



Data Management Plan

Deliverable 1.3

WP1. Management and Coordination

SHIP2FAIR - Solar Heat for Industrial
Process towards Food and Agro Industries
commitment in Renewables

Grant agreement: 792276
From April 2018 to March 2022


Prepared by: CIRCE

Date: 30/09/2018

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 792276.

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	Author:	CIRCE	Version:	1
	Reference:	D1.3 SHIP2FAIR ID GA 792276	Date:	1/10/18


DELIVERABLE FACTSHEET

Deliverable no.: Deliverable 1.3 Data Management Plan
 Responsible Partner: CIRCE
 WP no. and title: 1. Management and Coordination
 Task no. and title: 1.1. Consortium Management
 Version: 1
 Version Date: 30/09/18

Dissemination level	
X	PU = Public
	PP = Restricted to other programme participants (including the EC)
	RE = Restricted to a group specified by the consortium (including the EC)
	CO = Confidential, only for members of the consortium (including the EC)

Approvals

	Company
Author/s	CIRCE
Task Leader	CIRCE
WP Leader	CIRCE

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ABBREVIATIONS

API: Application Programming Interface

CA: Consortium Agreement

DMP: Data Management Plan

DOI: Digital Object Identifier

FAIR: Findable, Accessible, Interoperable and Re-usable

GDPR: General Data Protection Regulation

ORDP: Open Research Data Pilot

PARTNERS SHORT NAMES

CIRCE: FUNDACIÓN CIRCE CENTRO DE INVESTIGACIÓN DE RECURSOS Y CONSUMOS ENERGÉTICOS

RINA-C: RINA Consulting S.p.A.

CEA: Commissariat à l'énergie atomique et aux énergies alternatives

ISMB: Istituto Superiore Mario Boella sulle tecnologie dell'informazione e delle telecomunicazioni

SOLID: S.O.L.I.D. Gesellschaft für Solarinstallation und Design mbh

TVP: TVP Solar

ISG: Industrial Solar GmbH

BE2020: Bioenergy 2020+ GmbH

M&R: Martini & Rossi S.p.A.

RODA: Bodegas Roda S.A.


RAR: RAR – Refinarias de Açúcar Reunidas S.A.

ABC: ABC Industrie SAS

EDF: Electricité de France

EUREC: EUREC EESV

SPANISH CO-OPS: Cooperativas Agro-alimentarias de España, U. de Coop.

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PUBLISHABLE SUMMARY

This first version of the SHIP2FAIR Data Management Plan (DMP) describes the procedures used in the project for the handling of data during and after the end of the project, discusses what kind of data will be collected, processed, and synthesized, which methodology and standards will be applied during data collection and handling, elaborates procedures for sharing and open access to the SHIP2FAIR data and for curation and preservation of the data. Furthermore, procedures in relation to the General Data Protection Regulation (GDPR) are defined and how SHIP2FAIR ensures the protection of the involved companies' data, information and privacy rights.

As part of Horizon 2020, the SHIP2FAIR project participates in a pilot action on open research data. The aim is to provide indications as to what kind of data the project will collect, how the data will be preserved and which sharing policies will be adopted towards making these data readily available to the research community. The project's efforts in the area of open research data are outlined giving particular attention to the following issues:

- The types of open and non-open data that will be generated or collected by the consortium, via experimental campaigns and research, during the project's lifespan;
- The technologies and infrastructures that will be used to securely preserve the data long-term;
- The standards used to encode the data;
- The data exploitation plans;
- The sharing/access policies applied to each data-set.

The plan can be considered as a checklist for the future and as a reference for the resource and budget allocations related to data management.

The content of this document builds upon the input of the project partners. A short questionnaire, outlining the DMP's objectives and stating the required information in a structured manner, has been edited by CIRCE and will be disseminated to the partners. The compiled answers will be integrated into a coherent plan.

The present DMP will evolve as the project progresses in accord with the project's efforts in this area. At any time, the DMP will reflect the current state of the consortium's agreements regarding data management, exploitation and protection of rights and results.

