

Depositing your data with ReShare

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Overview

- What is ReShare?
- Data sharing checklist
- Deposit process
- Documentation
- Access
- Demonstration

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/>

Deposit process

Register, Log in
Create metadata record for data collection
Upload data and documentation files
Set access and licence conditions
Submit

researcher

Review
Publish

UK Data Service

Data sharing checklist

1. Seek **informed consent** (if this is the chosen processing ground), also for data sharing and long-term preservation and curation
2. Protect identities e.g. **anonymization**, and (or) not collecting personal data (only collect data that is necessary)
3. Regulate **access** where needed (all or part of data) e.g. by group, use or time period

Remember:

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

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

Include as documentation

- Data collection methodology and processes: sampling, sample size, fieldwork protocol, experiment protocol, interviewer instructions
- Codebook, user guide (for quantitative data)
- Information sheet, consent form (blank versions)
- Questionnaires, show cards, topic guides
- Transcripts: header with context information: data and place of interview, interviewer, interviewee details (in line with consent form) etc.
- Data list: overview of key information about each interview, a map of the data collection (for qualitative data)
- Links to reports and publications (preferably DOIs where possible)

In practice: data list

Study Number 6377

Integrated Floodplain Management, 2006-2008

Morris, J.

Floodplain farm survey

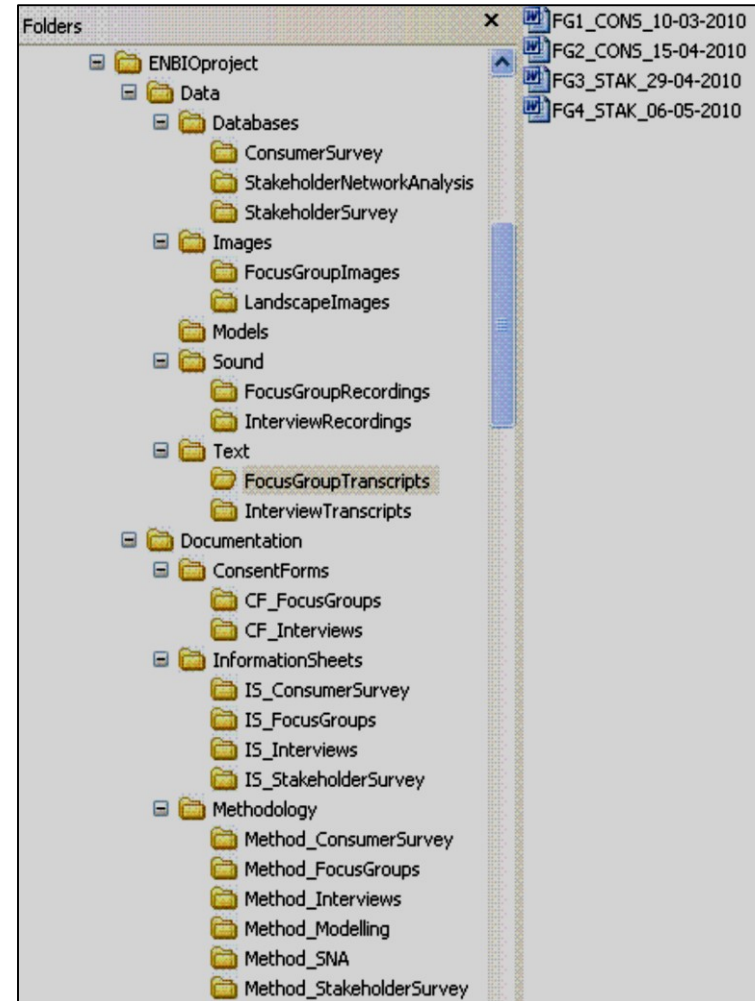
Interview ID	Farmer code	Age	Farm scheme	Farm type	Size of farm (hectare)	Number of holdings	Date of interview	Interviewer name	No of pages	Text file name	Audio file name
1	Be1	35-45	Beckingham	Beef	360	1	04.12.2006	Helena	28	6377int001	6377int001
2	Be2	45-55	Beckingham	Arable	364	1	05.12.2006	Helena	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

Organising data

- Plan in advance how to best organise data (project specific)
- Use a logical structure and ensure collaborators understand

Examples

- Hierarchical structure of files, grouped in folders e.g. audio, transcripts and annotated transcripts
- Survey data: spreadsheet, SPSS, relational database
- Interview transcripts: individual well-named files



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

Tools and templates

- Model consent form: <http://www.dataarchive.ac.uk/media/112638/ukdamodelconsent.pdf>
- Survey consent statement: <http://dataarchive.ac.uk/media/147338/ukdasurveyconsent.doc>
- Transcription template: <http://dataarchive.ac.uk/media/136055/ukdamodeltranscript.pdf>
- Transcription instructions: <http://dataarchive.ac.uk/media/285633/ukda-example-transcriptioninstructions.pdf>
- Transcription confidentiality agreement: <http://dataarchive.ac.uk/media/285636/ukda-transcriber-confidentialityagreement.pdf>
- Data list template: <http://dataarchive.ac.uk/media/2989/UK%20Data%20Archive%20Example%20Data%20List.pdf>

Training

[Recurring workshops and webinars](#)

Webinar: Data management basics

Webinar: Key issues in reusing data

Webinar: Finding and accessing data in the UK Data Service

Webinar: Guided walk through ReShare

Webinar: Key data: UK and cross-national surveys

Keep connected

- Subscribe to UK Data Service list:
www.jiscmail.ac.uk/cgi-bin/webadmin?A0=UKDATASERVICE
- Follow UK Data Service on Twitter: @UKDataService
- Follow our RDM account on Twitter: @UKDSRDM
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<http://ukdataservice.ac.uk/help/get-in-touch.aspx>

help@ukdataservice.ac.uk

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