



D1.3 – DMP M6

Document Author(s) Irene Pantelaki (EASN-TIS)

Document Contributor(s)

Abstract

Considering the ethical dimensions of the project, a strict conformity to general GDPR rules will be ensured in order to protect personal data (incl. email addresses) of project partners, ESG members and third parties. Particular attention will be put on data protection of people interviewed within WP3, participants of ECARE Workshops, as well as on people registered to the ECARE digital platform. The present Data Management Plan (DMP) proposes the methodology to be used in ECARE in order to ensure that the personal data to be collected, processed and generated throughout the project, are properly protected, managed and maintained all along the project duration. The ECARE DMP is a living document and will be updated and specified the entire project lifespan.

Keywords

Data Management Plan, personal data, data protection, processing, IPR, GDPR

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Prepared by		
Name and Organization	Position and title	Date
Irene Pantelaki (EASN-TIS)	Ms, Head of European Policies and Affairs	16.05.2023

Reviewed by		
Name and Organization	Position and title	Date
Benjamin LOPEZ – Aerospace Valley	ECARE coordinator	23/06/2023

Approved for submission by		
Name and Organization	Position and title	Date

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Disclaimer

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INTRODUCTION

With regards to Intellectual Property Rights (IPR), the ECARE Coordination and Support Action is not expected to produce any technological information to protect, but it will surely stimulate the exchange of information, and thus may well become a receptacle for information of IPR relevance. EASN-TIS, as the ECARE Dissemination Manager (DM), is responsible for monitoring all planned dissemination activities and ensure that the relevant Consortium Agreement (CA) and Grant Agreement (GA) requirements are respected; and that the involved parties' IPR are properly protected from unauthorized use or any other kind of misuse. Additionally, the volume of knowledge and the associated data collected, processed and stored throughout the ECARE project will be large. Thus, it is essential that they are properly managed, protected and maintained. Consequently, and whilst bearing in mind the importance of Open Science and Open Innovation, a concrete strategy for the data management has been defined, paying special attention to IPR protection and GDPR, while allowing at the same time data-sharing, by making data generated in the frame of the project publicly available.

In order to regularise the exchange and availability of the ECARE related information and results, the present Data Management Plan (DMP) has been formulated so as to provide a general outline and overview of the ECARE consortium's policy for data management. Namely, the present document aims to present, inter alia, the process and schedule for the production of the ECARE related dissemination material and publications in line with the EU standers and the signed agreements of the project (CA and GA). Furthermore, it intends to illustrate the consortium's strategy on how to efficiently manage, protect and maintain the data that will be collected, processed, stored and generated by the project. Particular attention will be put on data protection of people interviewed within WP3, participants of ECARE Workshops, as well as on people registered on the ECARE digital platform. Concurrently, this DMP will describe the main types and formats of the data that ECARE is expected to generate. It shall be stressed that the data specified in the DMP, will be online, discoverable, accessible and re-usable, fostering in this manner the collaboration among researchers, encouraging knowledge sharing and enabling the re-usability of the project's valuable results. Lastly, details on how ECARE plans to handle human involvement and personal data, governing Ethical Aspects, in line with the EU standards and the relevant legal framework to be observed and respected, will also be thoroughly elaborated.

The present Data Management Plan materializes the delivery of ECARE D1.3, due in Month 6 (June 2023) of the project. Yet, the ECARE DMP shall be a living document and as such, will be regularly updated throughout the entire project duration. An updated version of the ECARE DMP will be submitted in Month 18 of the project as D1.4.

ECARE GENERAL PRINCIPLES FOR DATA MANAGEMENT

KNOWLEDGE MANAGEMENT AND IPR PROTECTION

Effectively exploiting the new knowledge and findings produced in the frame of collaborative projects, largely depends on the proper management and protection of intellectual property, which will be part of the overall knowledge management procedure in ECARE. Precisely, specific steps need to be taken for protecting the legitimate interests of the involved parties, respecting both the background introduced to

the project, as well as the foreground developed. Therefore, special attention will be put on ensuring the effective knowledge management and protection (including IPR). As regards Intellectual Property Rights, in particular, this Coordination and Support Action is not expected to produce any technological information to protect, but it is surely expected to stimulate the exchange of information, and thus may well become a receptacle for information of IPR relevance.

