

Erasmus Centre for Data Analytics

Data Management Protocol for Contract Research



Introduction

This protocol describes the process for the exploration of opportunities for the Erasmus Centre for Data Analytics (ECDA) and any potential partners, hopefully leading to a collaboration on research projects. The aim of this protocol is to inform you, as a potential partners on (1) who we are, (2) how we collaborate on research projects with external partners in general, and (3) how such a collaboration is defined so as to ensure compliance with legal provisions and codes.

Who we are

ECDA is the collaborative platform of the Erasmus University Rotterdam for research, education and valorisation around data analytics and AI. ECDA's mission is to further develop research-based and hands-on education in order to prepare students, public and private organisations, and academic scholars for the challenges related to digital business transformation, data analytics and AI. By carrying out ground-breaking research and cross-sector collaborations, ECDA creates both societal and business impact, as well as academic impact.

ECDA facilitates multi-disciplinary research and innovation based on a community of over twenty expert practices on data analytics and AI with academics from various backgrounds (business, economics, law, social sciences, health science, computer science). It offers a learning community among public and private partner organizations, tech partners, academia and students supported by the Erasmus Data Collaboratory, an AI lab and digital innovation hub. ECDA organizes top class-exclusive events, seminars and summits and provides short training courses for executives, post-doctoral programs, and teach the teacher training sessions. ECDA facilitates data analytics training at bachelor and master level to full-time students and connects students to their network of public and private partners. ECDA ensures that collaboration and data-sharing is compliant with legal provisions and codes.

Setting up a research project collaboration with external partners

Step 1 Initiation	Step 2 Proposal	Step 3 Agreement	Step 4 Execution
<ul style="list-style-type: none">a) Discuss opportunities for a research collaboration between ECDA and Partnerb) Share ECDA Protocol for Contract Research with Partnerc) Data snapshot sharing by Partner (non-personal non-confidential data)	<ul style="list-style-type: none">a) Develop high-level research proposal with contents of researchb) Develop detailed research proposal with contents of research proposal, budget, planning and project organisation	<ul style="list-style-type: none">a) Share contract research agreement with partnerb) Perform Data Protection Impact Assessment (if data to be shared is sensitive personal data as defined by GDPR). If applicable, the privacy organisation will reach out to the partner for additional information regarding compliance	<ul style="list-style-type: none">a) Data is transferred, processed and stored to conform with data management protocolb) Research is executedc) Research results are publishedd) Datasets are archived to conform with data management protocol

■ Step 1: Initiation

During the first phase we discuss the opportunities at hand with you as a potential research partner, following the procedure in this Protocol. For us to be able to properly consider the feasibility of a collaboration, we will ask you to provide us with a data snapshot showing a description of the data set, or the data set itself. You may be asked to provide an explanation of your data (including a description of each data point).

To avoid the unnecessary disclosure of confidential or sensitive business data, we may ask you to use dummy data for every data point. Of course, this is not required if you do not consider the data to be confidential or sensitive. We also ask you not to provide us with any personal data as defined by the EU's General Data Protection Regulation (GDPR). If this cannot be avoided, we need to ensure that we act in accordance with the provisions of GDPR. RSM's Privacy Officer will provide support here.

■ Step 2: Research Proposal and Data Management Protocol

We will study the data set you have provided, and if we believe a research collaboration could be mutually beneficial, we will draft a high-level research proposal for you. We will always follow the Data Management Protocol as described below. On request, we can provide potential partners with the Privacy Impact Assessment performed by the university to show the Data Management Protocol compliance.

The research will be conducted in accordance with the VSNU Netherlands Code of Conduct for Research Integrity 2018, ensuring that the research is academically sound, verifiable and replicable.

The Data Management Protocol is as follows:

- **Data transfer:** Your data is safely transferred to ECDA. If your data set contains personal data, we ask you to share it using a GDPR-compliant tool. If you do not have access to such a tool, we will send you a [Surf Filesender](#) request so you can transfer your data safely to ECDA. ECDA will confirm receipt of any data.

- **Data access and storage:** We will store your data and other research-related information using tools that are licensed and managed by Erasmus University Rotterdam (EUR). For this purpose, ECDA has access to EUR's Dropbox. This storage facility is fully GDPR-compliant and keeps data stored within the EU only. Each research project will have its own dedicated folder in Dropbox. The ECDA account manager and project leader manage access to this project folder. Other members of the research team can be granted permission to edit, delete and add files to this Dropbox folder. If someone leaves the team, we immediately revoke their access to all of your data.
- **Data processing:** Data will be processed by each member of the research team. We will use only analysis software that is licensed by EUR.
- **Data retention:** Research data are retained for a minimum of 10 years after publication of the research. Due to the rate at which technology advances, every two years we will evaluate – and if necessary, replace and/or update – the programs we use to store our data to ensure this is done safely.
- **Data security:** All members of an ECDA research team work via a secured workstation provided by EUR or via an Erasmus University Remote Desktop. All ECDA researchers are bound by the policies and guidelines provided by EUR. ECDA researchers document the research itself and will ultimately publish about the research.
- **Publication of research results:** ECDA-affiliated researchers are permitted to publish their research results. In accordance with the review process of a scientific publication, they are permitted to share research data and other support material with reviewers. ECDA researchers must only use software tools that are licensed by EUR. ECDA researchers strive for open access for all of their research outputs. Final data sets and other research outputs for publication will be deposited in EUR's data repository. The principle "as open as possible, as closed as necessary" described in the VSNU Code of Conduct for Research Integrity will be applied to all data sets, taking into consideration the potential sensitivity of data from both academic and commercial viewpoints. Conditions as agreed in the research agreement signed by the Partner and ECDA will be applied. All published data sets will be accompanied by basic metadata following the [Dublin Core Metadata Initiative](#). The Data Steward of the Erasmus Research Institute for Management (ERIM) will support the process.

- **Data archiving (after the research project).** After publication, ECDA researchers will archive their research. The archival package will be created, then encrypted and archived for a minimum of 10 years following EUR University Library (UL) procedure.

For contract research studies, ECDA will develop a more detailed document addressing budget, planning, timing, and project organisation. Depending on the contents and subject matter of the research, ECDA may have to present it to an Internal Review Board for approval, in accordance with ERIM's internal ethical review procedure.

■ Step 3: Agreement

Upon agreement of the final research proposal, it will be attached to ECDA's standard contract research agreement. This document sets out our mutual rights and obligations in the contract research project. Erasmus University Rotterdam requires that any research done with external partners is formalised to meet transparency requirements. Our agreement will therefore be governed by the general terms and conditions for contract research of Erasmus University Rotterdam.

If the data shared with ECDA by the partner contains special personal data (as defined by GDPR) ECDA is obliged to do a Data Protection Impact Assessment. This is an internal procedure, but may require input from the partner, and must be finalised before we sign the contract research agreement.

■ Step 4: Execution

Upon execution of the contract, the work begins in earnest and in accordance with the Research Proposal. Data shall be handled and archived in accordance with the agreed Data Management Protocol. Any academic article or paper resulting from the research shall mention the Partner i.e. the external funder of the research. During the project there will be regular meetings to discuss progress and results, and to establish how we can reach the mutually defined goals of the project.