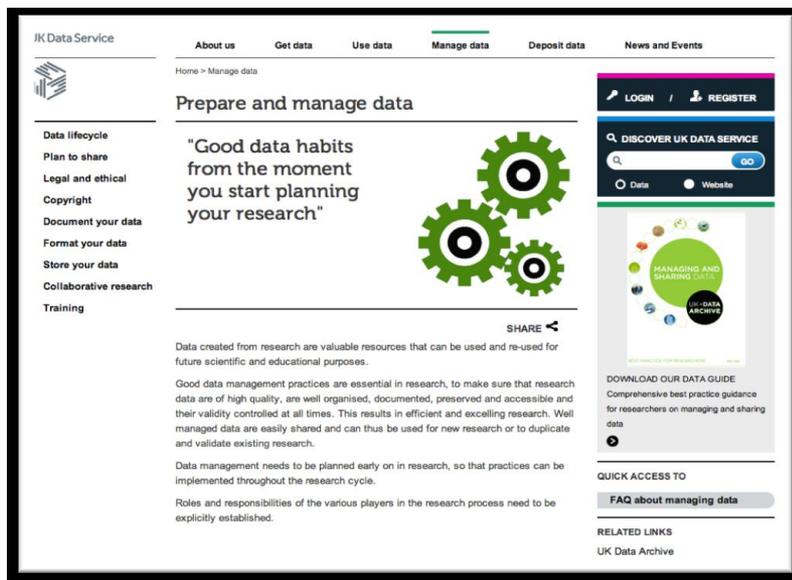
reshare.ukdataservice.ac.uk
reshare@ukdataservice.ac.uk

UK · DATA ARCHIVE

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UKDS data management guidance

- Best practice guidance: www.ukdataservice.ac.uk/manage-data.aspx
- Managing and Sharing Research Data – a Guide to Good Practice:(Sage Publications Ltd)
- Training: www.ukdataservice.ac.uk/news-and-events/events
- Twitter: @UKDSRDM

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Demonstration

Options:

Create a 'real' collection, registration needed.
 http://reshare.ukdataservice.ac.uk

Register >> Login >>Select 'Create new data collection' and follow the steps

OR

Use our simulator http://reshare-training.ukdataservice.ac.uk

Login using 'user01','user02' etc. as both username and password >> Proceed to ''Create a new data collection'' >> Complete all sections of the deposit

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Contact

Enquiries/ Help Desk:

http://ukdataservice.ac.uk/help/get-in-touch.aspx

help@ukdataservice.ac.uk

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https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=UKDATASERVICE