

Survey of Health, Ageing and Retirement in Europe (SHARE)

Data Management Plan

Version	Date	Change
1.0	31.08.2023	▪ Initial version of the SHARE Data Management Plan (DMP)

1. Data summary	<ul style="list-style-type: none"> • The purpose of the SHARE is to create a unique dataset for studying the effects of health, social, economic and environmental policies over the life-course of European citizens and beyond aged 50 plus. • Covering all EU Member States as well as Switzerland and Israel, SHARE can be considered as a natural laboratory for assessing how policies and external shocks – like the outbreak of the COVID-19 pandemic – affect individual’s economic life circumstances, their physical and mental health, health behaviours, and their social networks and activities. • The data are provided for two of the most common statistical software packages: Stata and SPSS. • The regular main data collection waves can be linked to SHARELIFE with its life-course information on previous health conditions, the economic situation and social living conditions as well as to two rounds of the SHARE Corona Survey collected during the pandemic in 2020 and 2021. • For some countries, including Germany, Denmark, and the Netherlands, SHARE survey data can additionally be linked to administrative record data: https://share-eric.eu/data/accompanying-datasets/record-linkage-project • Data are collected via computer assisted personal interviews (CAPI). Exceptions are the two rounds of the SHARE Corona Survey that were collected via computer assisted telephone interviews (CATI) as well as country-specific paper and pencil questionnaires. • The entire scientific research community worldwide can access the data free of charge. Access is possible after each researcher has registered individually with the SHARE Research Data Center and agreed to the Conditions pertaining to the use of the SHARE data. • Apart from international researchers from various disciplines, policy makers at the European Commission (especially DG EMPL, DG SANTE and DG ECFIN) and national governments (especially ministries of health and ministries of labour and social affairs) as well as NGOs such as the WHO and civil society organisations (especially charities and care delivery agencies) benefit from SHARE.
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<p>2. FAIR Data</p> <p>2.1. Making data findable, including provisions for metadata</p>	<ul style="list-style-type: none"> • SHARE is part of the FAIRsharing initiative (https://fairsharing.org/4839) and has a record at re3data (https://www.re3data.org/repository/r3d100010430) • The metadata of the SHARE survey data (such as questionnaires or show cards) is provided on the SHARE website in a generic English version as well as in each language of the participating countries. • Moreover, the DDI based SHARE Data & Documentation Tool (DDT) is provided to users as a fast, customizable, easy-to-use web interface for browsing and searching the SHARE (meta)data. • SHARE uses Digital Object Identifiers (DOI) to make datasets permanently identifiable and locatable. The repository of data links every DOI to a set of metadata, a collection of bibliographical and content information, referring to the registered dataset (title, author, publication date, copyright etc.). • Versioning: The DOI numbers consist of the fixed DOI-prefix (10.6103) and the suffix: /SHARE.w[n].[zzz], where [n] refers to the wave of data collection and [zzz] to the release number. The DOI of SHARE Wave 8, e.g., is 10.6103/SHARE.w8.800.
<p>2.2 Making data openly accessible</p>	<ul style="list-style-type: none"> • Access to the data is provided free of charge for scientific use globally, subject to European Union and national data protection laws as well as the publicly available SHARE Conditions of Use (https://share-eric.eu/data/data-access/conditions-of-use). • Data access will be given on an individual basis via the following user registration procedure (all details are available on the SHARE website): <ul style="list-style-type: none"> a) The researcher first applies for access to the data by email, or mail with credentials of being a scientist from a known scientific institution (university, research institute, research department of a public policy institute) or detailed information about the scientific project for which the data is intended to be used. All users need to sign the user statement (Statement concerning the use of SHARE data), binding also non-EU users to EU data protection standards. b) Upon acceptance of the credentials – normally within a few working days – access will be given to the secure SHARE Research Data Center website via a personal user ID and a password (https://releases.sharedataportal.eu/users/login). • The data can then be downloaded by the individual user after successful registration. Users get support by a public website providing various information and by a combination of central and national support points that answer questions and respond to user requests. Access services are rendered through two public data archives in cooperation with the Central SHARE Coordination Team: the Centerdata Archive located at Tilburg University in the Netherlands and the Data Archive for the Social Sciences, a public data archive run by GESIS Leibniz-Institute for Social Sciences in Cologne. • Registered users of the data are regularly informed about updates of data and new releases via email.

