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| X | PP: Restricted to other programme participants (including the Commission) |
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**Deliverable Abstract**

This document is part of the ethics requirements of the REINFORCE project. As human participants are involved in the project as volunteers the project has elaborated a set of consent/assent forms and information sheets. These inform the volunteers in advance about all relevant aspects of their engagement in any project activities. Especially children, senior or 'vulnerable' individuals such as for instance visually impaired people need to be 'able' to consent to any engagement in the project. The document describes the importance of obtaining informed consent, establishes a procedure to generate consent forms specific for individual REINFORCE activities and provides first templates. The EU’s General Data Protection Regulation is referred to as regulatory framework for REINFORCE’s data collection. The document includes the following:

1. informed consent for adult participants
2. parental consent
3. informed assent for children and minors

The forms provided in this document are all in English. For the activities taking place in participating countries, the partners will translate the forms into their respective languages.

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TERMINOLOGY

| **Terminology/Acronym** | **Description** |
| --- | --- |
| CNRS | Centre National De La Recherche Scientifique |
| CSA | Coordination and Support Action |
| DoA | Description of Action |
| EA | Ellinogermanik i Agogi Scholi Panagea |
| EC | European Commission |
| EGO | European Gravitational Observatory |
| EU | European Union |
| GA | Grant Agreement to the project  |
| IASA | Institute of Accelerating Systems and Applications |
| KPI | Key Performance Indicator |
| LC | The Lisbon Council For Economic |
| OU | The Open University |
| REA | Research Executive Agency |
| REINFORCE | Research Infrastructure FOR Citizens in Europe |
| UOXF | University of Oxford |
| WP | Work Package |
| ZSI | Zentrum für Soziale Innovation |

1. Introduction

 In this deliverable, we first enlist the tasks where personal data collection will be required within REINFORCE. We then describe why such personal data collection is necessary and how this personal data will be collected, processed and stored. Although most of the IT tools that will be used for personal data collection during the project are yet to be developed, we are aiming to make all the IT tools GDPR compliant. This document shall be updated through further Annexes explaining GDPR compliance of these IT tools by the partners who will be operating them.

 REINFORCE reaches out to many organisations, individuals, and other projects, and will organise surveys, interviews, workshops and other meetings, and repository calls. Data collected for the purposes of administering the project activities will be held securely and according to legislation, and will not be shared externally. We will only collect personal data that is necessary to fulfil the information needs of the project (respecting the principle of data minimisation), and we will not collect “special categories of data” in terms of the GDPR. Although administrative personal data are outside the scope of the Data Management Plan (DMP), we describe here how they are managed:

 Any personal data will be protected, as stated in Article 39 of the Grant Agreement. REINFORCE has a Privacy Policy Statement, which addresses personal data (processing, data subject’s rights, opt-out, cookies used on the website and in social media, et cetera). In addition to the Privacy Policy Statement there are [Terms of Use](https://www.fairsfair.eu/terms-use) for services provided via the project website.

 The project leader EGO-VIRGO has appointed a Data Protection Officer. The contact details of the Data Protection Officer are made available to all data subjects involved in the research. Survey, interview and workshop participants will be provided with a clear statement on the purposes of the data collection, how the data will be used, and with whom it may be shared.

 In short, participants will be identified through the well established Zooniverse scheme and their e-mail, will be known only to the Data Processor. They will further have the opportunity to decide whether they want to provide any personal information such as e.g. gender, age, physics related expertise and any disabilities, all these for statistics purposes. Their email address will be visible only to the Data Processor and it will be used only for information on hangouts, face to face workshops, interviews or for news and updates on the project work.

 We developed a project-wide template for informed consent with respect to study research, survey or interviews. The template can only be used in combination with an information sheet (in language and terms intelligible to the participants). Detailed information on the informed consent procedures in regard to data processing will be kept on file and be archived. Also, templates of the informed consent forms and information sheets will be kept on file and be archived.

