# Plan Overview

A Data Management Plan created using DMPonline

Title: Migration, Workplace Belonging and Intention to Leave among Internationally Recruited Adult Social Care Workers in England

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Project abstract:

This study will examine workplace belonging, psychological wellbeing and intention to leave among internationally recruited adult social care workers in England. It will address two research questions:

1. What are the levels of workplace belonging, psychological wellbeing and intention to leave among these workers?
2. How are workplace belonging and employer-sponsorship dependency associated with psychological wellbeing and intention to leave?

The study will use a cross-sectional online survey of approximately 300 adults aged 18 or over who were recruited from outside the United Kingdom to undertake paid adult social care work and currently provide direct care or support in England. Recruitment will take place through social media and other online platforms. Before the main survey, approximately five to eight eligible workers will pilot the questionnaire through individual online sessions, providing feedback on clarity, accessibility and acceptability. The questionnaire will include the Belonging at Work Scale, the WHO 5 Well-Being Index, and study-specific questions about sponsorship dependency, employment circumstances and turnover intentions. Quantitative data will be analysed using statistics and multivariable regression in SPSS or Stata. Pilot feedback will be recorded as written notes and used solely to refine the questionnaire.

Main- survey responses are intended to be anonymous, while pilot feedback will initially be pseudonymised. Data will be managed through institutionally approved systems, with restricted access and separate storage of identifiable pilot records. Ethical approval and data-governance arrangements will be confirmed before recruitment. Findings will be disseminated through academic publications and plain-language summary shared through online platforms used for recruitment.

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# Migration, Workplace Belonging and Intention to Leave among Internationally Recruited Adult Social Care Workers in England

## Data description

### What types of data will be used or created?

This unfunded study will generate quantitative data through an online survey of internationally recruited adult social care workers in England. Approximately 300 responses will be sought. Data will include broad demographic and employment characteristics, workplace belonging, psychological wellbeing, employer-sponsorship dependency and intentions to leave. The questionnaire will include the Belonging at Work Scale, WHO-5 Well-Being Index and study-specific questions.

The main survey will not request names, contact details, employer names, workplace addresses, immigration reference numbers or unrestricted free-text responses. Responses are intended to be anonymous. Survey settings and exported metadata will be checked before launch to minimise identification risks.

A separate pilot study involving approximately five to eight eligible workers will generate written feedback about questionnaire clarity, accessibility and acceptability. Notes will be recorded in Microsoft Word. Pilot participants' names, preferred contact details and electronic consent records will be collected separately. Feedback will initially be pseudonymised using participants codes. No audio or video recordings, automated transcripts or AI meeting notes will be created. Pilot feedback will not enter the main-survey dataset.

Additional research records will include the questionnaire, participant information sheets, consent materials, recruitment documents, data management documentation, analysis scripts and statistical outputs.

### How will the data be structured and documented?

Survey data will be exported from University-managed Microsoft Forms into Excel or CSV format and analysed using SPSS or Stata. Each row will represent one response and each column one variable. Original exports will be preserved separately from cleaned datasets and analysis files. Any analytical record number will not be linked to participants' identities.

A data dictionary will document variable names, question wording, response categories, coding, scale scoring, derived variables and missing-value conventions. Skipped questions, "not applicable", "unsure" and "prefer not to answer" responses will be distinguished where relevant.

A README file will describe the folder structure, file formats, access arrangements and dataset versions. Data filenames, a cleaning log and SPSS syntax or Stata do-files will document transformations and support reproducibility. Instrument sources, licences and any adaptations will be recorded.

Pilot feedback, identifiable contact details, consent records and temporary identification keys will be held in separate folders with appropriate access restriction. feedback notes will use participant codes rather than names.

## Data storage and archiving

### How will your data be stored and backed up?

The proposed collection platform is University of Birmingham Microsoft Forms. Working documents, including Microsoft Word pilot notes, will be stored in University -managed OneDrive. Survey exports, analysis datasets, scripts and final research records will be stored in the University's Research Data Store, subject to confirmation of access and suitability.

University -managed backup and recovery arrangements will be confirmed with IT services before data collection. Synchronisation through OneDrive will not be treated as the sole backup arrangement. Authoritative copies of research files will be clearly identified to avoid conflicting versions.

