Research Data Archiving and Long-Term Preservation Training Course

Professional Development Training Course Outline

Category	Research and Data Analysis	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In the era of data-driven research, the ethical collection, handling, and long-term preservation of sensitive data have become critical. Research Data Archiving and Long-Term Preservation Training Course provides comprehensive guidance on best practices for managing, archiving, and safeguarding sensitive research data, especially within humanitarian, healthcare, social, and political contexts. Emphasis is placed on ethical considerations, regulatory compliance (e.g., GDPR), anonymization techniques, and sustainable archiving infrastructure. This course equips researchers, data managers, and institutional stakeholders with tools to ensure data integrity, transparency, and long-term usability while maintaining the privacy and rights of participants.

Understanding the lifecycle of sensitive data—from planning and collection to curation, secure archiving, and responsible sharing—is essential for high-quality, impactful research. Participants will explore real-world case studies, gain hands-on exposure to tools and repositories, and learn how to navigate challenges related to confidentiality, data ownership, legal constraints, and digital preservation frameworks like FAIR and TRUST Principles.

Programme Curriculum

Research Data Archiving and Long-Term Preservation Training Course

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Course Objectives

1. Understand the ethical framework for researching sensitive topics
2. Apply GDPR and data protection regulations in data handling
3. Design a sensitive data management plan (DMP)
4. Implement data anonymization and pseudonymization techniques
5. Use open science principles while protecting sensitive data
6. Explore secure data sharing protocols and consent-based access
7. Evaluate digital archiving solutions and cloud storage security
8. Apply the FAIR Data Principles in sensitive research
9. Understand TRUST Principles for data repository selection
10. Design long-term data retention and disposal policies
11. Integrate metadata standards for sensitive data
12. Conduct risk assessments for ethical and legal data breaches
13. Navigate cross-border data transfer and international compliance

Target Audience

1. Academic Researchers
2. Data Managers and Archivists
3. Institutional Review Board (IRB) Members
4. Research Ethics Committee Members
5. PhD and Postgraduate Students
6. Librarians and Digital Curators
7. NGO and Humanitarian Researchers
8. IT Professionals in Research Institutions

Course Duration: 5 days

Course Modules

Module 1: Ethics in Researching Sensitive Topics

- Foundations of ethics in research
- Informed consent and participant rights
- Managing emotional impact and vulnerability
- Legal vs moral responsibility in sensitive data
- Cultural sensitivity in research practice
- **Case Study:** Ethical dilemmas in collecting trauma survivor data

Module 2: Data Protection Laws and Compliance

- Overview of GDPR, HIPAA, and local regulations
- Legal obligations for data controllers
- Rights of data subjects
- Institutional compliance workflows
- Penalties for non-compliance
- **Case Study:** GDPR breach in health research

Module 3: Designing a Sensitive Data Management Plan

- Components of a sensitive DMP
- Institutional templates and tools
- Planning for access controls
- Identifying sensitive data types
- Updating DMPs over project lifespan
- **Case Study:** Data plan for researching domestic violence

Module 4: Anonymization and Pseudonymization

- Methods and levels of anonymization
- De-identification tools and software
- Balancing data utility and confidentiality
- When pseudonymization is appropriate
- Re-identification risks and mitigation
- **Case Study:** Anonymizing data in HIV/AIDS studies

Module 5: Metadata Standards and Documentation

- Importance of metadata in archiving
- Standards: DDI, Dublin Core, DataCite
- Documentation for reproducibility
- Sensitive data descriptors
- Licensing and usage rights metadata
- **Case Study:** Metadata structure for indigenous population datasets

Module 6: Digital Repositories and Trusted Archives

- Choosing a trusted digital repository
- Evaluating against TRUST principles
- Institutional vs subject-specific archives
- Long-term data curation strategies
- Interoperability and sustainability
- **Case Study:** Migration of sensitive political data to ICPSR

Module 7: Secure Storage and Data Sharing Protocols

- Cloud storage vs institutional servers
- Encryption standards and tools
- Consent-based tiered access
- Secure file transfer mechanisms
- Creating a data sharing agreement
- **Case Study:** Secure sharing of child abuse research data

Module 8: Long-Term Preservation and Disposal

- Preservation formats and strategies
- Data refresh, migration, and obsolescence
- Planning retention schedules
- Criteria for data disposal
- Automating archive workflows
- **Case Study:** Deletion strategy for expired consent datasets

Training Methodology

- Instructor-led interactive sessions

- Group discussions and peer learning
- Practical exercises using real data scenarios
- Case study analysis and reflections
- Toolkit demonstrations (DMPTool, anonymization software, repository platforms)
- Assessments: Quizzes, short written responses, and planning tasks

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com