In general, there are four (4) main types of intellectual property assets in the context of collaborative EC-funded projects: background, foreground, sideground and postground intellectual property. The two latter ones, are newer types of IPs that are not applicable in the ECARE case. Namely, sideground IPR refers to any knowledge/IP that is produced outside of the project by any of the partners during the project's tenure; while postground IPR refers to any knowledge/IP produced by any of the project partners after the project ends. Applicable and relevant to the ECARE case are, however, the background and foreground IPR as they respectively refer to the knowledge/IP supplied by the partners at the start of the project, as well as to the knowledge and results produced throughout the project development.

Before the beginning of ECARE, in order to properly manage the project (including the results and IPs generated in its course), as well as the relationship between the involved parties, including in particular the organization of the work between them as well as their respective obligations and rights (including IPR), all ECARE consortium members signed a Consortium Agreement (CA). This document aimed to guarantee the efficient protection on sharing information, and thus ensure the smooth and successful implementation of the project. Namely, some of the main principles declared in the ECARE CA cared to fittingly distinguish and manage background and foreground knowledge, ownership and access rights, including dissemination and sharing of results. Especially, among the issues that the CA treated are the following:

- Access rights to results and background for implementation and exploitation, in consideration of the pre-existed IPR and each Party's contribution to the generation of results and related new or emergent IPR;
- Non-disclosure of information among Parties involved in the project, along with confidentiality policy towards third parties;
- Ownership of results, reflecting the prospect of joint ownership of results for future exploitation;
- Transfer of knowledge and results to those third parties interested in exploiting ECARE results;
- Dissemination of own results and another Party's Results or Background.

To ensure the sound implementation of the ECARE activities and tasks, all partners have agreed to grant each other Access Rights to Results and Background (knowledge or information, IPR) — on a royalty-free basis — for performing their own tasks under the Action. Furthermore, Access Rights for other beneficiaries, for exploiting their own results, shall be granted under fair and reasonable conditions set out in Article 9.4.1. Additionally, the involved parties have identified and agreed on the Background for the Project and have also, where relevant, informed each other that Access to specific Background is subject to legal restrictions or limits.

Property rights management is an issue of utmost importance to ECARE and as such will be dealt with the elaboration of specific provisions concerning intellectual property rights (IPR) to be applied among Parties (including third parties). The ECARE relevant strategy foresees that these requirements are in full compliance with the general and specific provisions specified in the project's CA and GA relevant Articles. Accordingly, foreground results (including IPR) shall be owned by the project partner carrying out the work leading to such results. If any Foreground results are generated jointly by at least two project partners, and it is not possible to either establish the respective contribution of each beneficiary or to separate

them, for protection reasons; such work will be jointly owned, by the contributing project partners. Any further details concerning the exposure to jointly owned foreground results and IPR have been firmly described in the CA and GA.

DISSEMINATION OF RESULTS

Under the condition that prior notice of any planned dissemination of own Results by one or several Parties, including but not restricted to publications and presentations, is given to the other ECARE partners before the dissemination occurs, during and for one year after the end of the Project; a dedicated monitoring process has been set up, governed by the procedure of Article 8.4 of the CA and Article 17.4 of the GA and its Annex 5. This approach was prudently defined considering that each Party shall not include in any dissemination activity another Party's Results or Background (data, know - how or information, IPR) without obtaining the owning Party's prior approval.

