"Gliders for Research, Ocean Observations and Management: Infrastructure and Innovation"

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 951842

DELIVERABLE D7.1

"POPD – Requirement No. 1"

ABSTRACT

The objective of this deliverable is to address the requirements from the European Commisison in terms of ethics and protection of personal data (POPD) as requested in the GROOM II Ethics Summary Report.

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AUTHORS, REVIEWERS				
AUTHOR(S):	Mathieu Reboul			
AFFILIATION(S):	ARMINES			
FURTHER AUTHORS:				
PEER REVIEWERS:	Laurent Mortier (ARMINES), Kamil Szafranski (ARMINES)			
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v0	18/03/2021	1st draft version	Mathieu Reboul / ARMINES
vfinal	07/07/2021	Final version ready to be submitted	Mathieu Reboul / ARMINES

VERSION NUMBERING	
v0.x	draft before peer-review approval
v1.x	After the first review
v2.x	After the second review
Vfinal	Deliverable ready to be submitted!

STATUS / DISSEMINATION LEVEL			
STATUS		DISSEMINATION LEVEL	
S0	Approved/Released/Ready to be submitted	**PU**	Public
S1	Reviewed	**CO**	Confidential, restricted under conditions set out in the Grant Agreement
S2	Pending for review		
S3	Draft for comments	**CI**	Classified, information as referred to in Commission Decision 2001/844/EC.
S4	Under preparation		

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CONTENT

1 GROOM II project activities requiring the collection of personal data

As listed in the GROOM II Grant Agreement, some activities of the project may require the collection of personal data from people outside of GROOM II. Those activities can be categorized in three main types: training courses, interviews and workshops/seminar.

The activities involving the collection of personal data are listed here below:

- ***Training courses:***
  - task 2.3 - Enhancing skills and building capacities / lead partner: PLOCAN
- ***Interviews:***
  - task 2.4 - Engagement of other countries/stakeholders / Lead partner: FMI
- ***Workshops / seminars:***
  - task 1.1 – Scientific and Technical Coordination (GROOM II Advisory Board composed of external experts) / Lead partner: ARMINES
  - task 2.3 - Enhancing skills and building capacities / Lead partner: PLOCAN
  - task 3.5 - Legal Work / Lead partner: CNRS
  - task 5.4 - Support to innovation: how the GERI can help stakeholders to develop new products/applications / Lead partner: PMM-TVT
  - task 6.4 - Automated mission planning, fleet coordination and optimisation services / Lead partner: UPORTO

2 Types of personal data that will be collected or processed

Personal data that will collected or processed are as considered as non-sensitive personal data and will be limited to professional details:

- names,
- professional addresses,
- positions,
- professional email addresses
- and professional phone numbers.

3 Collection and processing of personal data

Project partners responsible for these activities and that will collect non-sensitive personal data will comply with the GDPR obligations and more specifically to the requirements of the European Commission listed in the Ethics Summary Report.

The personal data that will be collected or processed will be kept on file by the responsible partners.

4 Data Protection Officers

Partners that are responsible of these activities have confirmed they have appointed a Data Protection Officer (DPO).

Please find below the DPO contact details of these partners:

Activity	Lead Partner	DPO Contact detail
Task 1.1 - Scientific and Technical Coordination	ARMINES	Name: Anne-Laure Gaudillat Email: anne-laure.gaudillat@mines-paristech.fr
Task 2.3 - Enhancing skills and building capacities	PLOCAN	Name: Victor M. Orgaz Felipe Email: dpd@plocan.eu
Task 2.4 - Engagement of other countries/stakeholders	FMI	Name: Jaana Palmunoksa Email: jaana.palmunoksa@fmi.fi
Task 3.5 - Legal Work	CNRS	Email : dpd.demandes@cnrs.fr
Task 5.4 - Support to innovation: how the GERI can help stakeholders to develop new products/applications	PMM-TVT	Email : dpo@tvt.fr
Task 6.4 - Automated mission planning, fleet coordination and optimisation services	UPORTO	Name: Susana Rodrigues Pereira, Email: dpo@reit.up.pt

The contact of the concerned organisations DPO will be made available to all the persons participating in training courses, interviews, seminars and or workshop required for an effective dissemination.

5 Transfer from/to the EU from/to a non-EU country or international organisation

Some of the personal data collected or processed could be transferred from the EU to a non-EU country or international organisation or inverse.

Participants to trainings, meetings and seminars/workshops may come from outside of EU and then the list of participants may be sent to all participants.

