|  |  |
| --- | --- |
| 1 | **Data description and the acquisition or re-use of available data** |
| 1.1 | The way in which new data is acquired and processed and / or the available data is re-used |
|  | The conducted research will be based mainly on the use of existing research data. These will be data in the form of texts of legal acts, publicly available scientific publications and archives. These data will be obtained from the resources of archives, libraries and museums as well as via the Internet, including thanks to the use of the Internet System of Legal Acts. Data obtained from cultural institutions will be copied in the form of photos. Thus, the collected data will constitute, for the most part, materials available in the public domain. In the materials that will be created based on the obtained data, they will be each time indicated and described. |
| 1.2 | Data acquisition or processing |
|  | In the course of scientific research, text data will be used, i.e. plain text, standard office documents, structured text, etc. Research data for storage purposes will be collected in commonly used, standard formats such as: doc, docx, pdf, odt. (for text documents). Archival reproductions in the form of photos will be collected in jpg format. or png. Ultimately, however, the conversion of the collected data into open, platform- and software-independent formats, such as txt, is foreseen. The exact number and size of files cannot be estimated at the stage of creating the application, but it should not exceed 1TB. |
| 2. | **Documentation and data quality** |
| 2.1 | Metadata and documents (e.g., methodology or data extraction, and data ordering) accompanying the data |
|  | The data collected during the research will be arranged on the hard drive of the project manager's personal computer. The data obtained during the project will be arranged in a specific folder structure, which for archived data will look like this (from the highest to the lowest level): archive / museum / library folder (name) > team folder (number and name) > unit folder (number and name) > individual photos. The names of the photos will be given the following format: team / collection number - entity / object signature (sequential number of the photo), e.g. 456-21 (1). In the absence of a specific description level in a given institution, the appropriate folder for it will be omitted. Where possible, the names of folders will be prepared in both Polish and English. Such a solution will facilitate access to data for researchers from Poland as well as from other parts of the world.  Data that are not archives will be stored in a separate folder and will receive an appropriate bibliographic description, enabling their easy search.  Readme.txt files will be created for each folder, which will contain information about content, origin, structure, etc.  The metadata in XML format according to the Encoded Archival Description (EAD) standard will also be executed for the individual folders. The choice of this metadata format is dictated by its intended use for archival sources, which will constitute the majority of the collected data.  The bibliographic data will be managed in the Zotero bibliography manager, which allows, among others export of the bibliographic list to standard bibliographic formats. The aim will be to mark and store data in such a way that it can be read by computer and easy to find. |
| 2.2 | Appropriate quality control measures |
|  | In the scope of conducted research, the risk related to the correctness of data can be minimized only through a thorough analysis of sources using their internal and external criticism, and a comparative analysis of the data contained in individual sources. Data contained in egodocuments, which by their very nature are subject to considerable subjectivity, should be treated with more caution. Data quality assessment will be implemented at various stages of research. All participants of the research project will be required to conduct it.  The technical quality of the photos taken will be checked immediately after taking them. This will allow you to immediately identify low-quality copies and to fill any gaps in the query. |
| 3. | **Storage and backup during research** |
| 3.1 | Storage and backup of data and metadata during research |
|  | Research data will be stored with the principles of prudence and the utmost care. The backup rule will be 3-2-1. The data will be stored on a personal computer (1 copy) and on an external drive stored at the workplace (2 copy). The backup copy will be stored in a separate place (PIONIER box) and updated once a month. In addition, each contractor will have a working copy of the data.  In order to ensure the security of information flow between project contractors, it is assumed that each of them is required to archive the data collected by them on at least two media (personal computer and external-working drive). The data must be provided to the manager no later than 7 days from the end of the query. The grant manager is responsible for data backup and recovery. |
| 3.2 | A method of ensuring data security and protection of sensitive data during research |
|  | The stored data is not sensitive data, hence the implementation of complex security systems is pointless. The research will be based on data generally available to scientists, as well as anonymised data or data obtained on the basis of the provisions on access to public information and / or the procedures in force in a given institution. It is worth emphasizing that the data protection policy at the Nicolaus Copernicus University in Toruń is based on generally applicable legal regulations. If necessary, secure on-line data storage services provided by NCU will be used.  Ultimately, the project manager and contractors will have access to data during the project. Access for other researchers will be possible with the consent of the project manager.  In the event of a failure and the risk of data loss, their recovery will be possible both from external media (mother copy and working copies), as well as from the PIONIER box. This minimizes the likelihood of data loss. |