Precisely, a project party that intends to perform a dissemination activity must give advance notice to the other beneficiaries of at least 45 days. The other parties have the right to object within 30 calendar days of receiving notification. In such cases, the dissemination may not take place unless appropriate steps are taken to safeguard these legitimate interests. Any objection to the planned publication shall be made in accordance with the GA in writing, including an explicit request for necessary modifications, to the Coordinator and the Party or Parties proposing the dissemination within 30 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

Communication, Dissemination and Exploitation shall be collective activities, coordinated and organized by the Dissemination Manager (DM), yet executed by the entire ECARE consortium. During the project, all partners will carry out several dissemination and communication actions such as participation in relevant events and conferences, distribution of ECARE communication materials (leaflets, posters, newsletters, etc.), project related publications, organization of project-related networking events, etc. At the same time, specific exploitation activities will be identified according to the output of the exploitation plan and the impact of the ECARE outcomes. EASN-TIS, in its role as the project's DM, will be responsible for monitoring all planned dissemination and exploitation activities, so as to ensure that the CA and GA requirements are respected and that the involved parties IPR are effectively protected from unauthorised use or any other kind of misuse. At all times, special care will be taken to ensure that knowledge protection rules and requirements stated within the CA and GA are fully respected.

FAIR DATA PRINCIPLES

The method to effectually manage and protect the data to be collected, processed and generated throughout the ECARE project, depicts under the FAIR principles. These fundamentals state that the data produced shall be Findable, Accessible, Interoperable and Reusable (FAIR) and shall be applied to any project that creates, collects or processes research data. With the endorsement of the FAIR principles and its incorporation into the European Commission's relevant guidelines for Data Management Plans, the FAIR principles serve as a template for a full-lifecycle data management, following the signed GA and CA.

Although the FAIR principle does not act as an independent lifecycle data model, it assures that it covers the essential components of a full-lifecycle model. Hence, these FAIR principles will be accordingly implemented during the lifespan of ECARE, provided that the implementation of the FAIR principles is proposed as a conceptual integration rather than a technical integration.

OPEN ACCESS TO PUBLICATIONS

Publishing new knowledge and results is a fundamental part of any process. Accordingly, making sure that the publications generated within the ECARE project are duly granted Open Access (OA), is an integral part of this DMP. In this context, any public documents related to the project's results, shall be available online to any user free of charge. Moreover, the dissemination of knowledge produced through EU funding, is inextricably linked to free OA to any peer-reviewed scientific publication made within the context of the project. This aspect is mandatory under Article 29.2 of the Model GA and to meet this requirement, beneficiaries must, at the very least, ensure that any scientific peer-reviewed publications can be read online, as well as that are downloadable and printable.

Self-archiving / “green” OA: The author, or a representative archive (deposit) the published article or the final peer-reviewed manuscript in an online repository of their choice, before, at the same time as, or after publication. In this case, they must ensure open access to the publication within a maximum embargo period up to 12 months.

Open access publishing / “gold” OA: Authors, make a one-off payment to the publisher so that the scientific publication is immediately published in open access mode.

Any publications arising from the ECARE project shall be made known preferably through the option of “gold” OA or “green” OA under “Open Access Publishing Agreement” on a case-by-case basis.

DATA SUMMARY

A preliminary list of the main types and formats of the data that the ECARE CSA is expected to collect / store / derive / generate follows hereby below. This list will be updated throughout the entire project development, in line with the evolving needs and processes of the project at each stage of its implementation.

Guideline	Statement
Primary Data Description	Qualitative & Quantitative Data: interviews, workshops, questionnaires
Data Types collected / stored / derived / generated	<p>Primary Data: Collected data through surveys, interviews and/or questionnaires</p> <p>Secondary data: Published data sources, public sector records, organisations records and administrative data</p>

