DATA MANAGEMENT PLAN

# 1. Data description and collection or re-use of existing data

## How will new data be collected or produced and/or how will existing data be re-used?

## What data (for example the types, formats, and volumes) will be collected or produced?

# 2. Documentation and data quality

## What metadata and documentation (for example methodology or data collection and way of organising data) will accompany data?

będzie dodatkowo zawierał metadane zgodne ze standardem Dublin Core. Ponad to, pliki tekstowe i binarne będą

wyposażane w kody kontrolne, chroniące przed nieuprawnionymi zmianami w treści plików z danymi.

## What data quality control measures will be used?

# 3. Storage and backup during the research process

## How will data and metadata be stored and backed up during the research process?

## How will data security and protection of sensitive data be taken care of during the research?

# 4. Legal requirements, codes of conduct

## If personal data are processed, how will compliance with legislation on personal data and on data security be ensured?

## How will other legal issues, such as intelectual property rights and ownership, be managed? What legislation is applicable?

# 5. Data sharing and long-term preservation

## How and when will data be shared? Are there possible restrictions to data sharing or embargo reasons?

## How will data for preservation be selected, and where will data be preserved long-term (for example a data repository or archive)?

Ze względu na niewielką objętość danych, będą one przechowywane w całości, przez co najmniej 5 lat od zakończenia

wizyty, na dwóch niezależnych fizycznych nośnikach danych.

sprawdzającego poprawność danych. W przypadku wadliwości pliku binarnego, zostanie on odtworzony z pliku audio.

## What methods or software tools will be needed to access and use the data?

## How will the application of a unique and persistent identifier (such us a Digital Object Identifier (DOI)) to each data set be ensured?

# 6. Data management responsibilities and resources

## Who (for example role, position, and institution) will be responsible for data management (i.e the data steward)?

## What resources (for example financial and time) will be dedicated to data management and ensuring the data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?