 It should be clarified here, that the volunteers do not need to complete the consent form and read the information sheet before participating in the standard Zooniverse project. They will only need to do this when being asked to participate in the more detailed REINFORCE study (i.e. surveys, workshops, interviews, hangouts). Furthermore, the email address of the participant to Zooniverse cannot be extracted from the Zooniverse DataBase unless the volunteer formally consents to it. In this case the email address is explicitly asked in the consent form.

 The REINFORCE project is committed to a high quality output and responsible research and innovation (RRI) as defined by the European Commission (Jacob et al., 2013)[[1]](#footnote-1). Ethical procedures are a core element of RRI. Thus, the final document will define a set of procedures that the consortium is committed to with regards to the consenting process of project participants.

 The main objective of the Ethics deliverable is to summarise the requirements for informed consent procedures in the REINFORCE project’s research and innovation activities and to establish a process, which helps to acquire *the consent of all individuals, adult or children, participating in REINFORCE face to face actions.* Informing participants and getting their or their parents’ consent is not only a legal obligation, but also the expression of an ethical principle, which the European Commission has started to promote more forcefully over the last years as a component of Responsible Research and Innovation (RRI).

 The European Commission defines ethics as key dimension of RRI as follows: “*European society is based on shared values. In order to adequately respond to societal challenges, research and innovation must respect fundamental rights and the highest ethical standards. Beyond the mandatory legal aspects, this aims to ensure increased societal relevance and acceptability of research and innovation outcomes. Ethics should not be perceived as a constraint to research and innovation, but rather as a way of ensuring high quality results*.” (p.4)

 Especially the last point of the Commission’s definition highlights the value we want to provide in this deliverable. Beyond simply providing the two documents promised in the title of this deliverable, i.e. an information sheet and a consent form, informed consent is a step in a process, in which researchers and participants enter a dialogue about the purpose of the research as well as their specific role.

 More details on ethics in REINFORCE will also be given in the Ethics Handbook and Data Management Plan (deliverable D1.2 due on the 8Th month of the project).

**`2. Target groups and workpackages**

According to the European Union’s definition of RRI ethics comprises three main aspects2:

* + Research integrity and good research practice.
	+ Research ethics for the protection of research objects (people, animals, and environment).
	+ Societal relevance and ethical acceptability of research and innovation outcomes.

 The first point mostly relates to the fact that scientific misconduct and questionable research practices shall be avoided. The second aspect is often taken up by institutional guidelines as well as national and international laws and policies. The aim of this deliverable is to define research ethics for research participants in REINFORCE. Thus, in this document we mostly related to this aspect of RRI.

 In order to define appropriate processes, tools and protocol, we need to think about the different target groups involved in our actions. This is outlined in the following table.

|  |  |
| --- | --- |
| Target Group  | Envisioned involved in REINFORCE activities |
| Adults | Participating in REINFORCE Activities (signal characterization, hangouts, workshops,.) |
| Adolescents below 16 | Participating, together with their parents/legal guardians in REINFORCE activities  |
| Fragile adults (senior, visually or otherwise impaired,….)  | Participating in REINFORCE activities  |
| High School teachers | Participating in REINFORCE activities |

*Table 1: REINFORCE Target groups possibly involved in REINFORCE actions*

 As we can see in Table 1, there is a considerable variety of participants that may be taking part in evaluation activities of the project. At this point, it becomes important to think about ‘obtaining consent from research participants’ at a project level. At the project level, we suggest a process that starts with comprehensive templates and proceeds through a fine-tuning process in order to obtain information sheets and consent forms.

 Figure 1 shows the REINFORCE work-packages and their interdependence. We plan to implicate citizens in all packages from WP2 to WP8, the rest of workpackages are either too technical, or could lead to violation of privacy.



Figure 1 Work-packages and their interdependence

**3. Personal data collection, storage and protection**

 There are three categories of tasks concerning personal data collection during the project. In this section, we describe the purpose for collection of personal data and general principles that will be followed for the processing and storage.

