
Plan Overview

A Data Management Plan created using DMPonline

Title: Designing a framework and experiential concept for sustaining the core-ethos of independent volunteer driven festivals.

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Template: TU Delft Data Management Plan template (2025)

Project abstract:

Traumburg is a festival offering a multisensory experience – varying from musical and art performances, installations, lectures and exhibitions, all in a beautiful castle near Magdeburg, Germany. Traumburg's approach is different from mainstream festivals because of their 'Do It With Others (DIWO) ethos. The crew behind it explains that 'the only way to realise a DIWO mentality is that everyone is equal, there is no hierarchy between organisers, artists, and guests.'

By blurring the line of organizer, artist, and visitor, the festival is essentially creating through participatory design. Studying this not only offers insights for the festival, but also into how community-driven co-creation works as a design methodology.

But as the festival grows and attracts new people, the community identity is at risk of quiet erosion – not through any deliberate decision, but simply because newcomers can't be expected to know what the community was built on without some way of passing it on.

This project sets out to analyse and propose a new tool to help sustain that community identity and impact – through iterative research and design activities.

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Designing a framework and experiential concept for sustaining the core-ethos of independent volunteer driven festivals.

0. Administrative questions

1. Provide the name of the data management support staff consulted during the preparation of this plan and the date of consultation. Please also mention if you consulted any other support staff.

I have consulted my Supervisor & Responsible Supervisor; Sander Mulder & Froukje Sleeswijk Visser.
Date: xxx

2. Is TU Delft the lead institution for this project?

- Yes, leading the collaboration – please provide details of the type of collaboration and the involved parties below

TU Delft is the lead institution for this Master's graduation project and is responsible for the research design, execution, supervision, governance, and management of the resulting research data. The project is conducted in collaboration with Traumburg Festival as an external partner. Traumburg Festival provides contextual knowledge, access to participants, access to festival activities and organisational processes, and feedback on the relevance and applicability of the research outcomes. TU Delft is responsible for all data collection, data management, and research governance activities associated with the project.

1. Data/code description and collection or re-use

3. Provide a general description of the types of data/code you will be working with, including any re-used data/code.

Type of data/code	File format(s)	How will data/code be collected/generated?	Purpose of processing	Storage location	Who will have access to the data/code?
Participant contact information (names, email addresses, phone numbers where applicable)	.xlsx, .csv	Collected directly from participants through recruitment, scheduling, consent procedures, or follow-up communication.	Administrative purposes including participant recruitment, scheduling, communication, and management of informed consent.	TU Delft-managed Microsoft Teams environment and encrypted password-protected external hard drive.	Researcher and TU Delft supervisory team.
Informed consent forms	.pdf	Signed digitally or physically by participants prior to participation in research activities.	To document informed consent and fulfil ethical and legal requirements.	Same as above.	Same as above.
Audio recordings of interviews and conversations	.m4a, .mp3, .wav	Recorded during interviews, conversations, workshops, and other research activities using audio recording devices.	To support accurate transcription, analysis, and interpretation of participant experiences, perspectives, and organisational practices.	Same as above.	Same as above.
Photographs and video recordings of participants and research activities	.jpg, .png, .mp4	Captured during observations, workshops, co-design activities, context mapping exercises, prototype evaluations, and other research activities. Participants will be informed when photographs or recordings are being made and separate consent will be obtained where required.	To document research activities, support analysis of interactions and behaviours, document the design process, and provide visual material for the graduation report, presentations, exhibitions, and other project outputs.	Same as above.	Same as above. (Identifiable photographs or recordings will only be published where participants have provided explicit consent.)
Interview transcripts, observation notes, and qualitative research data	.docx, .pdf, .xlsx	Generated through transcription of interviews and researcher observations conducted during fieldwork, workshops, and festival activities.	To identify patterns, themes, insights, and requirements relevant to the research question.	Same as above.	Same as above.

Type of data/code	File format(s)	How will data/code be collected/generated?	Purpose of processing	Storage location	Who will have access to the data/code?
Workshop outputs, participant-created artefacts, sketches, maps, photographs of workshop results, and co-design materials	.jpg, .png, .pdf, .pptx, .miro, .fig	Generated during workshops, generative sessions, co-design activities, and other participatory research activities.	To support analysis, synthesis, framework development, concept generation, and documentation of the design process.	Same as above.	Same as above. (Selected materials may be included in publicly available project outputs with appropriate consent and anonymisation where applicable.)
Research documentation, coding schemes, affinity maps, analytical models, and framework development materials	.pptx, .xlsx, .miro, .fig, .pdf	Generated by the researcher during data analysis, synthesis, and framework development.	To document the research process and support development of the final framework and design outcomes.	Same as above.	Same as above.
Prototype documentation, concept development materials, and evaluation data	.pdf, .pptx, .jpg, .png, .xlsx	Generated during concept development, prototyping, and evaluation activities.	To support design decision-making, prototype refinement, and final project outcomes.	Same as above.	Same as above.
Thesis, framework documentation, and final project outputs	.pdf, .pptx, .jpg, .png	Generated throughout the graduation project. Final outputs will be published through TU Delft repositories and project documentation channels.	Dissemination of research findings and design outcomes.	Same as above, with final outputs additionally stored in TU Delft publication repositories.	Researcher and TU Delft supervisory team during the project; publicly accessible following publication.

II. Storage and backup during the research process

4. How much data/code storage will you require during the project lifetime?

- < 250 GB

5. Where will the data/code be stored and backed-up during the project lifetime? (Select all that apply.)

- TU Delft OneDrive
- Another storage system – please explain below, including provided security measures

Research data will be stored in a TU Delft-managed Microsoft Teams/SharePoint environment (equivalent to TU Delft OneDrive storage for project files) and on an encrypted password-protected external hard drive. The TU Delft cloud environment provides institutional access control, authentication through individual TU Delft accounts, and managed backup and recovery services. The external hard drive will be encrypted and stored securely when not in use. Access to all research data will be restricted to the researcher and the TU Delft supervisory team. The use of both local encrypted storage and TU Delft-managed cloud storage provides redundancy and reduces the risk of accidental data loss.

III. Data/code documentation

6. What documentation will accompany data/code? (Select all that apply.)

- Other – please explain below
- Procedure – A description of data processing procedure(s) (such as laboratory setup, simulation workflows).
- Data – README file or other documentation explaining how data are organised
- Data – Methodology of data collection

Documentation accompanying the research data will include descriptions of the research methodology, data collection procedures, interview guides, workshop plans, observation protocols, consent materials, and analytical procedures. A README file will be maintained to describe the structure and organisation of project folders and datasets.

Research documentation will further include descriptions of data processing and analysis activities, including transcription procedures, coding approaches, synthesis methods, and framework development activities. Where applicable, analytical frameworks, coding schemes, affinity maps, and other intermediate research artefacts will be retained to support transparency and traceability of the research process.

Version control will be maintained through structured file naming conventions and dated project documentation stored within the TU Delft-managed project environment.

IV. Legal and ethical requirements, code of conducts

7. Does your research involve human subjects or third-party datasets collected from human participants?

If you are working with a human subject(s), you will need to obtain the HREC approval for your research project.

- Yes – please provide details in the additional information box below

I intend to apply for ethical approval from the Human Research Ethics Committee, but have not yet done so.

8. Will you work with personal data? (This is information about an identified or identifiable natural person, either for research or project administration purposes.)

- Yes

9. Will you work with any other types of confidential or classified data or code as listed below? (Select all that apply and provide additional details below.)

If you are not sure which option to select, ask your Faculty Data Steward for advice.

- No, I will not work with any other types of confidential or classified data/code

10. How will ownership of the data and intellectual property rights to the data be managed?

For projects involving commercially-sensitive research or research involving third parties, seek advice of your [Faculty Contract Manager](#) when answering this question.

The intellectual property rights and ownership arrangements for this project are governed by the graduation agreement between Delft University of Technology, the student, and Traumburg Festival. Research data generated during the project will be collected and managed by the student under the supervision of TU Delft. Access to research data during the project will be restricted to the student and the TU Delft supervisory team on a need-to-know basis. The external project partner will not have direct access to research data containing personal or confidential information unless explicitly agreed and compatible with participant consent and applicable data protection requirements.

The project aims to publish the final graduation report and associated project outputs under a Creative Commons Attribution-ShareAlike (CC BY-SA 4.0) licence. Personal data, consent forms, contact information, interview recordings, and other raw research data will not be publicly released. Any participant contributions included in public outputs will be subject to informed consent and appropriate anonymisation where applicable.

No third-party datasets or software subject to restrictive licensing conditions are currently anticipated. Should third-party materials be used, their use will comply with the applicable licence terms, copyright requirements, or contractual agreements.

11. Which personal data or data from human participants do you work with? (Select all

that apply.)

- Other types of personal data or other data from human participants – please provide details below
- Free text fields (for instance, in questionnaires) in which participants could unintentionally share personal data
- Proof of consent (such as signed consent materials which contain name and signature)
- Audio recordings
- Video materials
- Photographs
- Job title and/or employer
- Telephone number, email addresses and/or other addresses as contact details for administrative purposes
- Names as contact details for administrative purposes

The project may involve the collection of participant roles within the festival ecosystem (e.g. organiser, volunteer, contributor, visitor), interview transcripts, observation notes, workshop contributions, participant-created artefacts, and reflections on experiences, motivations, organisational practices, and community dynamics. While these data are collected for research purposes and will be anonymised or pseudonymised where possible, some participants may occupy distinctive roles within a relatively small community, creating a limited risk of re-identification through contextual information.

Names, contact details, and signed consent materials will be collected only where necessary for recruitment, communication, scheduling, and documenting informed consent. Photographs, audio recordings, and potentially video recordings may be collected during research activities. Identifiable visual materials will only be published with explicit participant consent.

12. Please list the categories of data subjects and their geographical location.

Participants will consist of adults involved in the ecosystem of independent volunteer-driven festivals, including festival organisers, volunteers, contributors, and visitors. Participants will be recruited through the collaborating festival organisation and through relevant festival-related networks.

Data collection will primarily take place in Germany at Traumburg Festival and associated festival activities. Additional interviews may be conducted remotely with participants primarily located in Germany and the Netherlands, with some participants potentially residing elsewhere within the European Union.

13. Will you be receiving personal data from or transferring personal data to third parties (groups of individuals or organisations)?

- No

16. What are the legal grounds for personal data processing?

- Informed consent

17. Please describe the informed consent procedure you will follow below.

Participants will be informed about the purpose, procedures, and expected outcomes of the research project, as well as the types of personal data and research data that may be collected and how these data will be processed, stored, and used. Participants will receive a Participant Information Sheet and Informed Consent Form prior to participation, either digitally or in physical form depending on the research activity.

Written informed consent will be obtained before the start of interviews, workshops, observations involving active participation, prototype evaluations, and any activities involving audio, video, or photographic recording. Participants will be asked to provide separate consent for the recording and publication of identifiable photographs, video materials, quotations, or participant-created artefacts where applicable.

Participation is voluntary and participants may refuse to answer any question or withdraw from the study at any time without consequence. Participants will be informed of their rights regarding access to, correction of, and deletion of personal data where applicable.

18. Where will you store the physical/digital signed consent forms or other types of proof of consent (such as recording of verbal consent)?

Digital copies of signed informed consent forms will be stored in a dedicated, access-restricted folder within a TU Delft-managed Microsoft Teams environment. Consent forms will be stored separately from research data and participant identifiers used in analysis. Access will be restricted to the researcher and the TU Delft supervisory team.

Where physical consent forms are collected, they will be digitised and stored in the same secure environment. Physical originals will be kept in a secure location accessible only to the researcher until digitisation has been verified. Consent forms will be retained in accordance with TU Delft requirements for research validation and auditing purposes.

19. Does the processing of the personal data result in a high risk to the data subjects? (Select all that apply.)

If the processing of the personal data results in a high risk to the data subjects, it is required to perform a Data Protection Impact Assessment (DPIA). In order to determine if there is a high risk for the data subjects, please check if any of the options below that are applicable to the processing of the personal data in your research project.

If any category applies, please provide additional information in the box below. Likewise, if you collect other type of potentially sensitive data, or if you have any additional comments, include these in the box below.

If one or more options listed below apply, your project might need a DPIA. Please get in touch with the Privacy team (privacy-tud@tudelft.nl) to get advice as to whether DPIA is necessary.

- Sensitive personal data

The project involves the processing of photographs, audio recordings, and potentially video recordings of adult participants involved in independent volunteer-driven festivals. These materials may contain identifiable information and are therefore treated as sensitive personal data. The project does not involve special categories of personal data as defined by Article 9 GDPR, large-scale processing, automated decision-making, profiling, systematic monitoring, or vulnerable populations.

To mitigate privacy risks, participation is voluntary, informed consent will be obtained prior to participation, access to personal data will be restricted to the researcher and supervisory team, and research data will be stored in secure TU Delft-managed storage. Identifiable photographs, video recordings, quotations, or participant-created materials will only be published where participants have provided explicit consent.

20. Did the Privacy Team advise you to perform a DPIA?

Please elaborate on the advice the Privacy Team gave.

- Privacy Team has not yet been contacted / Privacy Team has been contacted, awaiting response

23. What will happen with the personal data used in the research after the end of the research project?

- Other – please explain below
- Anonymised or aggregated data will be shared with others

Anonymised or aggregated research findings will be shared through the graduation report, academic publications, presentations, exhibitions, and other project outputs. The final project outputs are intended to be published under a Creative Commons Attribution-ShareAlike (CC BY-SA 4.0) licence.

Personal data, including contact information, consent forms, audio recordings, and other identifiable research materials, will not be publicly shared. Access to these materials will remain restricted to the researcher and TU Delft supervisory team and they will be retained in accordance with TU Delft research data retention requirements.

Where participants have provided explicit consent, selected quotations, participant-created artefacts, photographs, or other materials may be included in public project outputs. Such use will be limited to the purposes described in the Participant Information Sheet and Informed Consent Form.

24. For how long will personal research data (including pseudonymised data) be stored?

- Personal data will be deleted at the end of the research project

25. How will your study participants be asked for their consent for data sharing?

- Other – please explain below (see guidance for additional options)

Participants will be informed through the Participant Information Sheet and Informed Consent Form about how their data may be used in research outputs and publications. Personal data, interview recordings, consent forms, and other identifiable research materials will not be shared as datasets. Participants will be asked for explicit consent regarding the use of quotations, photographs, video materials, and participant-created artefacts in publications, presentations, exhibitions, and other project outputs where these materials may be identifiable. Research findings will generally be reported in anonymised or aggregated form.

The final graduation report and associated project outputs are intended to be published under a Creative Commons Attribution-ShareAlike (CC BY-SA 4.0) licence. Participants will be informed of this publication approach prior to providing consent.

V. Data sharing and long term preservation

27. Apart from personal data mentioned in question 23, will any other data be publicly shared?

Please provide a list of data/code you are going to share under 'Additional Information'.

- No other data/code can be publicly shared – please explain below why data/code cannot be publicly shared

29. How will you share research data/code, including those mentioned in question 23? *Select all that apply and provide additional details below.*

- I am a Bachelor's/Master's student at TU Delft and I will share the data/code in the body and/or appendices of my thesis/report in the TU Delft Repository

The primary research output will be the Master's graduation thesis and associated project outputs, which will be submitted to and published through the TU Delft Repository. The thesis will contain the research methodology, design framework, research findings, and selected supporting materials necessary to understand the research process and outcomes.

Research data containing personal information, including interview recordings, transcripts, observation notes, consent forms, contact details, and other potentially identifiable materials, will not be publicly shared. These materials will be retained securely in accordance with TU Delft research data retention requirements.

Selected anonymised excerpts, aggregated findings, participant-created artefacts, photographs, and other supporting materials may be included in the thesis and its appendices where appropriate and where the necessary participant consent has been obtained. The final thesis and associated outputs are intended to be published under a Creative Commons Attribution-ShareAlike (CC BY-SA 4.0) licence.

30. How much of your data/code will be shared in a research data repository?

- Not applicable - No data/code will be shared in a repository

31. When will the data/code be shared?

- Other - please explain

32. Under what licence(s) will the data/code be released?

- Other - please explain below
- CC BY-SA

Publicly shared project outputs, including the final Master's thesis and associated research and design documentation, are intended to be released under the Creative Commons Attribution-ShareAlike 4.0 International (CC BY-SA 4.0) licence.

Research data containing personal information, including consent forms, contact details, interview recordings, transcripts, observation notes, and other identifiable materials, will not be publicly released and therefore will not be assigned a public licence. Access to these materials will remain restricted in accordance with participant consent, GDPR requirements, and TU Delft data retention policies.

Where third-party materials or participant-created materials are included in public outputs, their use will be subject to the permissions and consent obtained from the relevant rights holders.

VI. Data management responsibilities and resources

33. If you leave TU Delft (or are unavailable), who is going to be responsible for the data/code resulting from this project?

My supervisor Froukje Sleeswijk Visser, responsible supervisor, associate professor HCD, with email address: F.SleeswijkVisser@tudelft.nl.

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

The project will make use of existing TU Delft infrastructure. The anticipated volume of research data is relatively small and is expected to remain well below the storage limits provided by TU Delft. No additional costs for data storage, archiving, software, or long-term preservation are currently anticipated.

35. Which faculty do you belong to?

- Faculty of Industrial Design Engineering (IDE)