



Karlstad university
Office of the Vice-Chancellor

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C2026/186

Description of the authority's public records

Chapter 4, Section 2 of the Public Access to Information and Secrecy Act (2009:400) provides as follows:

- 2 § Every authority shall prepare a description providing information about the authority's organisation and activities, in order to facilitate searches for public records;
1. the registers, indexes or other search tools available for the authority's public records;
 2. the technical facilities that members of the public may use at the authority to access public records;
 3. the person or function within the authority that can provide further information about the authority's public records, their use and the available search facilities;
 4. the confidentiality provisions that the authority most commonly applies to information contained in its records;
 5. the information that the authority regularly obtains from, or discloses to, other authorities, including how and when this takes place; and
 6. the authority's right to sell personal data.

This document is structured in accordance with the sections above and serves as a description of the public records maintained by Karlstad University.

1. Organisation and Activities

The organisational structure shown below applies to Karlstad University.

The University uses W3D3 as its records management system. Registry functions are located within the Faculty of Health, Science and Technology, the Faculty of Arts and Social Sciences, Teacher Education, and the central support services. The latter also administers Ladok (student records system), NyA (admissions system), Raintance (financial management system), Varbi (recruitment system), Klara Archive Management (archive management system), and other institution-wide systems that manage public records.

The Faculty of Health, Science and Technology comprises the following departments:

- Department of Environmental and Life Sciences
- Department of Health Sciences
- Department of Engineering and Chemical Sciences
- Department of Engineering Science and Physics
- Department of Mathematics and Computer Science
- Administrative Office

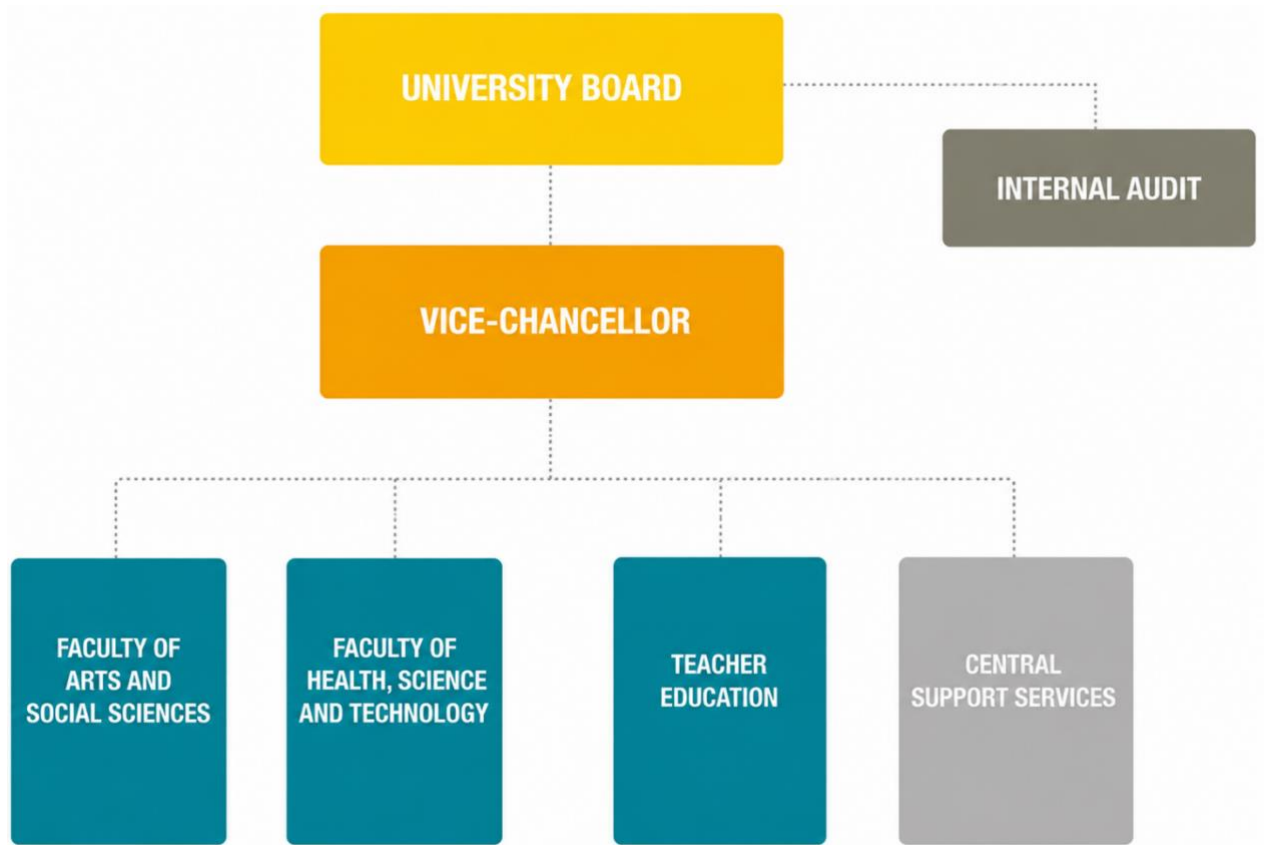
The Faculty of Arts and Social Sciences comprises the following departments:

- Karlstad Business School
- Department of Artistic Studies
- Department of Social and Cultural Studies
- Department of Social and Psychological Studies
- Department of Language, Literature and Intercultural Studies
- Department of Geography, Media and Communication
- Department of Educational Studies
- Administrative Office

The Teacher Education consists of the Teacher Education Office.