**Events.** A GDPR compliant event organization tool allowing project partners to manage complex internal and public conferences, workshops, training events and meetings will be setup by Trust-IT. All the project partners shall be using this tool to organize project related internal and public events during the project lifetime. This tool will be used to collect personal information of the registrants. This personal information shall contain first name, last name, organisation, function within the organization, email, telephone number, dietary preferences. This personal data stored are required exclusively for organisational purposes; no comparison with other data or disclosure to third parties occurs, not even in part. This personal information shall be deleted post events. This tool will be hosted at the EGO computing centre. A letter attesting GDPR compliance of this tool will be provided once the tool is completely functional. For the events concerning citizen science experiments, only email addresses shall be collected using Zooniverse, the citizen science experiment platform. As per the privacy policy of Zooinverse platform the email addresses of the participants will never be visible to other participants. These email addresses shall never be shared with third parties. More details on data collection and data storage of Zooniverse platform are available on <https://www.zooniverse.org/privacy>

**Website.** The project website is yet to be developed. It will collect basic personal information from project partners to grant them webpage editing rights. This personal information will contain first name, last name and email address. This personal data stored are required exclusively for authentication purposes; no comparison with other data or disclosure to third parties occurs, not even in part. These data are not stored together with other personal data. This website will be hosted at the EGO computing centre. A GDPR compliant privacy policy of this website will be provided once the website is fully operational and online.

IT services. For efficient internal communication and information sharing REINFORCE shall setup Chat Server, Project Server, Document Server for REINFORCE consortium members. Users’ personal data will be processed only to the extent necessary to provide services, content and functional IT services for the REINFORCE project. As a rule, personal data are only processed after the user gives their consent. An exception applies in those cases where it is impractical to obtain the user’s prior consent and the processing of such data is permitted by law. These services will be hosted on FAU servers. More details on the data collection and processing are provided in annex 1.

4. Consent Giving Process

 As outlined in the previous section, we have different target groups that are involved in different REINFORCE activities. Since these activities are taking place in different countries on a global scale, some general procedures need to be defined to make sure that consent is obtained from the different target groups in an appropriate manner. The following main principles apply:

* Partners engaged in the organisation of virtual (web) and participatory engagement activities (local events, workshops aiming at citizen education, empowerment and community awareness activities) will reflect on the level of engagement of participants in the action and define in the planning phase what contributions are expected from the participants.
* All partners have access to the informed consent templates and will adapt these according to the specific needs of the action, including the information sheet, the language, etc.
* Figure 2 below gives a general overview of how the consent process works and how the templates are adapted according to the action particularities. It also relates to the objectives of specific actions with the general evaluation and impact assessment data gathering process. A more detailed discussion of possible data collection instruments will be integrated in the deliverable D1.2.

 ***In any case, since the main tool that will be used for the virtual participation will be Zooniverse, all the rules for data collection will be within the GDPR compliant Zooniverse policy.***

 The tools at hand, as well as the size of the group and the shape of the activity will suggest some data collection methods as more effective than others. In a first step, the concrete information about the REINFORCE project will be merged with the REINFORCE specific templates for an ‘Information sheet’ and a ‘Consent form’. These forms are included in this deliverable in a later chapter. In a second step, these merged documents are then translated into the local languages where the action is taking place.

**Adaption of Forms**

**Information sheet Local language**

**Consent form Local language**

**Participation, co-design**

* **Web participation**
* **Hangouts**
* **Live sessions**
* **Co-design sessions**

**Template Information Sheet English**

 **Evaluation**

* **Survey**
* **Interviews**
* **Reflections**
* **Platform data**

**Template Consent Form English**

Figure 2. *The merging of REINFORCE and action specific information*

The applicant must check if a declaration on compliance and/or authorisation is required under national law for collecting and processing personal data as described in the proposal. If yes, the declaration on compliance and/ or authorisation must be kept on file.

If no declaration on compliance or authorisation is required under the applicable national law, a statement from the designated Data Protection Officer that all personal data collection and processing will be carried out according to EU and national legislation must be kept on file.