Guideline	Statement
Description of data to be collected / stored / derived / generated	<ul style="list-style-type: none"> • List of interviewed, experts, stakeholders, national and transnational workshops participants and ESG members (related personal information) • Templates, materials and documentation • Interviews', questionnaires' and workshops' related data • Queries documentation (transcripts verbal communication), digital copies of workshop/interview graphical material (sketches, post-it notes, flip-over sheets) • Peer-reviewed publications • Dissemination, Exploitation, and Communication data (PEDR, DMP, dissemination materials) • Ethics requirements related templates • Manuscripts (deliverables, publications and internal documents)
Data to be re-used (if any)	<ul style="list-style-type: none"> • Past or running related projects' findings • Interviews', questionnaires' and workshops' related data • "Lessons Learnt" loops
Data Origin	<ul style="list-style-type: none"> • Interviews', questionnaires' and workshops' related data • Deliverables and internal documents • Public sector records, organisations records and administrative data • EC and CA JU database
Data underpinning scientific publication	Conferences, journal articles, scientific publications and presentations
Format of data to be collected / generated	<ul style="list-style-type: none"> • Quantitative: MS Excel (.xls/.xlsx), MS Access (.mdb/.accdb), dBase (.dbf), ODS (.ods), (.txt), etc. • Documentation: Plain text (.txt), MS Word (.doc/.docx) or MS Excel (.xls/.xlsx), XML marked-up text (.xml) according to an appropriate DTD or schema, e.g. XHTML 1.0 PDF/A or PDF (.pdf).xls(x)/.doc/.pdf/.ppt(x), etc. • Digital image data: JPEG (.jpeg, .jpg) TIFF (other versions; .tif, .tiff) JPEG 2000 (.jp2) Adobe PDF (PDF/A, PDF) (.pdf), etc.

ETHICAL ASPECTS AND GDPR

The ECARE consortium will collectively ensure that all ethical requirements are properly met with regards to all activities undertaken in the frame of the project, including data management aspects, in compliance

with the EC relevant ethical standards. Data protection and good research ethics are of utmost importance to this project’s beneficiaries, who shall take all necessary actions to ensure that no sensitive or personal information will get misused. In this frame, it shall be noted that all processes of data generation and data sharing have to be documented and approved by the entire consortium, thus ensuring highest standards of data protection. Precisely, the ECARE partners shall comply with the ethical and confidentiality principles as set out in Articles 14 and 13 respectively of the GA. Furthermore, data controllers and processors are fully accountable for the data processing operations, in accordance to the General Data Protection Regulation 2016/679.

In this context, whilst taking into account the overall ethical dimensions of ECARE, a strict conformity to general GDPR rules will be ensured in order to protect the personal data of the project partners, ESG members and third parties. Namely, in the frame of ECARE, several activities and tasks are addressed to third parties, such as the interviews of aeronautics players in the frame of WP3, the Workshop activities of WP3 and WP4, as well as the users’ registration to the ECARE digital platform, to be developed under WP5.

Accordingly, ECARE will involve humans and shall acquire, store and process personal data. These issues set out eventual ethical complications in line with the EU Data Protection and Privacy legal framework. Consequently, the particular potential ethical issues raised in the frame of ECARE have been identified, as well as the relevant existing legal framework that needs to be observed and followed, is assessed. Subsequently, a reliable protocol has been established for ensuring that said ethical concerns will be properly monitored, prevented and managed throughout the entire project lifespan. The concept of personal data is quite complex. For the purposes of this project, personal data shall be thought of as any information, private or professional, which relates to an identified or identifiable natural person. Finally, it shall be stressed that the information to be handled by ECARE will not be considered as "sensitive", as the project is not expected to acquire, store and/or process “sensitive” information.

LEGAL FRAMEWORK

The ECARE consortium has identified the overall legal framework that must be observed, applied and respected throughout the entire development of the project with regards to its ethical considerations:

REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 (General Data Protection Regulation) 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. The European Data Protection Regulation is applicable as of May 25th, 2018 in all member states to harmonize data privacy laws across Europe. This EU Regulation sets up a legal framework which aims to achieve a balance between a high-level protection for the privacy of individuals, and the free movement of personal data within the European Union. To meet such goal, the General Data Protection Regulation sets specific limitations to the collection and processing of personal data.

DEFINITIONS

‘personal data’ means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

‘processing’ means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

PRINCIPLES RELATING TO PROCESSING OF PERSONAL DATA

In accordance to the EU GDPR, Personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to the data subject (‘lawfulness, fairness and transparency’);
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (‘data minimisation’);
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay (‘accuracy’);
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (‘integrity and confidentiality’).