In case personal data are transferred from the EU to a non-EU country or international organisation, confirmation that such transfers are in accordance with Chapter V of the General Data Protection Regulation 2016/679, will be submitted as a deliverable. In case personal data are transferred from a non-EU country to the EU (or another third state), confirmation that such transfers comply with the laws of the country in which the data was collected will be submitted as a deliverable too.

6 Inform consent procedure

Informed consent will be collected from participants external to GROOM II. Informed Consent Forms will be used and Information Sheet produced.

Partners responsible of activities involving external participants (and may collect personal data) are free to use their own documented procedure of collection of consents.

Participation of externals will be entirely voluntary and any GROOM II partner must obtain and clearly document participants' informed consent in advance.

A template document has been created covering free consent collection for participation and for personal data processing, when applicable.

The document consists in:

- a check-list of the various point that an information sheet must cover when provided to the external participant, to help the partner to adapt its own information sheet;
- a template of a GROOM II information sheet;
- a template of consent form, with the various points a external participant must agree with when consenting to participate to the project.

Consent to personal data processing aims at being as specific and 'granular' as possible, so that the external participant can give separate consent for separate processing.

6.1 Check list to be used for Informed Consent Form and Information Sheet

When collecting information, it is necessary to obtain and clearly document participants' informed consent in advance.

To meet the European Commission requirement, the Informed Consent Form must be accompanied by an Information Sheet that must inform the participant about what is expected from him/her and enable any human participant to answer the following questions:

- What is the purpose of the study?
- Who is organizing it?
- Who is funding the research?
- Why have I been chosen?
- Do I have to take part?
- What will happen if I do not take part?
- What are the possible benefits for me?
- What are the possible risks for me?
- What if I change my mind?
- Will any of my personal data be used?
- Where does my personal data be stored?
- Who will have access to the results?
- What will happen at the end of the study?
- What about the use of the results in the future?
- What should I do if I have any complains?

If any external participant's personal data is used, the participant must get additional information that enabled to answer all the following questions:

- Which personal data will be used?
- What for they will be used?
- Who will use them?
- How long will they be kept?
- Where does my personal data be stored?
- What happen to my personal data in the future?
- Can I give a separate consent to different purpose and type of use?
- What if I change my mind?
- Who can I contact to access, correct or delete my data?
- What should I do if I have any complains?

6.2 Template of Information Sheet

NOTE TO THE GROOM II BENEFICIARIES

This is an information sheet describing the activity and what is expected from the invited participant. The information sheet should be the same for all participants in the same activity.

You are in charge of the activity requiring the participation of the invited participant: you must fill in and adapt the template below to the outline and requirements of your activity.

This template is written in English but must be translated into the mother tongue of the participants, or any language useful for the activity.

The participant informs himself/herself by reading the "Information Sheet" and will agree by signing the "Informed Consent Form".

1. Fill in and adapt the template below:

- black text is the standard consent form text
- *italic red text* indicates where you must detail
- *italic blue text* indicates where another action is expected from you

2. Translate it if English is not the mother tongue of the participant

3. Handover it to the participant with the Informed Consent Form.

TEMPLATE

GROOM II INFORMATION SHEET ABOUT YOUR PARTICIPATION TO [Identify your GROOM II activity: *INTERVIEWS, WORKSHOPS, TRAININGS, etc.*]

You will be given a copy of this Information Sheet.

Description of GROOM II:

GROOM II is a collaborative project funded by the European Union's Horizon 2020 research and innovation programme under grant agreement No 951842, having started on October 1st, 2020 for a duration of 36 months and gathering 14 partners.

GROOM II Abstract:

Underwater and surface drones, in particular gliders, have become essential vehicles to carry scientific payloads for most environmental observations from the surface down to 6000m and for activities supporting the blue economy.

Their major advantages are being mobile, steerable, persistent and usable in large numbers and at relatively low costs. However, the distributed infrastructure required to exploit these assets must be able to meet different demands from research and monitoring of the marine environment, to public service missions and industry needs, requiring customised payloads and operations. The rapid evolution of such technologies (robotics, artificial intelligence, sensors, big data) requires that the R&D resources offered by this distributed infrastructure continuously adapt to users' demands.

The complex hardware and information technology characteristics of such a distributed European infrastructure, optimizing access to resources and R & D for gliders, were analysed during the GROOM-FP7 design study from the perspective of research and the Global and (future) European Ocean Observing System (GOOS & EOOS) needs.