The considered storage facilities are outlined and tutorials are provided for their use.



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1. INTRODUCTION

The SHIP2FAIR Data Management Plan (DMP) gives an overview of the data and information collected throughout the project and shows the interaction and interrelation of the data collecting activities within and between the work packages. The DMP will also link these activities to the SHIP2FAIR partners and discuss their responsibilities with respect to all aspects of data handling.

Furthermore, the SHIP2FAIR DMP will lay out the procedure for data collection, consent procedure, storage, protection, retention and destruction of data, and confirmation that they comply with national and EU legislation. The DMP will ensure that the exchange of data of companies and industries is in full compliance with the participating companies and industries internal data protection strategies. This DMP aims at providing an effective framework to ensure comprehensive collecting and handling of the data used in the project. Thereby and wherever trade secrets of the participating companies and industries are not violated, SHIP2FAIR strives to comply with the open access policy of Horizon 2020.


The DMP is intended to be a living document which will be adjusted to the specific needs of SHIP2FAIR throughout the project's runtime and will be adapted whenever appropriate.

This is the first version of DMP to be revised during the course of the project within Task 1.1 Consortium Management, including new data, changes in consortium policies regarding innovation potential or decision to file a patent, and changes in the consortium composition and external factors.

This plan will establish the measures for promoting the findings during SHIP2FAIR's lifecycle and will set the procedures for the sharing of data of the project. Addressing FAIR principle for research data (Findable, Accessible, Interoperable and Re-usable) SHIP2FAIR DMP will consider:

- Data set reference and name
- Data set description
- Standards and metadata
- Data sharing and handling during and after the end of the project
- Archiving and preservation (including after the end of the project)

The following document made use of the HORIZON 2020 FAIR DATA MANAGEMENT PLAN TEMPLATE and was written with reference to the Guidelines to FAIR data management in Horizon 2020 [1] and the GDPR (Regulation (EU) 2016/679).

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2 SHIP2FAIR DATA SUMMARY

Being in line with the EU’s guidelines regarding the DMP, this document should address for each data set collected, processed and/or generated in the project the following characteristics: dataset description, reference and name, standards and metadata, data sharing, archiving and preservation. At this point in time, an estimation of the size of the data cannot be given. To this end, the consortium develops a number of strategies that will be followed in order to address the above elements.

This section, shall be provided a detailed description of these elements in order to ensure their understanding by the partners of the consortium. For each element, we also describe the strategy that will be used to address it.

2.1 Data set description, reference and name

In order to be able to distinguish and easily identify data sets, each data set will be assigned with a unique name. This name can also be used as the identifier of the data sets.

All data files produced, including emails, include the term “SHIP2FAIR”, followed by file name which briefly describes its content, followed by a version number (or the term “FINAL”), followed by the short name of the organisation which prepared the document (if relevant).


Each data set that will be collected, processed or generated within the project will be accompanied by a brief description.

2.2 Standards and metadata

This version of the SHIP2FAIR DMP does not include a compilation of all the metadata about the data being produced in SHIP2FAIR project, but there are already several domains considered in the project which follows different rules and recommendations. This is a very early stage identification of standards:

- Microsoft Office 2010 for text based documents (or any other compatible version) .doc, .docx, .xls, .xlsx, .ppt, .pptx. Also, especially where larger datasets need to be dealt with, .csv and .txt file formats will be used. All finished and approved documents will also be made available as .pdf documents.
- Illustrations and graphic design will make use of Microsoft Visio (Format: .vsd), Photoshop (Format: different types possible, mostly .png), and will be made available as .jpg, .psd, .tiff and .ai files.
- PFDs, PIDs and layouts will preferentially use inkscape.org, an open source software for vector graphics. (Format: .svg), and will be made available as .png, .jpg and .pdf files.
- MP3 or WAV for audio files.
- Quicktime Movie or Windows Media Video for video files.

These file formats have been chosen because they are accepted standards and in widespread use. Files will be converted to open file formats where possible for long-term storage.

