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RESEARCH DATA GROUP

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## Guidance for Research Data in Sunet Drive

### Introduction

This guidance explains how you as a participant in a research project should use Sunet Drive to store and share information during and after the project. The starting point is Guidelines for Research Data Management at Karlstad University<sup>1</sup>

### Managing personal data and information protected by confidentiality

Personal data may only be collected for certain legitimate purposes and more data than necessary may not be processed. The information may not be stored for longer than necessary and the processing must be just and reasonable in relation to the individual's fundamental rights and freedoms. It is also important to ensure that personal data is handled securely, and that no more people than those who need access to the data in their work can access it. If personal data is to be shared within the scope of a research project, study subjects must be informed of this before participating in the research project.

Some types of information requires higher technical and organizational security measures. Sensitive personal data and information that is protected by confidentiality must always be protected with adequate security measures so that unauthorized persons do not have access to the information. In Sunet Drive, the security consists of two factors. The first is a username/password and the second is a time-based one-time codes in a mobile app.

If there is confidentiality for certain information, there must as a general rule exist a confidentiality agreement or an agreement on the transfer of research data, which states what the information is about and who may receive it, before the information is

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<sup>1</sup> Guidelines for Research Data Management at Karlstad University:  
<https://intra.kau.se/dokument/upload/82F312FB051b8231C5rSA36B5EDA/6%20Guidelines%20for%20Research%20Data%20Management%20at%20Karlstad%20University.pdf>

disclosed outside Karlstad University. For help with confidentiality agreements contact [jurist@kau.se](mailto: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](mailto: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](mailto:forskningdata@kau.se).


### **Long-term preservation and disposal of research data**

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 and then placed in the Disposable folder. Together with the archive function, the researcher conducts a disposability investigation before information and data can be disposed. Contact [arkiv@kau.se](mailto:arkiv@kau.se) if you have questions about preservation and disposing of data.

### **Organization of information and data**

Each research project gets its own *project space* in Sunet Drive. Here is an example of a project space as well as the instructions folder for Sunet Drive:

 Instructions for Research Data in Sunet Drive

 Project space: CyberSec4Europe

For the individual project, it may be sufficient to understand how information and data are organized, but when the project is completed and research data is to be preserved, the structure also needs to be logical and comprehensible to others. Therefore, it is good to work with a structure that others can also understand or to reorganize the structure at the end of the project. At [kau.se](https://www.kau.se)<sup>2</sup> there is more information about organizing data.

The research Data Group has produced a structure for how information and data can be organized in the project area, both during and after the project. Each folder in the structure is explained in detail below:

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<sup>2</sup> Structure your data: <https://www.kau.se/en/research/forskningdata/under-projekt/structuring-your-data>



## 1. *Documentation*

All documents that are not research data are stored here during the project period. Within the Documentation folder, the research project may use the pre-defined documentation structure or create a structure more suited for the project:

- Applications
  - Applications for research funding
  - Certificate for externally funded research
  - Application for ethical vetting
- Agreements
- Confidentiality and questions about access and use of data
- Research design
- Method material
- About the data
  - Data management plan
  - Other data resources
  - Validation of data
  - Version control
- Literature
- Papers and conference submissions
- Presentations
- Notes

## 2. *Data*

Research data is stored here during the project period.

### 2.1. *Raw data*

Raw data is the data collected by the research project during the project period. This is data collected from a source that has not been processed or otherwise manipulated. This can be measurement results, sensor data, recording of sound and image, samples and test results, source texts, unprocessed transcripts or unprocessed statistics.

Sunet Drive does not accept files bigger than 27 GB. It is recommended that you

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 Service<sup>3</sup> (SND) or Zenodo<sup>4</sup> 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 archived and preserved forever is placed in the folder *Long-term preservation*.

## Do you need a project area for your research project?

Before starting a new research project, you as a project manager need to apply for a project space in Sunet Drive, where the project can store data and share data with external parties. An application form for the purpose is available at [kau.se](https://www.kau.se/en/research/research-data/during-project/sunet-drive)<sup>5</sup>. The order goes to the Research Data Group, which handles the case and contacts you before the project area is activated.

## Service and support

If you need help on your management of research data, have opinions on the folder structure or have other questions concerning your research project, please contact [forskningdata@kau.se](mailto:forskningdata@kau.se).

If you need technical support such as login, file transfer, accounts for participants or file syncing, please contact [2525@kau.se](mailto:2525@kau.se).

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<sup>3</sup> Swedish National Data Service (SND): <https://snd.gu.se/en>

<sup>4</sup> Zenodo: <https://zenodo.org>

<sup>5</sup> Application form: <https://www.kau.se/en/research/research-data/during-project/sunet-drive>