Access will use individual authorised accounts and institutional security controls, including multifactor authentication where provided. Personal cloud-storage, public sharing links and unencrypted removable devices will not be used for participant data. Any necessary local working copies will be held only on approved, appropriately secured devices and removed when no longer required.

Access for external collaborators will be agreed with the University before data are shared. Arrangements will also specify who

will remain responsible for the files if a researcher leaves the institution or loses account access.

Is any of the data of (ethically or commercially) sensitive nature? If so, how do you ensure the data are protected accordingly?

The study concerns potentially sensitive wellbeing, employment and immigration-sponsorship experiences. Although the main survey will not request direct identifiers, combinations of characteristics could indirectly identify individuals. All response-level data will therefore be treated as confidential.

Identifiable pilot contact details and consent records will be stored separately from coded feedback. Access will be limited to authorised researchers who need it. Microsoft Teams or Zoom pilot sessions will use institutionally approved accounts, with recording, automated transcription and AI meeting notes disabled.

Pilot participants may request withdrawal of their feedback within 14 calendar days of their session. After this period, and once any withdrawal request is resolved, scheduling details and links between identity and feedback will be removed. This includes linking codes in retained consent records. Feedback notes will be checked for identifying details, which will be removed or generalised. Relevant copies and version histories will be managed through an agreed institutional procedure. Retained consent records will remain identifiable and confidential but will no longer be linked to feedback.

Main-survey participants may stop before submitting. Unsubmitted, ineligible and non-consenting responses will not be analysed. Platform settings and deletion procedures will be checked to implement these arrangements. Submitted anonymous responses cannot subsequently be identified for withdrawal.

Small or distinctive groups will be combined or suppressed in reporting. Individual responses will not be disclosed to employers. Any identifiable safeguarding disclosure during pilot contact will be handled under the agreed safeguarding procedure, with only necessary information shared.

The responsible data controller, applicable privacy notice and any further data-protection requirements remain to be confirmed. These matters, together with ethical approval and external-collaborator arrangements, will be resolved before recruitment or data collection.

Where will your data be archived in the long term?

The proposed retention period for research data and necessary research records is at least 10 years after project completion, subject to confirmation of the applicable University requirements.

The final archive will contain the cleaned survey dataset, data dictionary, analysis scripts, relevant outputs, anonymised pilot feedback and essential study documentation. Identifiable consent records will be retained separately with more restricted access.

Long-term preservation will use a University-approved research archive or retention service, to be confirmed with Research Data Management and IT services. The Research Data Store will support active project storage; its suitability for the full retention period and any subsequent transfer requirements will be confirmed rather than assumed.

Data will be retained in accessible formats, including CSV alongside SPSS or Stata files, plain-text analysis scripts, and suitable document formats. Records will be securely deleted at the end of the applicable retention period when no longer required, following institutional procedures.

## Data sharing

Which data will you share, and under which conditions? How will you make the data available to others?

Findings will be shared through academic publications, presentations and a plain-language summary. A link to the summary will be posted on the social media pages and online platforms used for recruitment, subject to administrator permission where required.

Participant-level survey data, identifiable pilot records, consent records and individual pilot feedback notes will not be publicly released. This reflects the sensitive subject matter, the risk of indirect identification and the commitments made to participants.

Materials suitable for public sharing may include the study protocol, questionnaire, data dictionary, analysis scripts and disclosure-checked aggregate results. Questionnaire sharing will respect the licences and attribution requirements of the published instruments. Scripts and supporting files will be checked to remove personal information, sensitive file paths and identifying metadata.

Suitable materials will be made available through journal supplementary files or an appropriate institutional or disciplinary repository, subject to University agreement. Repository records will describe the materials and their permitted reuse. A data-availability statement will explain why participant-level data are restricted and identify the materials that can be accessed.

Requests for additional information will be considered by the responsible institutional lead under the confirmed governance arrangements. Participant-level data will not be shared beyond the authorised research team under the current plan. Any proposed change would first require review of ethical approval, consent commitments, identification risks and any necessary data-sharing agreement.