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Metadata will be comprised of two formats – contextual information about the data in a text based document and ISO 19115 standard metadata in an xml file. These two formats for metadata are chosen to provide a full explanation of the data (text format) and to ensure compatibility with international standards (xml format).

2.3 Data sharing, access and preservation

The digital data created by the project will be diversely curated depending on the sharing policies attached to it. For both open and non-open data, the aim is to preserve the data and make it readily available to the interested parties for the whole duration of the project and beyond. A public Application Programming Interface (API) will be provided to registered users allowing them the access to the platform. The database compliance aims to ensure the correct implementation of the security policy on the databases verifying vulnerability and incorrect data. The target is to identify excessive rights granted to users, too simple passwords (or even the lack of password) and finally to perform an analysis of the entire database. At this point, we can assure that at least the following measures will be considered for assuring a proper management of data:

- Dataset minimisation. The minimum amount of data needed will be stored so as to prevent potential risks.
- Access control list for user and data authentication. Depending on the dissemination level of the information an Access Control List will be implemented reflecting there for each user the data sets that can be accessed.
- Monitoring and Log of activity. The activity of each user in the project platform, including the data sets accessed, is registered in order to track and detect harmful behaviour of users with access to the platform.
- Implementation of an alert system that informs in real time of the violation of procedures or about hacking attempts.
- Liability. Identification of a person who is responsible for keeping safe the information stored,
- When possible, the information will be also made available in the initiative that the EC has launched for open data sharing from research, which is ZENODO.ORG [2].


The mechanisms explained in this document aim at reducing to the maximum the risks related to data storage.

2.3.1 Non-Open research data

The non-open research data will be archived and stored long-term in the EMDESK portal administered by CIRCE. The CIRCE platform is currently being employed to coordinate the project's activities and to store all the digital material connected to SHIP2FAIR. If certain datasets cannot be shared (or need restrictions), legal and contractual reasons will be explained.

2.3.2 Open research data

The open research data will be archived on the Zenodo platform (<http://zenodo.org>). Zenodo is a EU-backed portal based on the well-established GIT version control system (<https://git-scm.com>) [3] and the Digital Object Identifier (DOI) system (<http://www.doi.org>) [4]. The portal's aims are inspired by the same principles that the EU sets for the pilot; Zenodo represents thus a very suitable and natural choice in this context. The repository services offered by Zenodo are free of charge and enable peers to share and preserve research

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data and other research outputs in any size and format: datasets, images, presentations, publications and software. The digital data and the associated meta-data is preserved through well-established practices such as mirroring and periodic backups. Each uploaded data-set is assigned a unique DOI rendering each submission uniquely identifiable and thus traceable and referenceable.


3. ALLOCATION OF RESOURCES

Data management in SHIP2FAIR will be done as part of the WP1 and CIRCE, as project coordinator, will be responsible for data management in SHIP2FAIR project. CIRCE has allocated a part of the overall WP1 budget and person months to these activities. For the time being, the project coordinator is responsible for FAIR data management. Costs related to open access to research data are eligible as part of the Horizon 2020 grant (if compliant with the Grant Agreement conditions). Resources for long term preservation, associated costs and potential value, as well as how data will be kept beyond the project and how long, will be discussed by the whole consortium during General Assembly (GA) meetings.

4. DATA SECURITY

For the duration of the project, datasets will be stored on the responsible partner's storage system. Every partner is responsible to ensure that the data are stored safely and securely and in full compliance with European Union data protection laws. After the completion of the project, all the responsibilities concerning data recovery and secure storage will go to the repository storing the dataset.

All data files will be transferred via secure connections and in encrypted and password-protected form (for example with the open source 7-zip tool providing full AES-256 encryption: <http://www.7-zip.org/> or the encryption options implemented in MS Windows or MS Excel). Passwords will not be exchanged via e-mail but in personal communication between the partners.

