

WORLD PARAVOLLEY INJURY RESEARCH DATA MANAGEMENT PLAN

WORLD PARAVOLLEY INJURY & ILLNESS SURVEILLANCE PROGRAM DATA MANAGEMENT PLAN

1. GENERAL DESCRIPTION OF THE DATA

1.1 What kinds of data is this research based on? What data will be collected, produced or reused? What file formats will the data be in? Additionally, what is a rough estimate of the size of the data produced/collected.

The types of data being researched are the injuries of athletes at World ParaVolley competition or training at the competition.

Data collected, produced or reused includes information about the athlete who experienced injuries, such as;

- any illnesses; Information about impairment; sport experience; injury cause, severity, type, body-part; time of injury
- date of injury; player shirt, gender; sport classification;
- doctor/therapist or host medical care staff contact information such as name, email and phone

Data is first generated as a paper file then scanned and then transferred into a spreadsheet file. Depending on the current situation in an event, there is no defined estimate of size for the data for each competition. It could range from no data to over ten per competition.

1.2 How will the consistency and quality of data be controlled?

The data is completed by a team doctor/therapist/host medical care staff. The form is provided to the teams in advance of the competition, and there is a Preliminary Enquiry and a Team Health Care Personnel Meeting to ensure data is consistent and of good quality. The coders have use of a legend with definitions and codes to enter.

2. ETHICAL AND LEGAL COMPLIANCE

2.1 What legal issues are related to data management by World ParaVolley? (For example, GDPR and other legislation affecting data processing.)

Personal data will be processed fairly and lawfully. It will be obtained only for the specified and lawful purpose which is our research question, and it will not be further processed in any manner incompatible with this purpose. Personal data will be adequate, relevant and not excessive in relation to this purpose. Personal and sensitive information will be removed from the data before sharing it in order to ensure privacy protection. Personal data processed for our purpose shall not be kept longer than is necessary.

2.2 How will World ParaVolley manage the rights of the data it uses, produces and shares?

The Scientific research commission of World ParaVolley manages the rights of the data

3. DOCUMENTATION AND METADATA

3.1 How will World ParaVolley document your data in order to make it findable, accessible, interoperable and re-usable for you and others? What kind of metadata standards, README files or other documentation will World ParaVolley use to help others to understand and use your data?

There is a data manual with predefined definitions and codes.

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4. STORAGE AND BACKUP DURING THE RESEARCH PROJECT

4.1 Where will your data be stored, and how will the data be backed up?

Paper copies are destroyed after they are scanned.

Scanned copies are stored on a secured and password protected cloud server. After the data is transferred and verified onto the spreadsheet, these backup copies can be destroyed.

Data entered into a spreadsheet are stored on a secured and password protected cloud server. The cloud server is backed up on a regular basis. At the end of each competition, the data is backed up to a password protected file stored on a local hard-drive.

4.2 Who will be responsible for controlling access to your data, and how will secured access be controlled?

The Team Leader of the Scientific Research commission of World ParaVolley is responsible for the access and securing of the data. The Team Leader gives access to the injury surveillance research team.

5. OPENING, PUBLISHING AND ARCHIVING THE DATA AFTER THE RESEARCH PROJECT

5.1 What part of the data can be made openly available or published? Where and when will the data, or its metadata, be made available?

Data that is anonymized and its metadata would become openly available in periods of 4 years (depending on the global health situation). It would be available on the World ParaVolley website.

5.2 Where will data with long-term value be preserved, and for how long?

A dedicated space on the World ParaVolley website.

6. DATA MANAGEMENT RESPONSIBILITIES AND RESOURCES

6.1 Who (for example role, position, and institution) will be responsible for data management?

The Team Leader of the Scientific Research Commission of World ParaVolley and the injury surveillance research team members will be responsible for data management.

6.2 What resources will be required for data management procedures to ensure that the data can be opened and preserved according to FAIR principles (Findable, Accessible, Interoperable, Re-usable)?

No extra resources will be required for data management as it is part of the data gathering and processing cycle

Date of Data Management Plan: 12th October 2021

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