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disclosed outside Karlstad University. For help with confidentiality agreements contact jurist@kau.se.

If personal data is to be shared with legal or physical persons outside the EU/EEA, this needs to be evaluated on a case-by-case basis, before the gathering of data is commenced. Contact the university's data protection officer at dpo@kau.se.

All data management in the research project should be documented in a data management plan. Help with this is available from the Research Data Group at forskningdata@kau.se.

When the results of the research have been published and the final financial report of the project is ready, the researcher is responsible for the preservation of the research data. In Sunet Drive, this is done by transferring relevant research data to the Long-term preservation folder. The archive function at the university assists in arranging and listing the research material. The material from the research project that is not to be preserved can be disposed

use the mp4 format when recording video. This provides good quality as well as compression, which prevents the files from becoming too big.

2.2. *Processed data*

Processed data is data that has been processed by a computer program or by manual analysis. Processed data should be organized in a predictable structure, marked with information about content and processing.

Processed data can be transcripts, image processing, text analysis, calculations etc.

2.3. *Open data*

The data that is to be openly available via, for example, the Swedish National Data Service³ (SND) or Zenodo⁴ is stored here.

3. *Disposable*

The material from the research project that is not to be preserved can, after a disposability investigation has been completed, be placed in the Disposable folder to be deleted after a decided timeframe.

4. *Long-term preservation*

The material that, after the project is completed, must be archi