<p>2.3. Making data interoperable</p>	<ul style="list-style-type: none"> • Software: Users can access the data sets with Stata or SPSS. However, users of other statistical software (like R, SAS or Python) can access the data as well because conversion of datasets between software packages is a standard procedure. • The standards and vocabularies allow interdisciplinary interoperability. The SHARE (meta)data is comprehensively documented to enable researchers from all disciplines to use it for their research and combine it with other datasets. • Multidisciplinarity and cross-nationality are key features of SHARE. SHARE is not only a European project. It is embedded in a network of ageing surveys worldwide, such as the U.S. Health and Retirement Study (HRS), the English Longitudinal Study of Ageing (ELSA), the China Health and Retirement Survey (CHARLS), and many other ageing surveys around the world.
<p>2.4. Increase data re-use</p>	<ul style="list-style-type: none"> • The data is made available to the scientific research community as soon as possible, i.e., as soon as the data is cleaned, cured, and checked for data protection/GDPR compliance. SHARE data may be used for scientific research, subject to European Union and national data protection laws and is not restricted, except for commercial use. • Archiving the data together with a detailed documentation of the (meta)data makes them re-usable without any time restrictions. • SHARE puts a lot of effort in gaining users from all kinds of scientific disciplines by publishing information on SHARE data via Twitter, Facebook, newsletters, presenting the survey at scientific conferences, holding user conferences as well as user trainings all over Europe. • Data re-use is also increased by providing generated modules (e.g., imputations, weights, ISCED-codes) and the teaching dataset easySHARE for student training and for researchers who have little experience in quantitative analyses of complex survey data.
<p>3. Allocation of resources</p>	<ul style="list-style-type: none"> • The responsible person for data management is Stephanie Stuck (sstuck@share-berlin.eu), the head of the SHARE Database Management department that currently consists of nine researchers. • The Database Management team is supported by one country team operator per country. The country team operators take care of the national data, also when it comes to the knowledge of the national language(s) to, e.g., code open answers, check interviewer remarks, and communicate with respondents when it comes to their questions or GDPR-related requests. • In addition, a team of two researchers in Italy is working on harmonised imputations and weights.

<p>4. Data security</p>	<ul style="list-style-type: none"> • SHARE places particular importance on the compliance with European and national data protection law as well as on the safeguarding of sensitive personal data and confidential information. • In accordance with the Statutes of SHARE-ERIC and the Consortium Agreement between SHARE-ERIC and its Scientific Partner Institutions, SHARE-ERIC and its Scientific Partner Institutions act as "joint controllers" pursuant to Article 26 of the European General Data Protection Regulation (GDPR). • Detailed technical and organisational measures are in place to ensure the security of data processing at each individual processing step and compliance with the provisions of the GDPR and national data protection laws. The necessary contracts and agreements between all involved actors (e.g., Data Processing Agreements with processors) have been concluded. • The SHARE data are distributed to registered users through the SHARE Research Data Center (FDZ-SHARE). The FDZ-SHARE complies with the Criteria of the German Council for Social and Economic Data (Rat für Sozial- und Wirtschaftsdaten, RatSWD) for providing access to microdata. The access provided by SHARE-ERIC meets the requirements of the European Charter for Access to Research Infrastructures ("Wide Access" mode). • SHARE data are always released anonymised (in form of "scientific-use files" protected by factual anonymity as defined by the strict norms of the German Federal Statistics Act) and only the released SHARE data may be used for subsequent scientific research. All names and other personal information that could be used to identify individuals or households are removed from these datasets. Furthermore, answers to open questions are only released in a coded way. Released data never contain the internal ID numbers (pidcoms), but only scrambled ID numbers (mergeids). Only a very restricted number of persons at Centerdata and the SHARE Database Management at SHARE Central have access to the key used for scrambling the ID numbers.
<p>5. Ethical aspects</p>	<ul style="list-style-type: none"> • The SHARE data collection procedures are subject to continuous ethics review. Before each data collection wave, the project is centrally reviewed by the responsible ethics committee. In addition, the country implementations of SHARE are reviewed and approved by the respective ethics committees or institutional review boards whenever this is required. The numerous reviews cover all aspects of the SHARE study, including sub-projects and confirmed the project to be compliant with the relevant legal norms and that the project and its procedures agree with international ethical standards. • SHARE-ERIC's activities related to human subjects research are guided by international research ethics principles such as the Respect Code of Practice for Socio-Economic Research (professional and ethical guidelines for the conduct of socio-economic research) and the 'Declaration of Helsinki' (a set of ethical principles regarding human experimentation developed for the medical community by the World Medical Association, last revised at the 64th WMA Meeting held in Fortaleza/Brazil in October 2013). • In accordance with the SHARE Conditions of Use all SHARE users are expected to be familiar with the fundamental principles of

	<p>research ethics (e.g., see guidelines mentioned above) and to take them into account in an appropriate manner when conducting research using SHARE data.</p> <ul style="list-style-type: none">• SHARE respondents are volunteers, and the entire data collection is based on informed consent. This holds on three levels:<ul style="list-style-type: none">- First, all potential respondents are informed about the contents of the questionnaire in an invitation letter including a data protection statement that will be mailed prior to the interview. After the introduction of the GDPR, the entire procedure to obtain respondent's consent, including all documents, was thoroughly reviewed and updated to ensure legal compliance in all participating countries. This also included the SHARE data protection statement, which is translated in all national languages.- Second, before starting the interview, informed consent of the respondents is obtained by the trained professional interviewers. As part of this procedure, the respondents are provided with relevant data protection information again at the time of data collection and are asked for their consent, which then is documented in the survey instrument (CAPI or CATI software). Interviewers are trained to explain the nature of the study to respondents and to answer any questions they may have.- Third, during the interview, answers to all questions are voluntary. Each single question can be skipped if an individual does not want to answer a specific question. <p>If a person is not able to consent the participation in the SHARE study, no interview will be conducted with this person.</p>
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