



# NVivo and data management

## *Possibilities and pitfalls*

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# Managing personal data in NVivo

- The research principal, f.e. your university as a legal person, is responsible for the data processing of personal data in your research project
- It is very important to note where personal data is stored and processed!
- Lumivero and NVivo provide many services, and some of them will transfer data *outside* of the IT infrastructure of your organisation
- You should use NVivo in a way that complies with the legal requirements for your data processing, while still fulfilling your practical needs
- Make sure you are in the clear before using any functionality that transfers data to other actors – consult local RDM function, DPO or legal counsel

# Data processing and storage overview

- Solutions where you and your organisation are in full control of your data:
  - A local install of **NVivo** on Windows or macOS on your computer
  - An installation of **NVivo Collaboration Server** on infrastructure managed by your organisation
  - *Caution:* It is still possible to transmit data to external actors using NVivo if you use certain functions even though you use one of the above solutions
  - Enabling **NVivo Customer Experience Improvement Program** will transfer statistical telemetry on what functions you use, but no project data
- Solutions where you are not in full control of your data:
  - Using **NVivo Collaboration Cloud**, data is transferred to external actors
  - Using the **NVivo Transcription** cloud service, data is also transferred to external actors

Quick Access

IMPORT

Data

Files

File Classifications

Externals

ORGANIZE

Coding

Codes

Sentiment

Relationships

Relationship Types

Cases

Notes

Sets

EXPLORE

Queries

Visualizations


Reports



File Home Import Create Explore Share Modules

Collaboration Cloud Transcription Collect Office Files

Sign up or sign in

https://login.qsrinternational.com/qsruluruprod.onmicrosoft.com/oauth2/v2.0/authorize?p=