Detailed information on the procedures for data collection, storage, protection, retention, and destruction, and confirmation that they comply with national and EU legislation must be kept on file.

Detailed information on the informed consent procedures in regard to the collection, storage, and protection of personal data must be kept on file.

Templates of the informed consent forms and information sheets (in language and terms intelligible to the participants) must be kept on file.

The EU’s General Data Protection Regulation (GDPR) is a framework regulating the storage and handling of personal data. Main changes w.r.t previous scheme (Data Protection Directive) include4:

1. Research institutions must keep a thorough record of how and when an individual gives consent to store and use their personal data. ZSI will collect only anonymised data for statistics purposes.
2. Consent needs to be granted by active agreement. Consent giving needs to be backed up by a clear audit trail of consent, including information sheets and other materials of informing participants.
3. Participants also have the right to withdraw consent at any time, easily and swiftly. When somebody does withdraw consent, their details must be permanently erased, it would not be sufficient to simply delete them from the contact list and still keep their data. GDPR gives individuals the right to be forgotten.
4. Moreover, GDPR requires organizations to know exactly what personal data they hold and where it is located and have procedures in place to ensure its complete removal when a request to do so is made.
5. Monitoring protocols must be able to recognize and act on access breaches as soon as they happen, and participants must be informed about any unauthorized access within 72 hours.

Particularly, items 1 – 3 need to be taken care of by lead-researchers. Points 4 and 5 should rarely apply as most data should be stored in an anonymized format.

**5. Informed Concent/Assent templates**

We reviewed various project information sheets and adjusted their structure and content to the needs of the REINFORCE project. To avoid the impression of a primarily bureaucratic process we aimed to use a clear and accessible language without oversimplifying the form. The forms are provided in English here, but version in different languages will be produced by the partners.

The templates consist of two parts:

* *Part I:* Project and pilot information – which should be the same for all participants
* *Part II:* Consent form for adults or consent form to be presented to the parents (on behalf of the children); assent form in case of children



Informed Consent Form for adults

This informed consent form is for adults participating in the REINFORCE citizen’s science program:

[REINFORCE partner: Stavros Katsanevas

[REINFORCE partner: EGO

***This project has received funding from the European H2020 research and innovation programme under grant agreement No 872859***

**This Informed Consent Form has two parts:**

* **Information Sheet (to share information about the study with you)**
* **Certificate of Consent. You will be given a copy of the full Informed Consent Form**

**Information Sheet**

**Introduction.** I am S.Katsanevas, and I work at EGO\_ organization inPisa/Italy. I am working on Gravitational wave research, and aim to contribute to gravitational wave noise hunting which might help you and others to get access to state of the art science.

Purpose. Gravitational Wave (GW) noise hunting will develop a cutting-edge citizen-science programme by providing public access to GW antenna data, including environmental data, for an open-data project. The sensitivity of GW detectors is limited by several types of noise and requires recognition on how they affect GW data is crucial to understand their origin and eliminate them. The result of this activity of noise hunting and profiling is crucial to be more sensitive to GW Signals, including those that are not modelled by general relativity formula, such as those from the explosion of supernovae. Citizen scientists will contribute to this activity by looking at chunks of data and identify the presence of noise, and this outcome will serve as a basis to train machine learning algorithms that will automatically recognize and isolate noise in GW data. The same approach can also be used for seismic applications and/or earthquake. The team is already working in collaboration with the team of Gravity Spy, a highly successful citizen science project base on recognition of transient noise sources called glitches. The experience of the LIGO Gravity-SPY programme will be central here.

The University of Oxford has many Zooniverse resources and technologies than can be usefully deployed here. In the framework of the “Gravitational Wave noise hunting” demonstrator, the option is to develop multi-messenger techniques (that is: using many different ways of studying the sky: visual information, gravitational waves, high energy particles, photons and neutrinos) in citizen’s science.

The Zooniverse is a suite of citizen science projects operated by research groups in several institutions which support scientific research by involving members of the public - you - in the processes of analyzing and discussing data. Data from these projects is used to study online community design and theory, interface design, and other topics. This document describes what will happen to your contributions if you choose to contribute and what data we collect, how we use it and how we protect it.

