**Data Management Plan**

The only data collected during the project will be information and feedback obtained from Project Partners, and feedback from people who attend our events (which are designed to engage new audiences in the interest and achievements of Aphra Behn, and her potential to attract new visitors to Canterbury), or visit our website when seeking information about her and/or our project.

In preparation for our final report at project end, Project Partners will be invited to engage in semi-structured interviews about their experience of the project, and their expectations and plans for future Behn-focused activities in Canterbury and beyond. Audience members at project events who agree to do so will also be engaged in a short, semi-structured interview about their views on those matters. Resultant data will be managed by the PI, who already has training from Loughborough University on the Ethical Conduct of Research including its procedures for Data Management, and by the Impact and Engagement Fellow, who will undertake LU training after appointment. Central to our processes will be the need to comply with the University’s Code of Practice on Investigations Involving Human Participants.

Data collected at the events will be of five kinds. Before Ethical Clearance is granted by Loughborough University for the project to begin, the questions used in the semi-structured interviews, the data to be collected, and the management of that data will be scrutinized by the University’s data management and Ethical Conduct of Research committees. The data are:

1. a record of numbers of people who attend each event. No names or other personal information will be included in this count. This simple count will be collected on the PI’s or Fellow’s password-protected computer; files on the PI and Fellow’s computers are automatically backed up to the University’s IT system (OneDrive), and therefore secure. Those counts will be shared with the relevant partner, and with the Project Team.

2. audience members at our events will be invited to complete an anonymous questionnaire or engage in a semi-structured interview. A written record will be made by the researchers of visitors’ comments about Behn and about what they have learned through the event, and whether they believe that Aphra Behn should be promoted as a significant daughter of Canterbury by the City and County Councils, and tourism bodies. The questionnaire/semi-structured interview questions will have been approved for use by Loughborough University’s Ethical Conduct of Research process, and will include questions about what the visitor has learned about Aphra Behn through this encounter. Any audience members who take part will be provided with a Participants Information Sheet approved by the university’s Ethical Conduct of Research committee, which includes a clear statement of the purpose of the research, and of their right to withdraw. Participants’ anonymized written responses will be stored in the short-term on a password-protected computer with automatic back-up of files, and transferred for long-term record to Loughborough University’s file store (One Drive Research Repository).

3. audience members and Project Partners will also be invited to give written, signed consent to having their name, age and contact details recorded by the researchers, and for these personal details to be available for use by Loughborough University and the Canterbury’s Aphra Behn project team. Those possible future uses will be defined as (i) contact from Canterbury’s Aphra Behn concerning our future events and activities; (ii) consent to their comments about their experience of the Behn-focused event being quoted in press releases and other publicity, including the project’s final report. Any audience member who gives consent to the recording of this personal information may elect to consent to use (i), use (ii), or both uses. These data will be held in the short-term on a password-protected computer that has automatic back-up of files. After three months, these data will be anonymized, and stored anonymously in Loughborough University’s research repository. None of the data we collect will be sensitive or confidential.

4. some audience members and project partners will also have their responses outlined under (2) above filmed, or have photographs taken. These data might be used in the final project report, on the project website, or in publicity materials. Those who agree to filming and/or photography will have their right to withdraw their consent at any time explained to them, and the possible future use of the images and soundtrack defined explicitly. We will also make explicit to such participants that they can choose whether to allow use in any or all of (i) the final project report, (ii) the project website, (iii) in publicity materials.

5. some anonymous data will be collected electronically, through our tracking website traffic and downloads.

These data will be stored in Microsoft Word and Microsoft Excel files, and managed in keeping with Loughborough University’s data management regulations (as specified in the university’s Ethical Conduct of Research processes), and the GDPR-defined responsibilities of the project partner organizations. Filmed and photograph data will be stored in an equivalent manner with equivalent safeguards.

Audience members and representatives from Project Partners who engage in these activities will be advised of their right to withdraw at any time without giving a reason, and whom to contact if they have questions or concerns, before signing an Informed Consent form. We will tell those who give their names that once their comments have been anonymized and combined with the answers from others, it might be impossible to wholly remove these anonymous data from the records.

The anonymized data will inform future public engagement activities undertaken by the Canterbury’s Aphra Behn project team and project partners. It is possible that anonymized data and quotations (where permission has been granted) will also feature in a future Research Excellence Framework submission. Because the data refer to project-specific matters, we do not think it likely that others would wish to make use of them, but all data will be stored indefinitely on Loughborough University’s research repository, under a Creative Commons Attribution Non-Commercial licence, using preservation-appropriate CSV format for Excel files and Rich Text Format for Word documents (as recommended by the UK Data Service). If photos are taken by the Project Partners at these events, those images will also be stored in the Research Repository (once IP and copyright clearance has been obtained) to help explain the nature of these educational, creative events. All these materials will be uploaded to the Research Repository within six months of the project’s inception. Because the data are specific to the venues and dates of collection, there will be no reason to update them.