| 4. | **Legal requirements, code of conduct** |
| 4.1 | The method of ensuring compliance with the provisions on personal data and data security in the case of personal data processing |
|  | The handling of the collected research data will be based on the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (general data protection regulations), the Act of 10 May 2018 on the protection of personal data and the Act of 11 August 2021 on open data and re-use of public sector information. If, in the course of the research, there is such a need, a decision will be made on the application of appropriate data protection measures. Due to the lack of storage of sensitive data, it is not currently necessary. Moreover, the Data Protection Officer operates at the Nicolaus Copernicus University. In case of doubt, the project manager will ask him to indicate the appropriate and lawful way to handle the data. |
| 4.2 | How you manage other legal matters, such as intellectual property rights or property. Applicable rules |
|  | In the course of scientific research, the provisions of law generally applicable in the territory of the Republic of Poland will apply. In the field of intellectual property rights, it is in particular the Act of February 4, 1994 on copyright and related rights. In the event of a conflict between the provisions on property law and intellectual property rights, the above-mentioned Act shall apply. The copyrights to the obtained data, such as the researcher's notes, will be the property of the project manager or the contractor preparing them. The remaining (selected) data will be ultimately made available under a Creative Commons BY license. All metadata made will be made available under the CC0 license. In addition to the above-mentioned issues, the Code of the National Science Center will also be a determinant for the possibility of making decisions on other legal issues. |
| 5. | Sharing and long-term storage of data |
| 5.1 | Method and date of data sharing. Any restrictions on the provision of data or reasons for an embargo |
|  | Selected research data, including a bibliographic list and photographs, unless there is a need to introduce additional restrictions, will be made available immediately after the final publication is published. For data that is restricted or not shared, its metadata will be shared. The data and metadata will be made available and searched by the NCU Open Data Repository on the RepOD platform, as long as it is operational. According to the guidelines of the National Science Center, this will be a period of at least 10 years. |
| 5.2 | The method of selecting the data to be stored and the place of long-term data storage (e.g. a repository or data archive) |
|  | The selection of data will be made on the basis of their research value and suitability for further research. First of all, these will be the collected digital images of archives, the disclosure of which will make it easier for other researchers to use the resources of archives, libraries and museums. The data will be made available in the NCU Open Data Repository on the RepOD platform. This repository, run by the Interdisciplinary Center for Mathematical and Computational Modeling of the University of Warsaw, provides free storage and sharing of research data. The data provided can be used primarily in research in the field of humanities and social sciences. These will be both classical research, e.g. processual research, as well as, thanks to the provision of egodocuments - microhistoric, or fitting into anthropologizing trends in individual sciences. |
| 5.3 | Software methods or tools that enable data access and use |
|  | Whenever possible, the data will be exported to formats that can be opened using standard office tools and applications. For text files it will be in txt format, for jpg photos, and csv for possible numerical data. The NCU Open Data Repository can store and disseminate any format. Access to the repository is available to anyone interested without logging in and other restrictions. The use of data will therefore require only the use of standard tools provided by operating systems, such as a web browser or a basic text editor. By making data available under free licenses, and by compiling appropriate and rich metadata for them, the FAIR principles will also be met, because the data will be findable, accessible, interoperable and reusable. |
| 5.4 | A method of ensuring that a unique and permanent identifier (e.g., digital object identifier (DOI) is used for each data set). |
|  | The data shared with the RepOD Open Research Data Repository will receive a DOI identifier. |
| 6. | Data management tasks and resources |
| 6.1 | Person (e.g. function, position and authority) responsible for data management (e.g. data steward) |
|  | It is up to the project manager to act as data controller and manage the relevant data. His duties will also include the implementation of the data management plan and its possible verification during the project implementation. Other contractors of the project will be obliged to follow the agreed data handling procedures and ensure their security. |
| 6.2 | Means (e.g. financial and time) dedicated to managing data and ensuring that the data can be found, accessed, interoperable and reused |
|  | The project does not provide for the need to provide additional funds for the preparation of research data for long-term storage and archiving. These activities will be performed as part of the tasks carried out by team members. In addition, at the time of submitting the application, the activity of the open research data repository is free of charge, which eliminates the need to apply for additional funds for long-term storage and sharing of research data and guaranteeing the basic assumptions of FAIR.  During the duration of the project, it is only necessary to provide funds for the purchase of three external drives that will be used to back up data, i.e. the mother's copy, stored at the University's headquarters, and working copies kept by contractors. |