Type of Intervention

1. Web participation
2. Virtual hangouts
3. Face to Face Workshops

Selection of Participants. There are no selection criteria.

Voluntary Participation. Your participation is completely voluntarily and you can stop your participation at any time.

Procedure

1. You will enter the web-site Zooniverse and you will have at your disposition all the relevant tools to classify events, helped with previous examples. This can be done either through visual signals or in a fully sonified environment, for the visually disables people but not only.
2. You will take part in hangouts with a mix of other citizen scientists to discuss possible amelioration of the tools, discussions with science experts. This design process will be guided by a moderator. The whole co-design process will be documented and reported at the REINFORCE website. Personal information about you will not be shared on the platform unless explicitly agreed in advance.
3. You will be able to take part in face to face workshops on gravitational science, where the use of your work will be further explained. This will be done in particular for senior people at periodical meetings.

**What you agree to if you contribute to the Zooniverse**. Projects involving the public are needed to enable researchers to cope with the otherwise unmanageable flood of data. The web provides a means of reaching a large audience willing to devote their free time to projects that can add to our knowledge of the world and the Universe. The major goal for this project is for the analyzed data to be available to the researchers for use, modification and redistribution in order to further scientific research. Therefore, if you contribute to the Zooniverse, you grant us and our collaborators permission to use your contributions however we like to further this goal, trusting us to do the right thing with your data. However, you give us this permission non-exclusively, meaning that you yourself still own your contribution. We ask you to grant us these broad permissions, because they allow us to change the legal details by which we keep the data available; this is important because the legal environment can change and we need to be able to respond without obtaining permission from every single contributor. Finally, you must not contribute data to the Zooniverse that you do not own. For example, do not copy information from published journal articles. If people do this, it can cause major legal headaches for us.

**What you may do with Zooniverse data**. You retain ownership of any contribution you make to the Zooniverse, and any recorded interaction with the dataset associated with the Zooniverse. You may use, distribute or modify your individual contribution in any way you like. However, you do not possess ownership of the dataset itself. This license does not apply to data about you, covered in the Privacy Policy.

**Legal details**. By submitting your contribution to the Zooniverse, you agree to grant us a perpetual, royalty-free, non-exclusive, sub-licensable license to: use, reproduce, modify, adapt, publish, translate, create derivative works from, distribute, and exercise all copyright and publicity rights with respect to your contribution worldwide and/or to incorporate your contribution in other works in any media now known or later developed for the full term of any rights that may exist in your contribution. If you do not want to grant to us the rights set out above, you cannot interact with the Zooniverse.

By interacting with the Zooniverse, you:

* Warrant that your contribution contains only data that you have the right to make available to us for all the purposes specified above, is not defamatory, and does not infringe any law; and
* Indemnify us against all legal fees, damages and other expenses that may be incurred by us as a result of your breach of the above warranty; and
* Waive any moral rights in your contribution for the purposes specified above.

This license does not apply to data about you, covered in the Privacy Policy.

**Privacy Policy.** In addition to the contributions you make towards the scientific goals of the Zooniverse, we collect additional data about you to support and improve the operation of the project. We also conduct experiments on the design of the website that we evaluate based on your reactions and behavior. This Privacy Policy describes what data we collect, how we use it and how we protect it.

We respect the privacy of every individual who participates in the Zooniverse. We operate in accordance with the General Data Protection Regulation and the Freedom of Information Act 2000, as well as with United Kingdom and United States regulations regarding protection of human subjects in research.

**Data we collect**. *Identifying information*: If you register with the Zooniverse, we ask you to create a username and supply your e-mail address. Your e-mail address is not visible to other users, but others will see your username in various contexts. Notably, your username is associated with any classifications or other contributions you make, including on comments submitted to Talk, the discussion forums hosted by the Zooniverse. You may optionally provide your real name to be included when we publically thank participants, e.g., in presentations, publications or discoveries.