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5 ETHICAL ASPECTS

This section deals with ethical and legal compliance issues, like the consent for data preservation and sharing, protection of the identity of individuals and companies and how sensitive data will be handled to ensure it is stored and transferred securely. Data protection and good research ethics are major topics for the consortium of this project. Good research ethics meet all actions to take great care and prevent any situation where sensitive information could get misused. This is what the consortium wants to guarantee for this project. Research data which contains personal data will just be disseminated for the purpose for which it was specified by the consortium. Furthermore, all processes of data generation and data sharing have to be documented and approved by the consortium to guarantee highest standards of data protection.

SHIP2FAIR partners have to comply with the ethical principles as set out in Article 34 of the Grant Agreement, which states that all activities must be carried out in compliance with:

- ethical principles (including the highest standards of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct) and
- applicable international, EU and national law (in particular, EU Directive 95/46/EC).

5.1 Informed Consent

An Informed Consent Form will be handed out to any individual participating in SHIP2FAIR interviews, workshops or other activities which may lead to the collection of data which will subsequently be used in the project. An example of the Informed Consent Form is shown in the Annex of this document.

5.2 Confidentiality


SHIP2FAIR partners must retain any data, documents or other material as confidential during the implementation for the project. Further details on confidentiality can be found in Article 36 of the Grant Agreement along with the obligation to protect results in Article 27.

5.3 Involvement of non-EU countries

SHIP2FAIR non-EU partner (TVP) has confirmed that the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out. Activities carried out outside the EU will be executed in compliance with the legal obligations in the country where they are carried out, with an extra condition that the activities must also be allowed in at least one EU Member State.

In SHIP2FAIR data will be transferred between the named non-EU country (Switzerland) and countries in the European Union to allow for joined analyses and storage of all data in the common database. All data transferred between project partners (within or outside the EU) will be restricted to pseudonymized or anonymized data and transfer will only be made in encrypted form via secured channels.

5.4 Management of ethical issues

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Personal data which will be collected within this project, will only be stored, analysed and used anonymously. The individuals will be informed comprehensively about the intent use of the information collected from them and have to agree to the data collection for this scientific purpose with their active approval in form of a written consent.

The identity of any individual interviewed or other wisely engaged in the project (e.g. by email correspondence) will be protected by this anonymization of the data. The anonymization process guarantees that no particular individual can be identified anymore. Statistics and tables of quantitative research will be published in a manner such that it will not be possible to identify any person.


The legal experts of this project will guarantee that this process, including the information for the individuals about data protection issues, fully complies with national and EU laws.

Data collection, storage, protection, retention and destruction will be carried out through the intranet system of the project: EMDESK. Interviewees/beneficiaries/recipients will be informed about data security, anonymity and use of data as well as asked for accordance. Participation happens on a voluntary basis.

6 TIMETABLE FOR UPDATES

After each Steering Committee meeting, an updating of the document will be performed, if required. This is the current Steering Committee calendar:

		Project Month Number																																																		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48			
		2018						2019						2020						2021						2022																										
		apr	may	jun	jul	aug	sept	oct	nov	dic	ene	feb	mar	apr	may	jun	jul	aug	sept	oct	nov	dic	ene	feb	mar	apr	may	jun	jul	aug	sept	oct	nov	dic	ene	feb	mar	apr	may	jun	jul	aug	sept	oct	nov	dic	ene	feb	mar			
General Assembly	X											X													X																										X	
Steering Committee	X						X					X								X					X																											X
MEETING	Month	Dates		City	Country	Host Partner																																														
Kick-off	month 1	17-18 April 2018		Brussels	Belgium	CIRCE																																														
II SC	month 6	October 2018		Saint-Paul-lez-Durance	France	CEA																																														
II GA, III SC	month 12	March 2019		Graz	Austria	BE2020																																														
IV SC	month 18	Telco/tech visit		Haro	Spain	RODA																																														
III GA, V SC (RwM)	month 21	December 2019		TBD	Italy	M&R																																														
VI SC	month 30	Telco/tech visit		Oporto	Portugal	RAR																																														
IV GA, VII SC (RwM)	month 33	December 2020		TBD	France	ABC																																														
VIII SC	month 42	September 2021		Genoa	Italy	RINA-C																																														
Last GA and SC Final meeting	month 48	March 2022		Brussels	Belgium	CIRCE																																														


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7. LIST OF DATA SETS

This section will list the data-sets produced within the SHIP2FAIR project. For each partner involved in the collection or generation of research data a short technical description is given stating the context in which the data has been created.

