Plan Overview

A Data Management Plan created using DMPonline

Title: Women in Multiple Low Paid Employment: Pathways between Work, Care and Health

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Project abstract:

A study of the nature and extent of women’s multiple low-paid employment (MLPE) in the UK, aiming to elucidate the dynamic relationships between MLPE, caring responsibilities and health and wellbeing.

ID: 74708

Start date: 01-12-2020

End date: 30-11-2023

Last modified: 30-03-2021

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Women in Multiple Low Paid Employment: Pathways between Work, Care and Health

Overview

Researcher Name

Louise Lawson, Ade Kearns, Mhairi Mackenzie, Tanya Wilson

Supervisor name

Question not answered.

Project title

Women in Multiple Low Paid Employment: Pathways Between Work, Care and Health (WiMLPE)

Funder & award number

The Nuffield Foundation WEL/FR-000000379

Project Summary

A study of the nature and extent of women's multiple low-paid employment (MLPE) in the UK, aiming to elucidate the dynamic relationships between MLPE, caring responsibilities and health and wellbeing.

Data

What types of data will be collected or created?

There are two main data types that will be utilised within the study: secondary quantitative data and primary qualitative data. In this section we detail the different considerations for each in terms of generation, collection and analysis.

Description of Data

Secondary Data:

The research will use the following secondary data sources, available from the UK Data Archive:

- Labour Force Survey, 1992-date
- Family Resources Survey, 1992-date
- Understanding Society. 2009 to date

These data will be used to (1) establish trends in MLPE over time; (2) assess the impacts of labour market conditions and social security changes on the extent of MLPE; and (3) to a limited extent, estimate the dynamic relationships between MLPE and health, including the mediating role of caring.

Primary Data:

The primary data will comprise transcripts from in-depth, semi-structured interviews carried out with up to 75 women, fifty women currently engaged in MLPE and 25 women previously in MLPE. The total quantity of data to be deposited will be <5GB and comprise transcripts only.

The primary data will be used to address the other research objectives. First, to explore the lived experience of women in MLPE, the mechanisms between MLPE and health, and the various ways in which women they negotiate their caring responsibilities. Second,

to engage women, the public, policy-makers and practitioners in identifying ways in which women's health and wellbeing might be protected.

Data Generation and Collection

Secondary Data:

The research will generate data through the analysis of data-sets comprising 20,000 (FRS) and 50,000 (LFS) cases per annum over thirty years, as well as a data-set of 40,000 cases biennially over 12 years. The raw data comprise recorded responses to pre-set closed questions collected in face-to-face interviews with adults. Meta data, documentation and quality assurance are provided by the UK Data Service.

The data will be processed using widely-used techniques, allowing for readily interpretable and reproducible results. These techniques will include multiple regression, shift-share analysis and event-study analysis.

The results will be produced in open-access format files such as .sav, .xls or .csv for tabular data.

Analytical code used to analyse the data, including details of derived variables, will be made available along with the results.

Primary Data:

Data will be collected via in-depth, semi-structured interviews with 75 women, which will be audio-recorded and transcribed professionally.

Transcripts will be analysed using Nvivo software.

The analysis will be guided by a theoretical or analytical framework developed by the research team, which will be made available alongside the findings.

What formats will you use?

File Formats: Files will be kept in proprietary formats (rather than being converted to open or standard formats). This will include: SPSS (.sav) for secondary data analysis, including derived variables; MPEG-1 Audio Layer 3 (.mp3) for primary audio recordings; MS Word (.doc/.docx) for documents; JPEG (.jpg) for images.

How much data will you collect?

. The total quantity of data to be deposited will be <5GB and comprise transcripts only.

Documentation

How will the data be documented and described?

Study Level Documentation:

Data documentation will exist in a number of formats (e.g. reports to PAG) and will cover the following information:

- Research design and context of data collection: project history, aims, objectives, hypotheses, investigators and funders;
- Data collection methods: data collection protocols, sampling design, sample structure and representation, temporal and geographic coverage, and digitisation or transcription methods used;
- Structure of data files, with number of cases, records, files;
- Secondary data sources used and provenance, for example, for derived data;
- Data validation, checking, proofing, cleaning and other quality assurance procedures;
- De-identification procedures followed to ensure data is pseudo-anonymised for analysis and anonymised for sharing. Details of any data that were not anonymised and therefore not deposited will also be given.
- Information on data confidentiality, access and any applicable conditions of use;
- Publications, presentations and other research outputs that explain or draw on the data.

This study level documentation will be used to produce metadata for the data-sets that will be deposited at the end of the study, in accord with the Data Documentation Initiative (DDI) standard. Metadata will include study description n(e.g. context, purpose, timing, location), data file description and variable description.

Data Level Documentation:

For the secondary data, annotation and description for any derived variables will be provided to include: variable names, labels and descriptions; units of measurement for variables; reference to the question number of a survey or questionnaire.

The primary, qualitative (raw) data will be accompanied by a Data List which includes the following information where relevant, and subject to confidentiality limitations: interview ID; age or age group; gender; ethnicity; place of residence (community); date of interview; transcript file name.