*Usage information*: We also monitor how people use our website, and aggregate general statistics about users and traffic patterns as well as data about how users respond to various site features. This includes, among other things, recording:

* When you log in.
* Pages you request.
* Classifications you make.
* Other contributions, such as posts on Talk pages.

If you register and log in, the logs associate these activities with your username. Otherwise, they are solely associated with your IP address. In order to collect this data, we may use software such as Google Analytics that collects statistics from IP data. This software can determine what times of day people access our site, which country they access the websites from, how long they visit for, along with technical details of their computer (browser, screen type, processor).

**What we do with the information we gather**. Usage information is collected to help us improve our website, and for the following reasons:

* Internal record keeping.
* If you agree, we will periodically send email promoting new research-related projects or other information relating to our research. Information about these contacts is given below. We will not use your contact information for commercial purposes.
* We will use the information to customize the website.
* To conduct experiments regarding the use of site features.

**What is shared with third parties**. We will never release e-mail addresses to third parties without your express permission. We will also never share data we collect about your use of the site unless (a) it cannot be associated with you or your username, and (b) it is necessary to accomplish our research goals. Specifically, we can share your anonymized data with research study participants, other researchers, or in scholarly work describing our research. For example, we might use one of your classifications as an illustration in a paper, show some of your classifications to another user to see if they agree or disagree, or publish statistics about user interaction.

If you choose to give us a `Publishable Name' on registration, this is available to research teams in projects you have participated in for purposes of giving credit for your work in published papers and elsewhere.

Contributions you make to the Talk pages are widely available to others. Aside from the above, information is held within our secured database. Passwords are hashed rather than being stored in plain text.

**How we use cookies.** In some areas of our site, a cookie might be placed on your computer. A cookie is a small file that resides on your computer's hard drive that allows us to improve the quality of your visit to our websites by responding to you as an individual. We use cookies to identify which pages are being used and improve our website. We only use this information for statistical analysis purposes, they are not shared with other sites and are not used for advertisements. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. However, if you choose to decline cookies from the Zooniverse then functionality, including your ability to log-in and participate, will be impaired. Acceptance of cookies is implied if you continue to access our website without adjusting your browser settings.

**Where we store your data.** We use Amazon Web Services so we can quickly and reliably serve our website to an unpredictable number of people. This means that your data will be stored in multiple locations, including the United States of America (USA). Amazon is a participant in the Privacy Shield program developed by the USA Department of Commerce and the European Union (EU). Our mailing list server, which contains a copy of subscribed email addresses and no other personal data, is hosted on a virtual private server with Linode in the UK.

**Security measures.** Members of the research teams are made aware of our privacy policy and practices by reviewing this statement upon joining the team. We follow industry best practices to secure user data, and access to the database and logs are limited to members of the research group and system administrative staff.

**Removing your data**. Due to the way in which we archive data, it is generally not possible to completely remove your personal data from our systems. However, if you have specific concerns, please contact us and we will see what we can do.

**When we will contact you**. If you do not register, we will never contact you. If you do register, we will contact you by e-mail in the following circumstances:

* Occasionally, we will send e-mail messages to you highlighting a particular aspect of our research, announcing new features, explaining changes to the system, or inviting you to special events.
* We might also use your email to contact you for the purpose of research into our site's operation, and we might ask for additional information at that time. Any additional information will be held consistently with this policy, and participation in such studies is entirely optional and participating or otherwise will in no way affect your use of the site.
* We might contact you with a newsletter about the progress of the project.

You can 'opt out' of communications from any project or from the Zooniverse as a whole at any time by visiting the Zooniverse [unsubscribe](https://www.zooniverse.org/unsubscribe) page.

**Advice for Volunteers Under 16 Years Old and Their Parent/Guardian**. Please note that it is the parents’/guardians’ responsibility to explain the user agreement and privacy policy in simple terms to their child if signing up under 16s. There is no minimum age for signing up children as Zooniverse would like to encourage public engagement with research for all ages, though the platform may be more suitable for older children. Parents and guardians must supervise children if they are contributing to any message boards.