8 REFERENCES

- [1] European Commission, Participant Portal H2020 Online Manual. https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/data-management_en.htm
- [2] Zenodo platform. <https://zenodo.org>
- [3] GIT version control system. <https://git-scm.com>
- [4] Digital Object Identifier (DOI) system. <http://www.doi.org>

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9 ANNEX I: Tutorial on Zenodo – Open digital repository

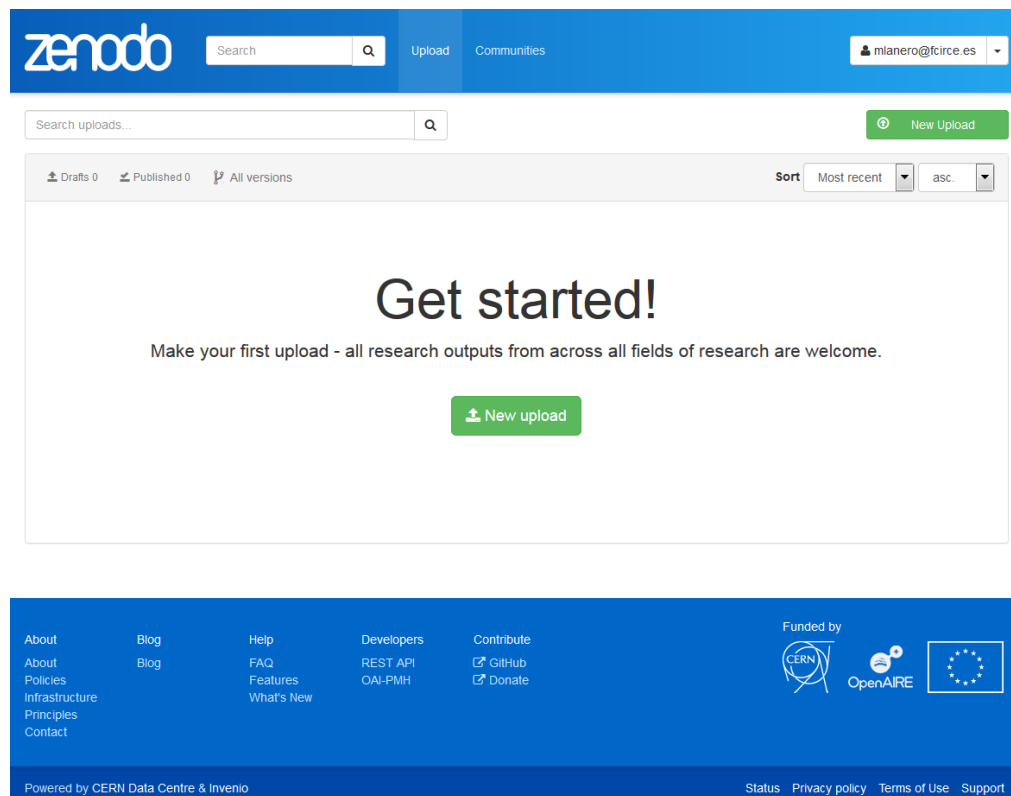
9.1 Brief introduction

The portal enables researchers, scientists and institutions to share research data and results in a wide variety of formats including text, spreadsheets, audio, video. To each submitted data-set is attached a unique DOIs that enables referencing the data in research and institutional contexts.