Are there any standards for this in your field of research?

Question not answered.

Ethics and Intellectual Property

Who owns the data in your project?

Copyright for the derived and primary data will be held by all the investigators jointly. An Open Data Commons License will be used to grant rights to the repository to distribute the data.

Detail any ethical, legal or commercial considerations relating to your research data

Research Involving Human Subjects
This research involves collecting data from human subjects and ethical procedures will be followed and ethical approval sought for this.

Quality of Data
The validity of the research depends upon the quality of the data collected and analysed.

Data Sharing
Participant consent will be required for the future sharing of the research data.
The identity of the participants will need to be protected.

How will these concerns be dealt with?

Ethical Approval
Ethical approval for the research will be sought from the University of Glasgow College of Social Sciences Research Ethics Committee for Non-Clinical Research Involving Human Participants/Data.
In addition to getting ethical approval for the study and consent from participants, any personal data collected in this study will be handled in accordance with GDPR and data protection requirements. A DPIA has been completed for the study and participants will be provided with a copy of our Privacy Notice indicating how we will process their personal information.

Quality Assurance of Data
Quality assurance of the secondary data has been undertaken by ONS. Analysis of the secondary data will be undertaken by one Co-I (Wilson) and discussed with and reviewed by a second Co-I (Kearns). The results will also be discussed with the Project Advisory Group (PAG), which includes members familiar with the data-sets and their analysis.
Quality assurance of the primary data will be provided through the professional transcription company who will undertake inter-transcriber checking of the transcripts. A sample of the qualitative interview transcripts will be checked for accuracy by Louise Lawson (PI), in case of transcriber error or misinterpretation.
Analysis of the qualitative data will be undertaken by the PI (Lawson) and discussed with and reviewed by a Co-I (Mackenzie) in regular data surgeries. The findings will also be discussed with the PAG, which includes members experienced in qualitative data analysis.

Consent and Anonymisation
Participant consent will include consent for sharing the interview data in anonymised form, i.e. the interview transcripts.
Anonymisation of the transcripts will include the use of a pseudonym for the respondent and removal of references to identifying terms such as place names, street names, names of friends and relatives, and references to an employer etc.
Confidentiality will be the responsibility of the PI (Lawson). The primary data will be pseudonymised at the point of transcription and transcripts checked by the PI to ensure that any additional identifying information (such as references to people or places) is removed.

Identifiers will be kept separate from the pseudonymised data. Hard data (including consent forms and field notes) will be kept in secure storage (locked filing cabinet) at UoG and only accessed by the PI.
Personal data will be destroyed at the end of the project (three years).

Storage and Organisation

How will the data be named, organised and structured?

File Structure: Project files on the team's shared drive will be organised in folders representing the key parts of the project: Project Information; Project Advisory Group; Objective 1-Quantative; Objective 2-Qualitative; Objective 3- knowledge exchange and impact. All members of the team will store key files in these folders.
File Naming: Files will be named according to the following format: title/subject; version; date; author(s).

How will the data be stored for the duration of the project?

Data will be stored on University of Glasgow-maintained servers with automatic back up and version controls, ensuring strong security and complying with institutional policies.

How will the data be backed up during the project?

There is automatic back up of data on the UoG servers.

Does access to the data need to be controlled for the duration of the project?

Transferal of the primary data (audio and document files) between the research team and the transcription company will be via the UoG file transfer service (encrypted). We will use a transcription company whose services are provided under a framework agreement with the University of Glasgow and with whom there is a data sharing agreement in place.
Data will be shared among the research team using UoG MS Teams, access to which is via unique GUID credentials with access only by team members.

Who has the right to access the data during the project?

All members of the research team: Louise Lawson, Ade Kearns, Mhairi Mackenzie, Tanya Wilson.

Deposit and long-term preservation

Which data should be retained long-term?

The primary, interview data.

How long will data be retained for?

At least ten years.

Where will the data be archived at the end of the project?

The project research data (transcripts) will be deposited for long-term storage (at least ten years) in the UoG Elighten: Research Data repository, and attributed a DOI for citation purposes.

What formats will the data be archived in?

MS Word documents (.doc/.docx).
JPEG (.jpg) for images.

Data sharing

Is any of the data suitable for sharing?

The interview data (transcripts) will be suitable for sharing.

How will the data be shared?

Data will be shared via the University of Glasgow Enlighten repository with a DOI for citation.
Data will be publicly available upon publication in peer-reviewed journals to ensure transparency.

Who should be able to access and use the shared data?

Other researchers.

Implementation

Who is responsible for implementing this plan?

All the investigators will be responsible for data generation, quality, storage, security and backup.
The PI will be responsible for study-wide data management, metadata creation, data deposit and sharing.

How will this plan be kept up-to-date?

Members of the research team will review the plan during the course of the project.

What actions are necessary to implement this plan?

Creation and use of a MS Teams channel by the research team.
Consent to be sought from participants for data sharing.
Liaison with UoG Enlighten Data Repository team to check depositing requirements and documentation.

What training or further information are needed to implement this plan?

Question not answered.