**Further information and requests**. The Data Controller is the Department of Physics, University of Oxford. For a copy of the information we hold on you please contact the project team at the address below:

Professor Chris Lintott
Oxford Astrophysics
Denys Wilkinson Building
Keble Road
Oxford, OX1 3RH
United Kingdom

**Benefits.** We expect a direct benefit for you in contributing to the better understanding of GW science.

Reimbursements. You will not be provided with any payment to take part in the project activities. Participation to face to face workshops will be fully covered for the largest contributors to the project.

Sharing of Research Findings. We will be sharing what we have learnt with the participants and with the community. We will do this by providing a written report. We might also publish the results in academic outlets in order that other interested people may learn from our research. Data will only be included in these publications in aggregated and anonymized form.

Right to refuse or withdraw. You may choose to opt out and stop your participation at any time.

Who to Contact. If you have any questions you may ask them now or later, even after the participation. If you wish to ask questions later, you may contact directly the aforementioned, at the beginning of this document, REINFORCE Parner.

This proposal has been reviewed and approved by the European Union’s research and innovation programme Horizon 2020, including an ethical screening to make sure that participants are protected from harm and their privacy is respected at all times.



Certificate of Consent

I have read the foregoing information, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction.

I hereby give consent for my data to be conveyed and documented for the purpose stated above. I confirm that I have been informed of the nature of REINFORCE and that my participation is voluntary. I am aware that I may withdraw my consent at any time.

I concent that the organisers use my email address to send me information on hangouts, workshops, meetings w.r.t. REINFORCE work : Y/N

I concent that my gender, age, physics related expertise and any disabilities, is used for statistics purposes, after being anonymised: Y/N

If the answer above is Yes, please specify:

1. Gender: M/F/O
2. Physics related expertise: Y/N
3. Physical disabilities and please specify which: e.g. vision impairment

**Print Name of Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Participant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Statement by the project team member/person taking consent**

I have accurately read out the information sheet to the participant, and to the best of my ability made sure that the person understands the process.

I confirm that the participant was given an opportunity to ask questions about the study, and all the questions asked by him/her have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

**Print Name of project team member/person taking the consent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of project team member/person taking the consent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Day/month/year**



Certificate of Consent

I have been asked to give consent for my daughter/son to participate in this research study which will involve her/him participating to a face to face workshop in the context of REINFORCE.

I have read the foregoing information, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. I consent voluntarily for my child to participate as a participant in this study.

**Print Name of Parent or Guardian**

**Print Name of the child**

**Signature of Parent of Guardian**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Day/month/year**

**Statement by the project team member/person taking consent**

I have accurately read out the information sheet to the parent of the potential participant, and to the best of my ability made sure that the person understands the process.

I confirm that the parent was given an opportunity to ask questions about the study, and all the questions asked by him/her have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

**A copy of this Informed Consent Form has been provided to the parent or guardian of the**

**participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name of project team member/person taking the consent**

**Signature of project team member/person taking the consent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Day/month/year**

1. REINFORCE internal IT services
* Name and address of the data controller : Gary Hemming,

EGO, Via Edoardo Amaldi 56021 S. Stefano a Macerata (Pisa), Italy

* Name and address of the Data Protection Officer: Antonella Bozzi,

EGO, Via Edoardo Amaldi 56021 S. Stefano a Macerata (Pisa), Italy

* Scope of processing of personal data

We only process our users’ personal data to the extent necessary to provide services, content and functional IT services for the REINFORCE project. As a rule, personal data are only processed after the user gives their consent. An exception applies in those cases where it is impractical to obtain the user’s prior consent and the processing of such data is permitted by law.