9.2 Submitting research data

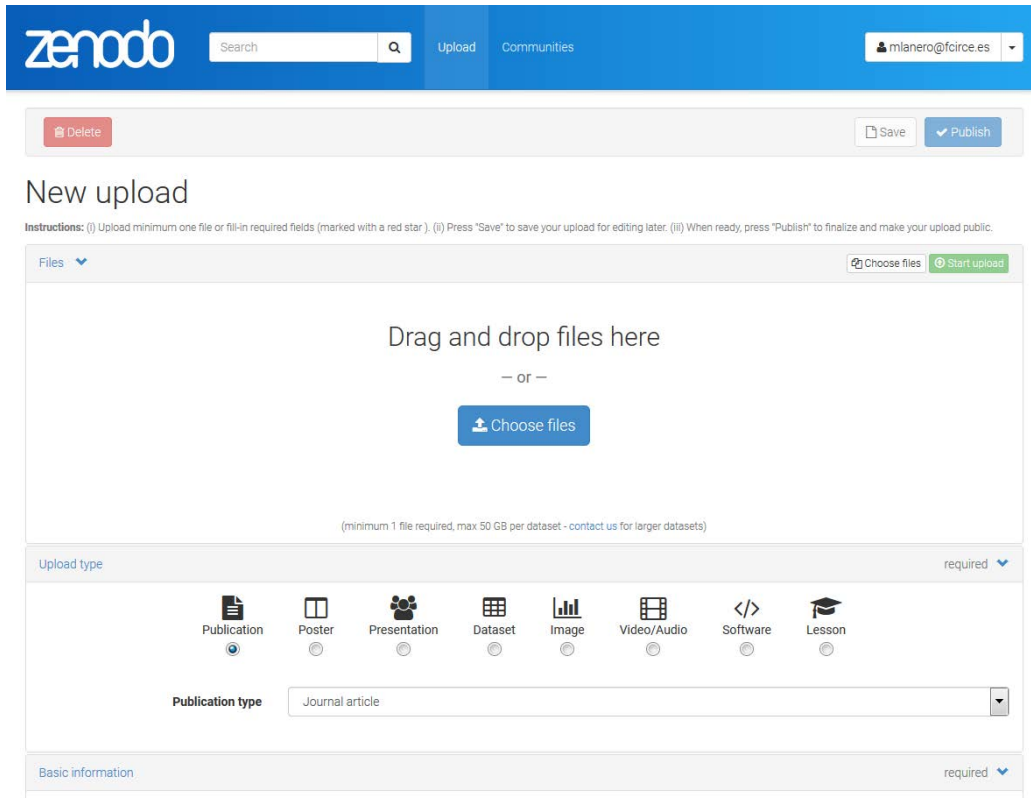
The submission of research data to Zenodo can be done through the following steps:

1. The upload procedure starts by prompting the user to select the files that will be part of the data-set and need to be uploaded:



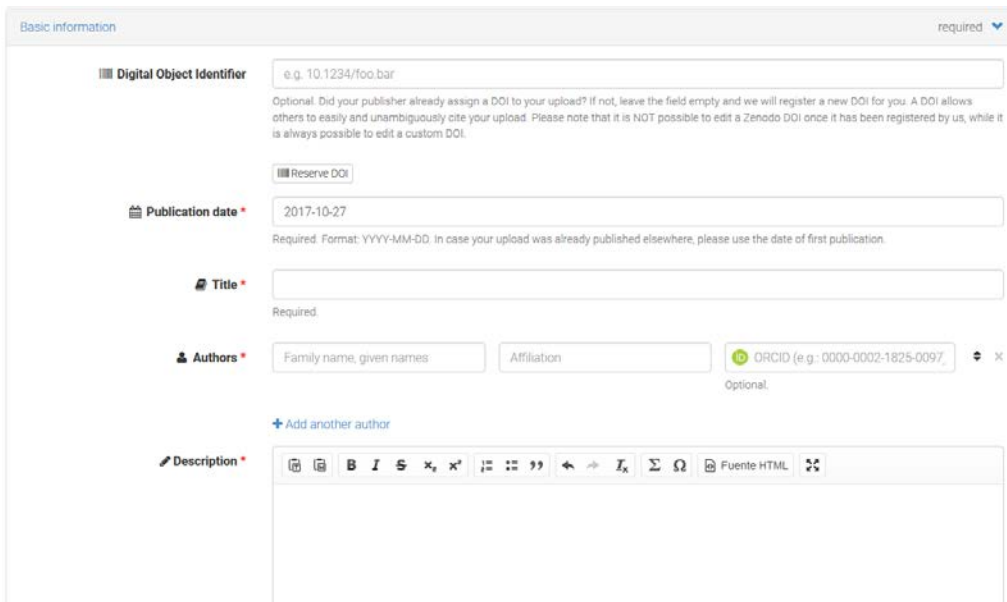
2. Successively the data must be classified according to given categories such as: dataset (i.e., tables of numerical data), image and others:

