Plan Overview

A Data Management Plan created using DMPonline

Title: ISRD4_Estonia

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Template: DCC Template

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Project abstract:

ISRD is ongoing international, collaborative study that aims to describe and explain adolescents' experiences with crime and victimization, to test criminological theories, and to develop recommendations for prevention and interventions. This standardized school-based survey is currently underway for the fourth time (ISRD4) (2020-2022) with over 50 countries participating. ISRD4 supplements the classroom-based survey of 13 to 17 year olds with an internet-based sample of 16-17 year-olds, data collection is planned for 2021-2022.

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ISRD4_Estonia

Data Collection

What data will you collect or create?

There will be 2 datasets

1) Survey data collected at schools from 13-17 year old students (so-called school-based survey). The aimed sample size for Estonia is about 7,000 respondents.

2) Survey data collected by distributing link to the questionnaire on the internet (non-probability sample). The questionnaire is a short version of School-based questionnaire. The target population of this questionnaire are young people in age group 16 - 19. The aimed sample is 1,200 respondents.

For both surveys the questionnaire is programmed using LimeSurvey at University of Tartu (ut.survey.ee). During the fieldwork the data will be stored on the LimeSurvey data server at the University of Tartu. This guarantees that data is protected and backup of the data is created on daily basis.

The surveys in Estonia are part of the big international ISRD project. The software for data collection, questionnaire structure and format are the same and agreed upon the international consortia. More information of the project is available at https://isrdstudy.org

After the completion of the survey the data will be converted to .cvs and SPSS format.

How will the data be collected or created?

The data will be collected using structured survey following the ISRD4 protocol.

The fieldwork (data collected at schools) will be completed using research company services. To ensure that the data is collected in standard way and there will be no bias during the field work, the staff conducting field work will receive training by the principal investigator from the University of Tartu. For each class where the data will be collected, a research protocol shall be filled in. This protocol will feed into the technical report.

The technical report will be created and stored along the data collected via on-line survey.

Documentation and Metadata

What documentation and metadata will accompany the data?

The following metadata collected to accompany the ISRD4-Estonia data file:

Title: ISRD4_EE

Author(s): Markina, A., Murakas, R., and Žarkovski, B.

Institution: University of Tartu

Subject/keywords: Delinquency, youth, victimisation, criminological theories, survey

Genre: Survey data

Publication date: Expected in Autumn 2022

File type: The data will be made available in .csv and/or .spss data formats

The procedures of the survey research are already described in the **Study Protocol**. this protocol describes the questionnaire, definitions, rationales for the questions, sampling plan, standards for the fieldwork organisation. At the moment the Study Protocol is not available to the general public yet but it will placed to the repository and assigned a DOI npt later than January 2022.

Marshall, I., C. Birkbeck, D. Enzmann, J. Kivivuori, A. Markina & M. Steketee. (2020). *International Self-Report Delinquency (ISRD4) Internal Study Protocol: background, methodology and mandatory items for the 2021/2022 survey. Internal version 1.0*. Boston: ISRD technical report #4 Because fieldwork will have some particularities in each country, the data collection will be accompanied with the following documents: **ISRD4_EE_Technical_Report** 1. Information on the questionnaire adaptation 2. Information on fieldwork organisation (incl. who did data collection, where, when, what gatgets were used etc) 3. Information on the sample, including schools targeted, refusals, response rates etc.
ISRD_EE_Codebook:

1. Question in the questionnaire
2. Variable Name
3. Variable Type
4. Variable Width
5. Variable Label
6. Missing Data Code
7. Value Label

Ethics and Legal Compliance

How will you manage any ethical issues?

The research will follow Estonian Code of Conduct for Research Integrity
https://www.eetika.ee/sites/default/files/www_ut/hea_teadustava_eng_trukis.pdf

The ISRD4 will be subject to the approval by the Research Ethics Committee of the University of Tartu.

ISRD4 studies behaviour, attitudes and victimisation of young people between the ages of 14 and 17. For this reason, this section outlines the specific arrangements for working with minors.

When working with minors, protection of informants will be ensured by adherence to the national guidelines on child protection. When the survey will be conducted in schools, the research will be authorized with school administration and, when required, with municipal and/or national boards of education, or similar.

The research team follows GDPR, relevant national regulation, and ethical board guidelines. Informed consent is always obtained from the respondents. Parental consent is obtained in strict accordance with the said regulations, bearing in mind variation in national legislation in age limits. ISRD4 will implement the following basic principles to ensure best ethical practice when working with minors:

- Research will be conducted on the basis of informed consent. The consent will be obtained*after* the researcher has fully explained, and is wholly confident that the participant has understood, the nature, consequences and potential risks of the research (that is, who is conducting it, what are its aims, who will have access to data including focus groups transcripts etc). It will be made clear to all participants that participation is voluntary.
- The explanation of the project will be supported by the provision of an information sheet providing written details of the nature of the research, the form of their participation and their

right to withdraw at any time.
- The information sheet and consent form will include the contact details of the researcher should they have further questions or concerns and of an independent person to whom questions, or complaints can be addressed.
- The information sheet and informed consent for the young people participating in the research will be provided in age-appropriate and plain language that they can easily understand.
- Taking into account that the research will be done with children, we stress the researcher's responsibility to assess whether any minor has sufficient understanding to consent to the research. The capacity to consent to research is determined by individual's ability to understand the research to be undertaken.
- Researchers will make every effort to fully inform the parents/legal guardians of minors participating in the research of the purpose and benefits of the research, of the rights of participants and of the wholly voluntary nature of participation.
- Prospective participants will be encouraged to ask questions and air any concerns they have about participating in the research and the researcher will be honest and open in their answers.
- A child's refusal to participate or continue participating in the research should always be respected.
- If minors provide informed consent to participate in the research, they will be accorded the same confidentiality as would an adult. Exceptions to this rule are: where a child discloses that they are being seriously harmed or ill-treated; or where the researcher discovers a condition about which the parents could take action to benefit the child. In these instances researchers could be seen to have a duty of care to disclose such information to relevant third parties.

For the **school-based** sample the strategy for recruitment will start by contacting participating schools and their headmasters. The schools will be provided with information letter about the overall aim of the project, details of the nature of the research, the form of their participation and the participants' right to withdraw at any time. When school agrees to participate, the information letter in will be sent to parents or legal guardians.

In the next step, the parental consent is acquired as defined by the GDPR, national legislation and ethical board requirements, with full information on the nature of the study.

The nature, consequences and potential risks of the research will be explained to the students, making clear that participation is voluntary, and they can withdraw from the research at any stage. Next to this, the students will be guided to start anonymous questionnaire. The first page of the questionnaire is an informed consent form, where students are asked to confirm their agreement to take part on the study. If student does not agree, the survey will end.

Data handling:

- Hard copies of consent forms, information sheets, audio and visual data will be stored by the university of Tartu on university premises in secure (locked) environments (safe, locked filing cabinet or cupboard).
- The raw data generated by the project will be submitted to a project archive, housed within a password protected part of the website. The project web site will be actively maintained throughout the life of the project and for one further year thereafter.
- After cleaning and anonymising data, the datafile will be prepared to be placed in the repository.
- Because data collected in the survey will be in an anonymised form, making this data available pose no threats to confidentiality.
- Safeguards will be put in place to protect the confidentiality of the survey responses.

How will you manage copyright and Intellectual Property Rights (IPR) issues?

- The data will be licensed by Creative Commons license.
- No restriction on the reuse of the data will be applied.
- The ISRD4_EE data will be made available after the data collection and first results reported to the Ministry of Justice. According to the initial plan this will happend not later that end of 2022.

Storage and Backup

How will the data be stored and backed up during the research?

The data will be collected online using LimeSurvey are stored on the University of Tartu server. This data are secured and backup is made daily by the University of Tartu. Daily backup ensures that in the event of an accident only one day of the fieldwork will be lost.

The collected data will be property of the University of Tartu.

How will you manage access and security?

The data collected during the survey contains no personal data.

Data collection complies to the Guidelines on Cybersecurity by University of Tartu (https://wiki.ut.ee/pages/viewpage.action?pageId=90693746)

Selection and Preservation

Which data are of long-term value and should be retained, shared, and/or preserved?

The ISRD4_EE survey is part of an international research project. There are about 40 countries in the world planning to take part in the study (https://isrdstudy.org). After the completion, Estonian data will be submitted to the steering committee of the study. Later the national data files will me merged to the international dataset. This international dataset will be made available first to the researchers from the participating countries and later placed to the data repository.

What is the long-term preservation plan for the dataset?

The ISRD4_EE data will be added to the repository DataDOI managed by University of Tartu Library. For the researchers from the University of Tartu this service is free of charge.

The data will be prepared to make available via DataDOI as a part of the project. There are certain amount of working hours planned for this activity in the project's budget.

Data Sharing

How will you share the data?

Data will be placed to the repository with DOI assigned.
ISRD4_EE will be available via a repository. Requests will be handled directly.
Additionally, ISRD4_EE dataset will be available via Estonia Ministry of Justice web site (requirements of the Ministry, who is financing the study).
ISRD4_EE dataset will be made publicly available at the end of 2022.

Are any restrictions on data sharing required?

No restrictions

Responsibilities and Resources

Who will be responsible for data management?

Anna Markina (University of Tartu) and Rein Murakas (University of Tartu) are responsible for implementing the DMP.

What resources will you require to deliver your plan?

Rein Murakas has long term experience working with Social Data archives. His competence will be extremely useful for the ISRD4 project.
Anna Markina has been co-ordinator of the ISRD2 and ISRD3 waves in Estonia. Since 2019 she is a member of steering committee of the international ISRD project, providing she is well knowledgable about the methodology of the ISRD study.
Lime Survey was chosen as a platform for the on-line survey because it is free of charge for the researchers at the university of Tartu and because of the security measures and technical assistance provided by the University of Tartu.
DataDOI is free of change for the University of Tartu researchers.