* Legal basis for the processing of personal data

Art. 6 (1) (a) of the EU General Data Protection Regulation (GDPR) forms the legal basis for us to obtain the consent of a data subject for their personal data to be processed. When processing personal data required for the performance of a contract in which the contractual party is the data subject, Art. 6 (1) (b) GDPR forms the legal basis. This also applies if data has to be processed in order to carry out pre-contractual activities. Art. 6 (1)

(c) GDPR forms the legal basis if personal data has to be processed in order to fulfil a legal obligation on the part of our organisation. Art. 6 (1) (d) GDPR forms the legal basis in the case that vital interests of the data subject or another natural person make the processing of personal data necessary. If data processing is necessary in order to protect the legitimate interests of our organisation or of a third party and if the interests, basic rights and fundamental freedoms of the data subject do not outweigh the interests mentioned above, Art. 6 (1) (f) GDPR forms the legal basis for such data processing.

* Deletion of data and storage period

The personal data of the data subject are deleted or blocked as soon as the reason for storing them ceases to exist. Storage beyond this time period may occur if provided for by European or national legislators in directives under Union legislation, laws or other regulations to which the data controller is subject. Such data are also blocked or deleted if a storage period prescribed by one of the above-named rules expires, unless further storage of the data is necessary for entering into or performing a contract.

* Provision of IT Services for the REINFORCE Project

Each time the IT services of REINFORCE (namely Chat Server, Project Server, Document Server) is accessed, our system automatically collects data and information from the user’s computer system.

In this context, the following data are collected:

* + Address (URL) of the website from which the file was requested
	+ Name of the retrieved file
	+ Date and time of the request
	+ Data volume transmitted
	+ Access status (file transferred, file not found, etc.)
	+ Description of the type of web browser and/or operating system used
	+ Anonymised IP address of the requesting computer

The data stored are required exclusively for technical or statistical purposes; no comparison with other data or disclosure to third parties occurs, not even in part. The data are stored in our system’s log files. This is not the case for the user’s IP addresses or other data that make it possible to assign the data to a specific user: before data are stored, each dataset is anonymised by changing the IP address. These data are not stored together with other personal data.

For granting access to the above named IT services, account have to be generated. In this context, the following data are collected:

* + Full name of the account holder
	+ Institutional e-mail address
	+ Personal login name
	+ Individual password (only hashed, not in clear text)
	+ Working group affiliation

These data are required exclusively for technical purposes; no comparison with other data or disclosure to third parties occurs, only after login the name and login of the account holder is visible to all partners with logins.

* Legal basis for data processing

The legal basis for the temporary storage of data and log files is Art. 6 (1) (f) GDPR, the legal basis for providing access to the IT services is Art. 6 (1) (b) GDPR.

* Purpose of data processing

The temporary storage of the IP address by the system is necessary in order to deliver the website to the user’s computer. For this purpose, the user’s IP address must remain stored for the duration of the session. The storage of such data in log files takes place in order to ensure the website’s functionality. These data also serve to help us optimise the website and ensure that our IT systems are secure. They are not evaluated for marketing purposes in this respect. The purposes stated above constitute our legitimate interests in processing data in accordance with Art. 6 (1) (f) GDPR. The storage of user details for the IT services is necessary to provide these service as part of the REINFORCE project, in accordance with Art. 6

(1) (b) GDPR.

* Storage period

Data are deleted as soon as they are no longer necessary for fulfilling the purpose for which they were collected. If data have been collected for the purpose of providing the website, they are deleted at the end of the respective session. If data are stored in log files, they are deleted at the latest after seven days. A longer storage period is possible. In this case, the users’ IP addresses are deleted or masked so that they can no longer be assigned to the client accessing the website. If the data are stored for access to the IT services, they are deleted after the account becomes inactive or the project ends.

* Options for filing an objection or requesting removal

The collection of data for the purpose of providing the website and the storage of such data in log files is essential to the website’s operation. As a consequence, the user has no possibility to object. For the access information, the user can request the deletion from Antonella Bozzi, Data Protection Officer.

1. Jacob, K et al. (2013). Options for strengthening responsible research and innovation: Report of the expert group on the state of the art in Europe on responsible research and innovation. *European Commission: Brussels*. [↑](#footnote-ref-1)