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The image shows the Zenodo 'New upload' page. At the top, there is a blue header with the Zenodo logo, a search bar, and navigation links for 'Upload' and 'Communities'. A user profile 'mlanero@fciroce.es' is visible in the top right. Below the header, there are buttons for 'Delete', 'Save', and 'Publish'. The main content area is titled 'New upload' and includes instructions: '(i) Upload minimum one file or fill-in required fields (marked with a red star). (ii) Press "Save" to save your upload for editing later. (iii) When ready, press "Publish" to finalize and make your upload public.' The interface is divided into sections: 'Files' (with 'Choose files' and 'Start upload' buttons), 'Upload type' (with icons for Publication, Poster, Presentation, Dataset, Image, Video/Audio, Software, Lesson and a dropdown menu set to 'Journal article'), and 'Basic information' (which is expanded to show fields for DOI, Publication date, Title, Authors, and Description).

3. Finally, the portal prompts for additional meta-data such as authorship of data and sharing policies. The structure of the data-set must be specified here as well:



The image shows the 'Basic information' form in the Zenodo upload process. It includes the following fields and options:

- Digital Object Identifier:** A text input field with the placeholder 'e.g. 10.1234/foo.bar'. Below it, a note states: 'Optional. Did your publisher already assign a DOI to your upload? If not, leave the field empty and we will register a new DOI for you. A DOI allows others to easily and unambiguously cite your upload. Please note that it is NOT possible to edit a Zenodo DOI once it has been registered by us, while it is always possible to edit a custom DOI.' There is a 'Reserve DOI' button.
- Publication date:** A text input field containing '2017-10-27'. A note below reads: 'Required. Format: YYYY-MM-DD. In case your upload was already published elsewhere, please use the date of first publication.'
- Title:** A text input field with a 'Required' label below it.
- Authors:** Two text input fields labeled 'Family name, given names' and 'Affiliation'. To the right, there is an 'ORCID (e.g.: 0000-0002-1825-0097)' field with a dropdown arrow and an 'x' icon. A note below says 'Optional.' There is a '+ Add another author' link.
- Description:** A rich text editor with a toolbar containing icons for bold, italic, strikethrough, link, unlink, list, quote, undo, redo, text color, background color, and source code. A 'Fuente HTML' button is also present.

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Required.

Language

Optional. Primary language of the record. Start by typing the language's common name in English, or its ISO 639 code (two or three-letter code). See [ISO 639 language codes list](#) for more information.

Keywords

[+ Add another keyword](#)

Additional notes

Optional.

License required ▾

Access right *

- Open Access
- Embargoed Access
- Restricted Access
- Closed Access

Required. Open access uploads have considerably higher visibility on Zenodo.

License *

Required. Selected license applies to all of your files displayed on the top of the form. If you want to upload some of your files under different licenses, please do so in separate uploads. If you cannot find the license you're looking for, include a relevant LICENSE file in your record and choose one of the 'Other' licenses available ('Other (Open)', 'Other (Attribution)', etc.). The supported open licenses in the list are harvested from [opendefinition.org](#). If you think that an open license is missing from the list, please contact us.

