

Guidance on Storage of Qualitative Data

1. Audio Files

The recommendations from both the ESRC and the UK Data archive is that qualitative data collected as audio files should be transcribed and anonymised for storage. Below is guidance on transcription from the UK Data Archive (2011).

"Transcripts should:

- have a unique identifier, a name or number
- have a uniform and consistent layout throughout a research project or data collection
- have a document header or cover sheet with interview or event details such as date, place, interviewer name and interviewee details (*anonymised appropriately**)
- use speaker tags to indicate the question/answer sequence or turn-taking in a conversation
- have line breaks between turn-takes
- be page numbered
- use pseudonyms to anonymise personal identifying information"

Further guidelines on the type of contextual data on research that should be stored is provided at <http://www.data-archive.ac.uk/media/2894/managingsharing.pdf>

This site also has guidance on best practice for cleaning, transmitting, and storing NVIVO data.

2. Audio-Visual Data and Photographs

Can use digital manipulation to remove identifying features but likely to be expensive to achieve. It is easier to outline to the research participants how the data will be analysed, used and ultimately stored and get their permission for this. A use of images consent form is available on the ethics website.

Further detailed information available from ESRC Visual Ethics: Ethical Issues in Visual Research (2008) - <http://eprints.ncrm.ac.uk/421/1/MethodsReviewPaperNCRM-011.pdf>

Records of Participants' Details

These must be encrypted and stored separately from the data. Access to codes linking data to participants should be restricted and such keys must be encrypted.

Sources of Detailed Guidance:

ESRC Research Data Policy -

http://www.esrc.ac.uk/images/Research_Data_Policy_2010_tcm8-4595.pdf

UK Data archive – Managing and Sharing Data: Best Practice for Researchers (2011) -

<http://www.data-archive.ac.uk/media/2894/managingsharing.pdf>

FAQ's on data archiving - <http://data-archive.ac.uk/help/user-faq#3>

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