EN 






Sign in with your email address

Next

OR

 Continue with Google

 Continue with Facebook

 Continue with Microsoft

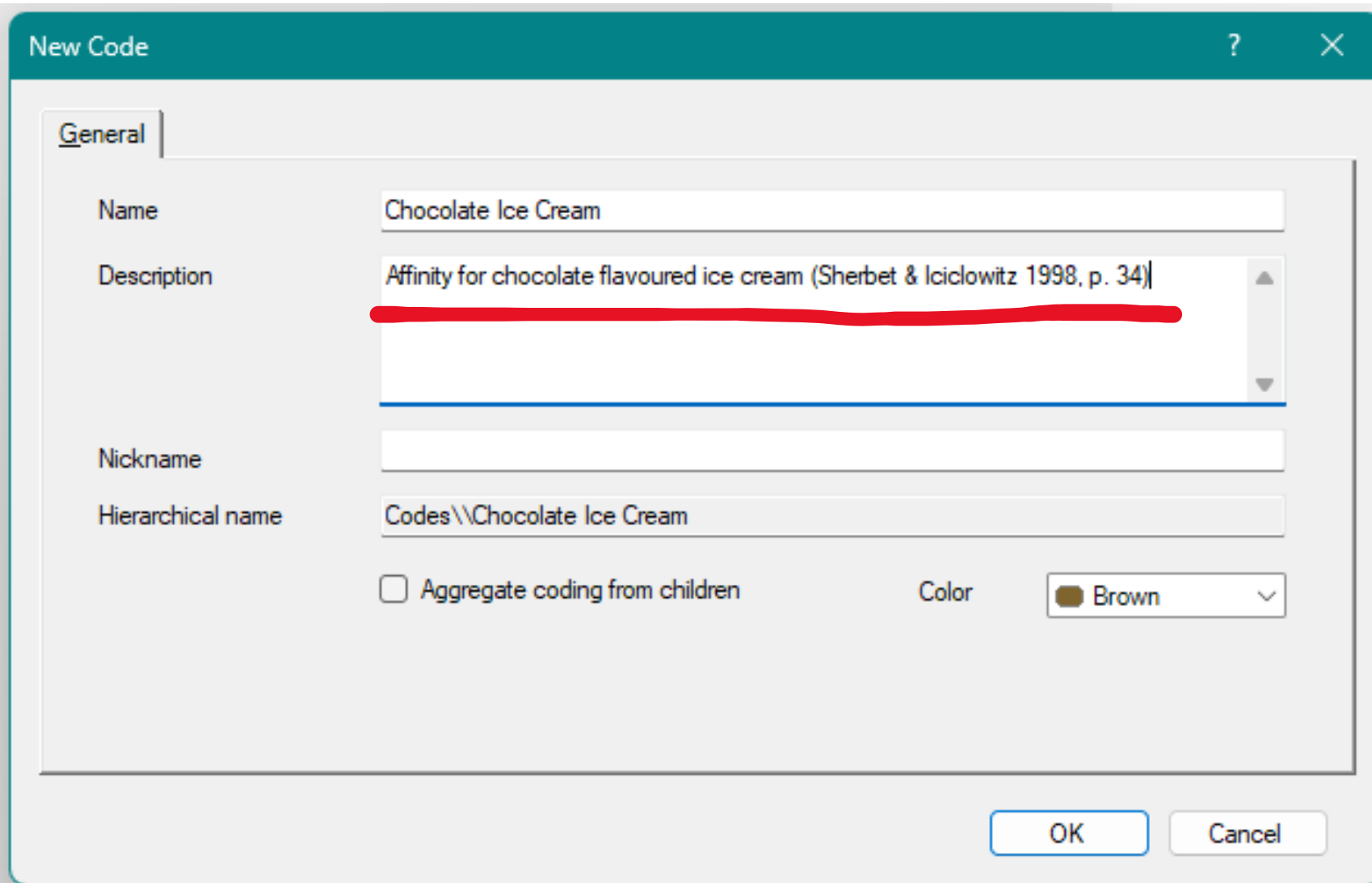
# Avoiding data corruption in NVivo

- When using a local install of NVivo on your computer, **the project file may be corrupted if you are storing it in a folder that is actively synced to cloud/network storage** (f.e. Sunet Drive, OneDrive, Dropbox etc.) while you are having the project open in NVivo
- **Solution 1:** Keep the active NVivo project file (.nvp, .nvpX) *stored outside of synced folders* (but feel free to make passive backup copies to synced folders frequently)
- **Solution 2:** Always *pause syncing before opening the project file* in NVivo and do not turn it on until you have closed the project (requires discipline!)
- (If your IT department disagrees with the above, please refer to SND and we will explain the technical reasons)

# FAIR project documentation in NVivo

- Your project file should be maintained and documented in a way that enables others to understand it:
  - For review by others (peer review, review required by law)
  - For reuse by others (open science, follow-up studies etc.)
- Best practice: **use the internal documentation functions to describe anything you add to the project**
- Every code, case, imported file etc. may be described using the **Description** field accessible through **right click->x Properties** (Windows) or **right click->Get Info** (macOS) or when creating an object from scratch
- Make a habit of always using the Description field to fill in unambiguous definitions of what the function of the object is in your project (f.e. references to published classification schemes, source of files etc.)

## Filling in the *Description* field when creating a new Code



New Code

General

Name: Chocolate Ice Cream

Description: Affinity for chocolate flavoured ice cream (Sherbet & Icilowitz 1998, p. 34)

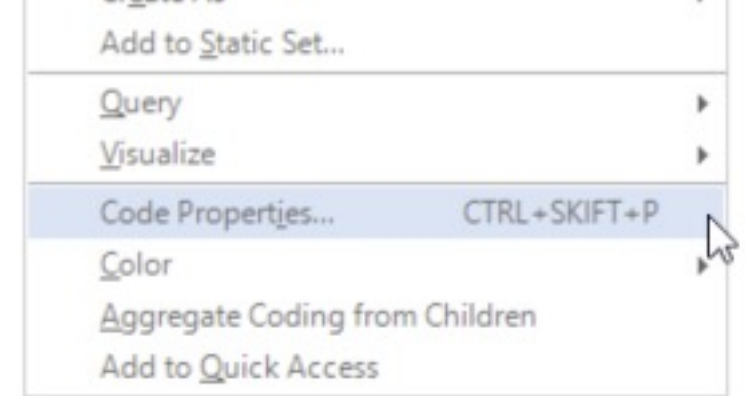
Nickname:

Hierarchical name: Codes\\Chocolate Ice Cream

Aggregate coding from children

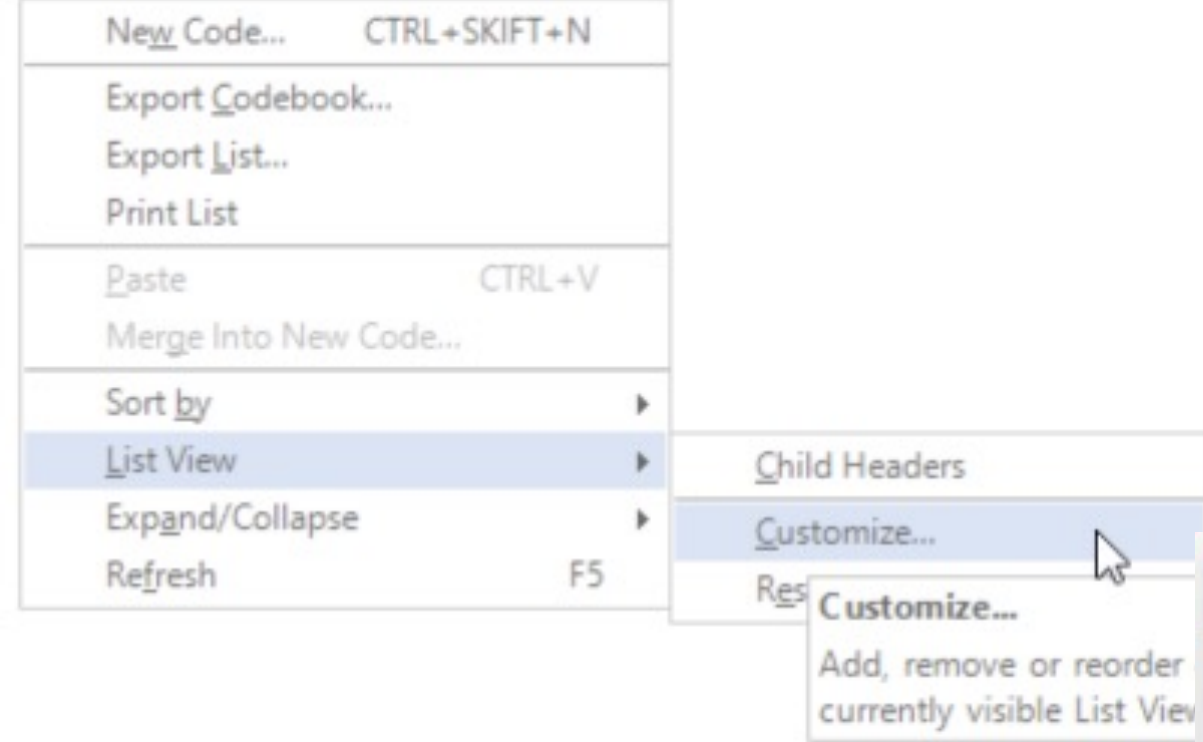
Color: Brown

OK Cancel

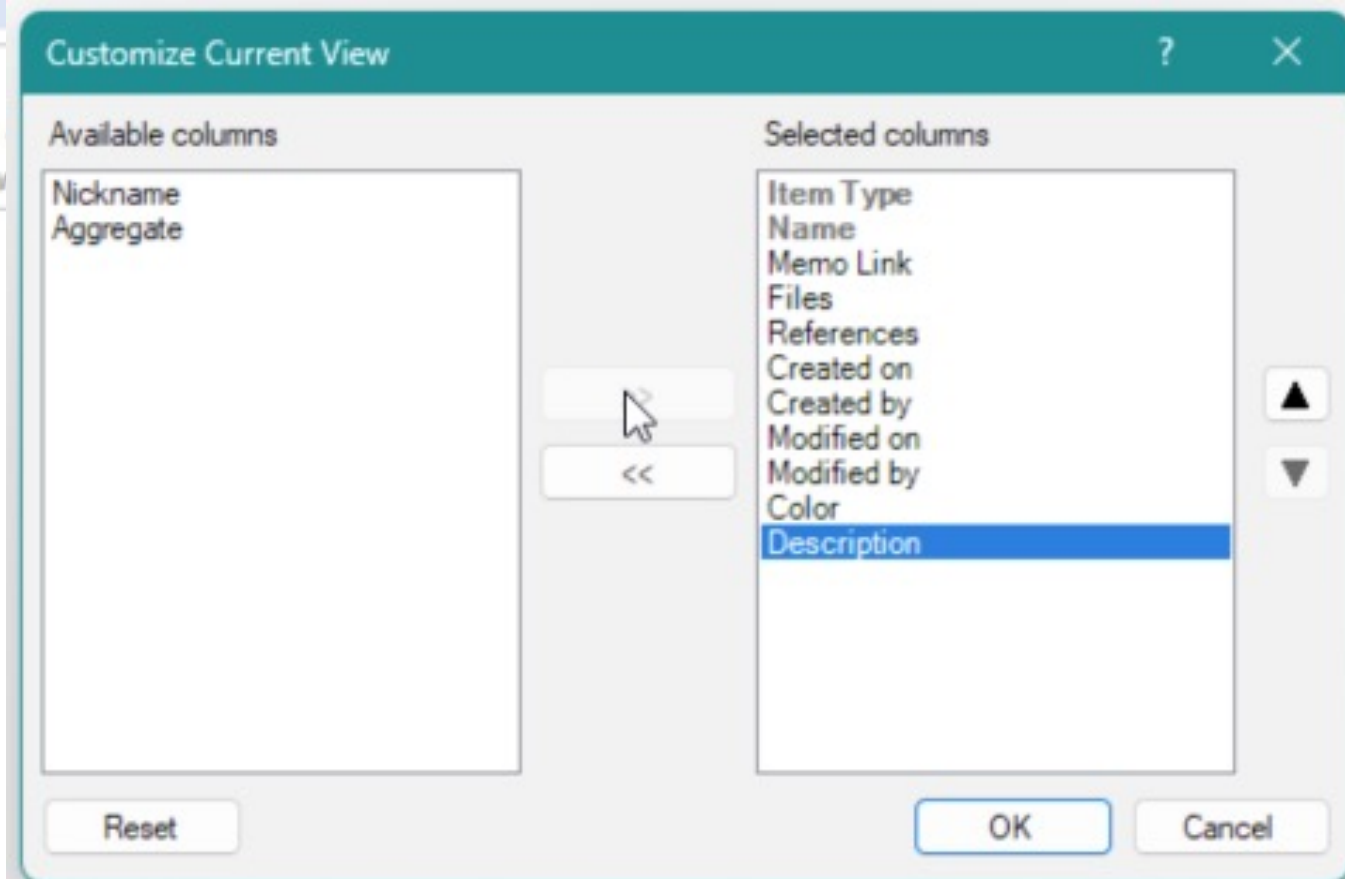


Finding your way back to the *Description* field using the right click context menu

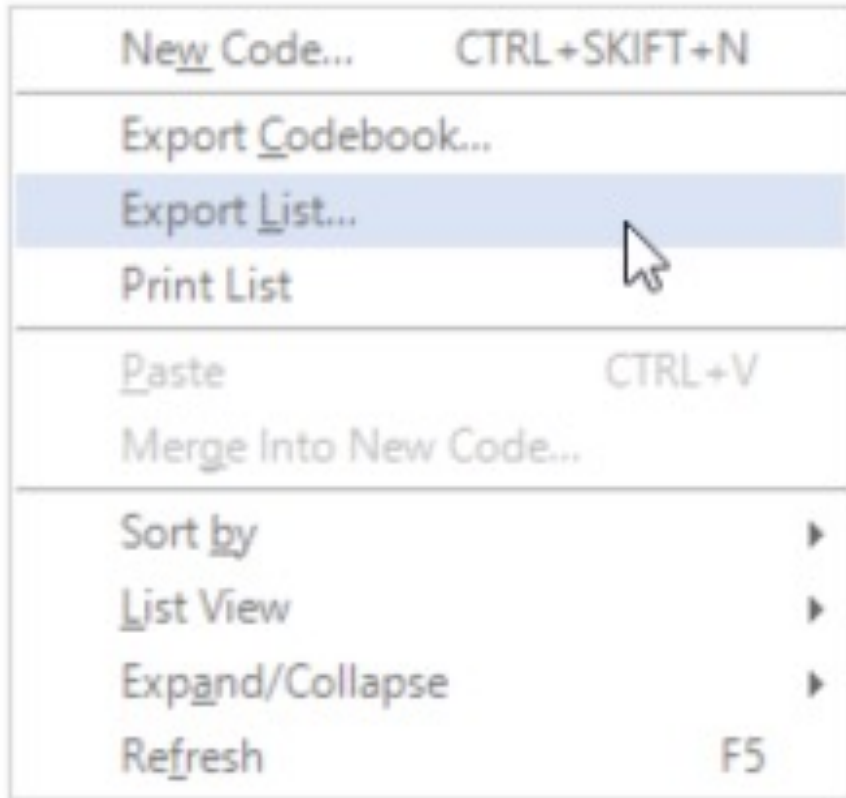
On macOS the option is called “Get Info” and not “... Properties”



If you customise the List View for each category, you are able to make the contents of the *Description* field visible in a column in the List View for each object.







## Export List

This enables you to export spreadsheet lists of your project contents including the *Description* field.

These lists may be very useful as documentation files.

Also note that there is a *Codebook* export function.

# Questions from the chat

# Thank you

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**SND**

Swedish National Data Service

Chalmers University of Technology - Karolinska Institutet - KTH Royal Institute of Technology - Lund University - Stockholm University - Swedish University of Agricultural Sciences - Umeå University - University of Gothenburg - Uppsala University