The Central Support Services comprise the following divisions:

- Campus Services Division
- Finance and Planning Division
- Educational Support Division
- Grants and Innovation Office
- Human Resources Division
- IT Division
- Communications Division
- Executive Office
- University Library



2. Registers, Indexes and Other Search Tools for Karlstad University's Public Records

Archive Catalogue

The University's public records and their storage locations are listed in Klara Archive Management.
Responsible: Archivist, Executive Office

Records Management System

W3D3 is the University's records management system for public records. Registry functions are located within each faculty, Teacher Education, and the central support services.
Responsible: Chief Registrar, Executive Office

DiVA – Digital Scientific Archive

Bibliographic documentation and electronic publication of research publications and student theses/degree projects.
Responsible: University Library

Financial Management System

The University's financial management system is Raindance.
Responsible: Finance and Planning Division

Email

Microsoft 365
Responsible: IT Division

Course and Programme Administration

ÖKA
Responsible: Educational Support Division

Learning Management System

The University's learning management system is Canvas.
Responsible: University Library

Human Resources Administration

Human resources records are maintained in Primula.
Responsible: HR Division

Rehabilitation Cases

Rehabilitation cases are registered in Adato.
Responsible: HR Division

Recruitment

Recruitment cases are registered in Varbi.
Responsible: HR Division

Student Records System

Student records are maintained in Ladok and NyA.
Responsible: Educational Support Division

Examination Management System

Inspira

Responsible: Campus Services Division

Procurement

Current procurement procedures are registered in E-avrop.

Responsible: Executive Office

Student Exchange

Incoming and outgoing student exchange records are maintained in MoveOn.

Responsible: Educational Support Division

Continuing Professional Development for Teachers

Mira

Responsible: Teacher Education

Work-Integrated Education

VFU Database

Responsible: Teacher Education

Operational Planning

Stratsys

Responsible: Finance and Planning Division

3. Technical facilities

Certain technical facilities are available for members of the public to use when accessing public records. For further information, please contact:

Chief Registrar, Weekdays, 9.00 a.m.–12.00 noon

registrator@kau.se

054-700 23 80

Archivist, Weekdays, 9.00 a.m.–12.00 noon

arkiv@kau.se

054-700 10 87

4. Contact for Further Information about the University's Public Records

Chief Registrar, 9.00 a.m.–12.00 noon

registrator@kau.se

054-700 23 80

Archivist, 9.00 a.m.–12.00 noon

arkiv@kau.se

054-700 10 87

5. Confidentiality Provisions Commonly Applied by the University

Information contained in public records may be subject to confidentiality under the Public Access to Information and Secrecy Act (2009:400). The table below sets out some of the confidentiality provisions most applied at Karlstad University.

Provision	Protected information
17 Ch. 3c §	Examination papers and examinations
17 Ch. 4 §	Security measures relating to the Swedish Scholastic Aptitude Test
19 Ch. 1–5 §§	Government commercial activities and research or investigations of a scientific or technical nature conducted on behalf of a public authority
19 Ch. 6–8 §§	Information prepared for collective bargaining negotiations
21 Ch. 1 §	Information concerning an individual's health or sex life
21 Ch. 3 §	Information concerning persons at risk of persecution
21 Ch. 5 §	Information relating to foreign nationals
21 Ch. 7 §	Information protected under data protection legislation
23 Ch. 5 (1) §	Information concerning a student's personal circumstances held by a psychologist, counsellor or study adviser; a student's identity where there are special grounds for confidentiality
23 Ch. 5 (2) §	Harassment or stalking of a student
23 Ch. 6 §	Expulsion of a student
24 Ch. 1 §	Psychological examinations conducted for research purposes
24 Ch. 4 §	Information of a dialectological or ethnological nature
24 Ch. 5 §	Research collaboration
24 Ch. 8 §	Production of official statistics
31 Ch. 12 §	Commissioned education and commissioned research
39 Ch. 1–3 §§	Human resources and personnel administration
40 Ch. 3 §	Library activities
40 Ch. 4 §	Telephone exchange services

6. Information Regularly Obtained from or Disclosed to Other Authorities

Information that the University regularly obtains from, or discloses to, other public authorities, is usually transferred automatically and digitally.

Financial statistics are submitted to the Swedish Higher Education Authority (UKÄ).

Financial results, fee-funded activities, consultations under the Fees Ordinance, and other specified information are submitted to the Swedish National Financial Management Authority (ESV).

Information relating to research and development activities and foreign trade is submitted to Statistics Sweden (SCB).

Information relating to government borrowing is submitted to the Swedish National Debt Office.

VAT returns and current registered addresses for employees and students are submitted to the Swedish Tax Agency.

Information concerning individuals admitted to programmes of study, as well as study results and student registrations, is transferred to the Swedish Board of Student Finance (CSN).

Admission results are transferred to the Swedish Council for Higher Education (UHR) through Universityadmissions.se and NyA.

Transparency reports are submitted to the Swedish Competition Authority.

Transaction data are submitted to the Swedish National Audit Office.

Information on educational provision, applicants and admitted students, student registrations, credit production and degrees awarded is transferred to Statistics Sweden (SCB).

Information relating to employment and employees is submitted to the Swedish Agency for Government Employers, the Swedish Tax Agency, the Swedish Government Employees' Pensions Board (SPV), and Statistics Sweden (SCB).

Information relating to employment and employees is obtained from the Swedish Social Insurance Agency.

The University's annual report is submitted to the Government Offices of Sweden.

7. The Authority's Right to Sell Personal Data

Karlstad University has no right to sell personal data.