Integrated Time Tracking System

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Data Management Plan

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Data Management Plan

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Contents

1. Data Summary

The IT-TRAS project regards the development of an Integrated Time Tracking System which will be collecting time use data to be used to improve labour efficiency. Data will be collected in order to train AI/ML algorithms to perform automatically the analysis of time spent. Data will be also generated pertaining to the documentation and presentation of the time spent.

In that framework, the project will be collecting "index files" from the use of the web browsers and software applications running in digital platforms. The data generated are in the .pdf format.

No already existing data will be used. The data collected will be derived from the digital platforms (desktop, laptop, tablet, smartphone) of the research team and the collaborating personnel.

The data collected is not expected to be more than 100MB.

The data might be useful to anyone interested in validating the accuracy and efficiency of the final version of the Integrated Time Tracking System.

2. FAIR data

2.1. Making data findable, including provisions for metadata

The data collected and generated will be identifiable by means of Digital Object Identifiers. The numbering convention of DOI will be used in that respect. Keywords will not be provided to enhance the anonymization of the data collected. Clear version numbers will not be used in terms of data collection and generation. The matadata created regard:
- Time and date of creation
- Creator or author of the data
- File size

2.2. Making data openly accessible

The data collected will not be openly available since they regard the browsing history and the applications' use of the platforms' users. Therefore, their personal data need to be protected. After the data have been processed by the users themselves (clustering of keywords), they will be anonymised by the Innovation Associate (e.g. cluster "X" named cluster "1") and made openly available. The data generated will regard the already processed and anonymised data sets and therefore will be made openly available.

The data will be deposited in a repository. The data will be accessible through the IT-TRAS system which will be included in the repository. The software (IT-TRAS) will not be available in open source but a trial or presentation version will be made available for that purpose particularly. The data will be stored in the repository of the website of the project. The access to the repository will be open after registration and verification of the physical person accessing.

2.3. Making data interoperable

Both the data collected, and the data generated will not be interoperable. Data collected are not accessible since they regard the personal data of the users of IT-TRAS. The processed and anonymised data and the data generated will not be interoperable. They will be produced by the Integrated Time Tracking System which is also required for the data to be read.

2.4. Increase data re-use (through clarifying licences)

The data will receive the CC BY-NC-SA type of license allowing copying and redistribution by attributing the author without commercial use. The licensee will be able to adapt the work but it will not be allowed to change the type of license.

The data will be embargoed for 2 years in order to allow for publications and submitting patents.

The openly accessible data will remain open indefinitely.

No data quality assurance processes are described since inconsistencies, anomalies, outliers and missing data are substantial part of the researched data.

3. Allocation of resources

Making data FAIR in IT-TRAS project will cost around 800€ which will be covered by the indirect costs budget.

Responsible for Data Management is the appointed DPO of the Rhodes Centre for History and Social Research under the supervision of whom the Innovation Associate of IT-TRAS project will perform the required processes.

Long term preservation of the resources are not discussed yet and are expected to be arranged after the end of the embargo period.

4. Data security

The openly accessible data will be hosted on the IT-TRAS website, following the host's security protocols. The data will also be stored on a computer owned by tge Rhodes Centre for History and Social Research, which will back-up all files externally at regular intervals to ensure that the data set is safely retrieved.

5. Ethical aspects

The test-users of the IT-TRAS will provide informed consent regarding the collection, processing and archiving of their data (browser history and application's use history). Their data after a primary

processing by themselves will be anonymised by the Innovation Associate to protect their personal data and ensure that there will be no ethical or legal issues.

6. Other issues

The abovementioned framework takes into consideration the EU GDPR (Regulation 679/2016) and the pertinent national legal framework (law 4624/2019).