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Any user can create a community collection on Zenodo ([browse communities](#)). Specify communities which you wish your upload to appear in. The owner of the community will be notified, and can either accept or reject your request.

Communities

[+ Add another community](#)


Funding recommended ▾

Zenodo is integrated into reporting lines for research funded by the European Commission via [OpenAIRE](#). Specify grants which have funded your research, and we will let your funding agency know!

Grants

Optional. OpenAIRE-supported projects only. For other funding acknowledgements, please use the *Additional Notes* field.
Note: a human Zenodo curator will need to validate your upload - you may experience a delay before it is available in OpenAIRE.

[+ Add another grant](#)

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10 ANNEX II: INFORMATION CONSENT EXAMPLE



Information consent form

According to Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter “**General Data Protection Regulation**”), Fundación Centro de Investigación de Consumos y Recursos Energéticos, provided with Spanish Tax Number (“C.I.F.”) G-50556091 and with corporate address at “*Edificio CIRCE*”, *Campus Río Ebro, C/ Mariano Esquillor Gómez, nº15, 50018 Zaragoza, Spain* and telephone number 976 761863 (“**CIRCE**” and/or the “**Foundation**”), in their condition of Data Controller, inform you that the personal data that you provide us with, will be proceed under the fulfilment of the contractual relation formalized with the Data Controller and will be used with the exclusive aim of contacting you, in order to start contractual relationships or pre- contractual relationships for the joint participation in a call for innovation and investigation projects.


Your personal data will be kept until the end of the relationship with CIRCE and for the limitation periods of the responsibilities that may result enforceable.

Additionally, if you expressly authorise it, by clicking on the box below, your data may be used under your consent, with the aim of sending you bulletins and informative news, and other commercial and promotional communications, in order to keep you informed about events, workshops, activities and services run by the Foundation.

I wish to receive from CIRCE commercial and promotional communications.

We inform you about your right to revoke said consent in any time, through the link that will be included in each commercial communication sent or through the following e-mail address: protecciondatos@fcirce.es

Given the monitoring and control obligations to which CIRCE and the rest of Partners are subject to, in the frame of SHIP2FAIR project, CIRCE will be obliged to graphically document the works carried out and the meetings held on the occasion of said projects, with the aim of implement

	Document:	D1.3. Data Management Plan		
	Author:	CIRCE	Version:	1
	Reference:	D1.3 SHIP2FAIR ID GA 792276	Date:	1/10/18

promotion and dissemination actions required by the entities and control bodies. To that effect, we hereby inform you that the work meetings, formative and/or dissemination of Project activities in which your workers and collaborators may participate, may be filmed and photographed. CIRCE may be entitled to publish these videos and images in its Web Site and social networks, as well as to send them to the Media. We shall use the personal image of the attendees, only if they provide us with their express permission for such purpose.

- I hereby authorize the use of my personal image in order to contribute the promotion and dissemination of the undertaken projects.

You have the right to exercise your rights of access, rectification, erasure, limitation, portability and not to be object of automated decisions before the Data Protection Officer, through the following e-mail address: protecciondedatos@fcirce.es, as well as to lodge a complaint with the Spanish Data Protection Agency.

Finally, we remind you that any person that, on the occasion with his/her relationship with CIRCE has access to personal data which are responsibility of the Foundation, will become obliged to professional secrecy and confidentiality obligation, and shall undertake not to communicate, disseminate, publish nor disclose them. This secrecy and confidentiality obligation shall subsist even after the termination of your relationship with the Foundation.

Date

Signature

[Name and Surname]

The purpose of the research is related to the objectives of the project “SHIP2FAIR – Solar Heat for Industrial Process towards Food and Agro Industries Commitment in Renewables”.

This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 792276.

Personal data will be treated in accordance to the EU General Data Protection Regulation. Data exchange between the project partners will be performed via project intranet or encrypted document. Data will be stored in the project intranet during the project lifetime. The information will be used only for the project purposes.



With the signature I confirm that my participation is voluntary.