Since then, several "gliderports" have developed which has fostered a corresponding European industrial innovative sector.

GROOM II, building on its predecessor, will deliver the decision basis for an advanced MRI that promotes scientific excellence, fosters innovation, support the blue economy, builds industrial and public partnerships, and works towards helping achieve the common research and innovation mission for future Europe. The project will define the overall organization of an infrastructure dedicated to ocean research and innovation, and maritime services supporting Blue Growth. This infrastructure will be a positive step against today's fragmented European landscape, aiding connections and synergies for the completion of GOOS and EOOS.

Description of your participation to GROOM II:

Please describe:

- *The reasons why a participant is proposed to participate to the project;*
- *What is expected from the participant: activity, duration, location…?*
- *Any benefits, risks or discomfort that might arise(and mitigation actions)*

Your Participation - benefit and motives: *to complete and adapt if necessary*

Your participation in the GROOM II activities is on a voluntary basis. Your agreement or consent can be withdrawn at any time without justification. No financial inducement is provided to the volunteer participants.

Your Personal data:

- Your identity data (name, surname) will be collected to get your consent and kept for the duration of GROOM II project and for a duration of 10 years in case of European Commission audit, and any other internal management need of GROOM II.
- *Optional [delete if non applicable]* Other personal data will be collected, which are*: [list all other personal data, including photo, video, recorded interview, etc [please specify].*
- We will keep your personal data safe and secure by using the following measures:
- *[Please list the appropriate security measures]*
- Only the personal data that is absolutely necessary for conducting the relevant actions described below will be collected and processed.
- Your personal data will be used only for the GROOM II project' needs.
- *Optional [delete if non applicable.]* They can also be used for another research project. (*Kindly contact your Personal Data Protection Officer, if any, in such case)* [*Specify what the data will be used for, and how long they will be stored]*

Withdrawal from the study:

Participation in GROOM II:

- You can withdraw your consent to participate to the GROOM project any time.
- You do not have to participate in the study if you do not want to. If you choose to participate, you can nonetheless choose to withdraw or leave the project at any time without consequences for you and without being required to provide any explanations.
- You are free at any time and until the end of the project to refuse to participate, without any adverse consequences for you and without the need to justify your decision.
- You can withdraw your consent by writing to: *[complete details of contact person]*

Your rights related to your personal data:

- You have the right to have access to your personal data. You have also the right to request that your personal data be corrected, updated or deleted. You have the right to have the processing restricted in specific case. The contact person for such matter is: *[complete details of contact person]*
- You have the right to file a complaint to the national Data Protection Authority: *[complete contact details of national Data Protection Authority]*. *Delete if your country has no national Data Protection Authority*

6.3 Template of Consent Form

NOTE TO THE GROOM II BENEFICIARIES:

This is the form to use for obtaining the consent of the invited participant and for documenting the existence of the consent.

You are in charge of the activity requiring the participation of the invited participant: you must adapt and fill in the template below.

This template is written in English but must be translated into the mother tongue of the participants, or any language useful for the activity.

After having received and read the Information Sheet, the participant signs this Informed Consent Form.

1. Fill in and adapt the template below:

- black text is the standard consent form text
- *italic red text* indicates where the person in charge of the activity must detail
- *italic blue text* indicates where another action is expected from you

2. Translate the Informed Consent Form if English is not the mother tongue of the participant

3. Have the participant **sign** it in two copies

4. Handover one copy to the participant, and **keep the other one**

TEMPLATE

INFORMED CONSENT FORM ABOUT YOUR PARTICIPATION TO *[Identify YOUR GROOM II activity: INTERVIEWS, WORKSHOPS, TRAININGS, OTHERS: .]*

This form is linked to the Information Sheet

You will be given a copy of this form and a copy of the Information Sheet

I, the undersigned *[Complete the name and surname of the participant]*, hereby declare that:

- I am of legal age to sign this consent form;
- I have read and understood the GROOM II information or it has been read to me. I have been able to ask questions and my questions have been answered to my satisfaction;
- I am participating voluntarily and understand that I can withdraw from the research activities without repercussions, at any time;
- I understand that I can exercise my rights concerning my personal data;
- The information I provide will be used for: *[Please complete]*
- I give my consent for the following processing of my personal data (tick as appropriate):

□ The collection and documentation of my consent

□ *[Please list each other use of personal data if any]*

- *Optional if risks are attached [delete if non applicable]* I understand that taking part in the study involves the following risks: *[Please list the risks]*

Date:

Signature of the participant: