# Publishing and Sharing Data using the ReShare Repository

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Managing and sharing research data: What is new with the GDPR?

4th May 2018





# Summary

- What is ReShare and how does it work?
- How to prepare for archiving data
  - Documentation
  - Comprehensive metadata
  - Access categories
- Exercises



## What is ReShare?

- UK Data Service's online data repository, where researchers can archive, publish and share research data: <a href="http://reshare.ukdataservice.ac.uk">http://reshare.ukdataservice.ac.uk</a>
- 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.



# How to prepare for archiving data

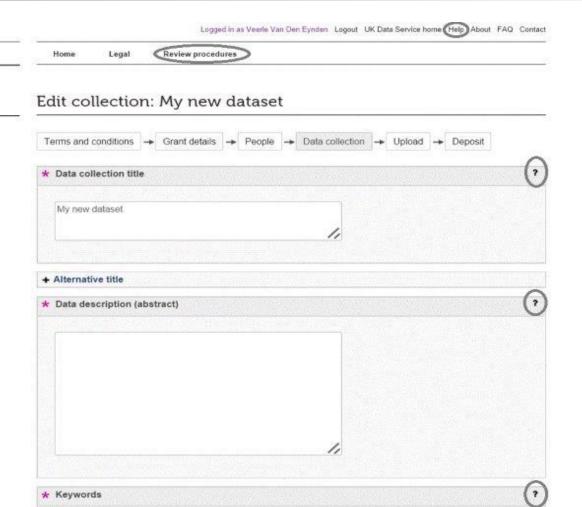
- Think ahead
- Bundle similar files
  - e.g. into data/documentation/metadata)
  - By type of data: transcripts/audio/video or quant/qual
- File naming
- Familiarise yourself with:
  - Collections in our catalogue <u>Discover</u>
  - Review procedures:

http://reshare.ukdataservice.ac.uk/reshare-review-procedures/

FAQs:

https://www.ukdataservice.ac.uk/help/faq/reshare





UK Data Service

ReShare

My data

Review Admin

Manage records Profile

Edit page phrases



### **Documentation**

- Study-level documentation (Methodology, Findings)
- Data-level documentation (labels, interviewees information)
- Metadata (file names, bundles)

#### Qualitative:

- Interview schedule (for structured and semi-structured interviews)
- Data list
- ReadMe file
- Consent form(s)
- Information Sheet(s)

#### Quantitative:

- Variable labels (data file)
- Codebook, including how derived variables are created;
- Questionnaire (blank) for survey data
- Scripts for secondary data;
- ReadMe file
- Consent form
- Information sheet



# Comprehensive metadata

- Descriptive abstract
- Grant summary ≠ data collection abstract
- Data collection method: include sample descriptions, sampling procedure
- Keywords
- Specify links between data files if any (e.g personal identifiers across qual and quant data files)



# Access categories

Archiving data in a repository does not mean this would be openly accessible. To protect data that cannot be anonymised without reducing it's reuse potential, access restrictions are used.

Open access – can be accessed by any user, no registration needed Safeguarded- accessible only to registered users

Permission only – accessible with permission from depositor

Embargo – closed temporarily (up to 12 months to allow publication)

Note: Access restrictions can only be applied to data files. Documentation files and metadata is always freely available.



## Access categories, choosing the right one

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.



## New under GDPR

- Make sure consent statements are as comprehensive as needed;
- Identify what was guaranteed to participants and make sure their data is handled accordingly;
- Ensuring effective anonymization (removing personal information);
- Access control considered when drafting consent, informing participants of this possibility;





## Questions?



https://pbs.twimg.com/media/B7ZUntnCUAEQAgR.jpg



## Practice in ReShare

- Options:
  - Create a 'real' collection\*

http://reshare.ukdataservice.ac.uk

Use our simulator

http://reshare-training.ukdataservice.ac.uk

\*(Registration first)



# Getting started:

#### How it usually works:

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

#### Simulator

- 1. Login using 'user01', 'user2' etc. as both username and password.
- 2. Proceed to "Create a new data collection"
- 3. Complete all sections of the deposit using the handout provided.