LAWFULNESS OF PROCESSING

Data Processing is only lawful if and to the extent that at least one of the following applies:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

CONDITIONS FOR CONSENT

1. Where processing is based on consent, the controller shall be able to demonstrate that the data subject

has consented to processing of his or her personal data.

2.If the data subject’s consent is given in the context of a written declaration which also concerns other matters, the request for consent shall be presented in a manner which is clearly distinguishable from the other matters, in an intelligible and easily accessible form, using clear and plain language. Any part of such a declaration which constitutes an infringement of this Regulation shall not be binding.

3.The data subject shall have the right to withdraw his or her consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. Prior to giving consent, the data subject shall be informed thereof. It shall be as easy to withdraw as to give consent.

4.When assessing whether consent is freely given, utmost account shall be taken of whether, inter alia, the performance of a contract, including the provision of a service, is conditional on consent to the processing of personal data that is not necessary for the performance of that contract.

RIGHTS OF THE DATA SUBJECT

There are eight (8) rights that belong to the person whose data are processed (data subject), namely:

- the right to be informed (the controller must provide the data subject from whom data are collected with certain information relating to himself/herself (the identity of the controller, the purposes of the processing, recipients of the data etc.);
- the right to access (every data subject should have the right to obtain from the controller);
- the right to object to the processing of data;
- the right to erasure and blocking;
- the right to rectify;
- the right to file a complaint;
- the right to damages; and
- the right to data portability.

ECARE ETHICS PROTOCOL

The rules and compliance to the ECARE ethic commitments and requirements, as analysed above, will be observed by the Project Coordinator (PC), Mr. Benjamin LOPEZ (Aerospace Valley), and the ECARE Data Protection Officer (DPO), Mrs. Irene PANTELAKI (EASN-TIS).

Precisely, in order to ensure that the personal data of the project partners and of third parties (including members of the ESG) are properly protected, the ECARE consortium has carefully examined the existing legal framework and has accordingly identified specific measures and protocols. It shall be noted that the guidelines described in the EC documents: “Research Ethics: A comprehensive strategy on how to minimize research misconduct and the potential misuse of research in EU funded research” and “How to complete your ethics self-assessment” have been prudently studied and considered by the ECARE

partners. Specifically, the following measures will be put in place during the ECARE development, including the ECARE interviews, workshops and events, as well as in the context of the ECARE digital platform:

a) Transparency:

Upon registration to the ECARE digital platform, the user will be informed of the platform's data policies with regards to acquisition, storing, processing and sharing; At any time, the user will be able to request from the platform's administrator full acknowledgement of where his/her personal data is being used/traced within the platform's functionalities;

All third parties attending the ECARE workshops and events, as well as all ECARE WP3 interviewees, will be handed out a dedicated Information Sheet describing in detail the ECARE Privacy and Data Policy (included in Appendix A of the present document).

b) Consent:

An official consent form will have to be completed by the user of the ECARE digital platform, accepting acknowledgement of the above and granting access to the platform to use his/her (pre-specified) personal data;

The platform will also request consent from the user, before he/she attempts to retrieve information with regards to him/her by third party sources and this will only be realized upon the user's granted permission;

The ECARE digital platform will further inform and request consent from the user, for using data which may also include information for third parties, to which the user is related;

An official Consent Form has also been prepared and has been sent for signature to the potential ECARE WP3 interviewees, as well as to the potential participants of the upcoming ECARE Workshops and events, informing them inter alia on the use (primary and secondary) and display of their personal data. Said consent form will be provided to all third parties together with the ECARE Information Sheet which describes the ECARE Privacy and Data Policy. Both the project's dedicated Consent Form and Information Sheet are included in Appendix A of the present document.

c) Erasure of data:

The personal information of both the ECARE digital platform's users and of the ECARE events and activities' participants, will be maintained for no longer than is necessary for the purposes for which the data were collected or for which they are further processed. User data will be erased when informed consent is withdrawn or upon cancelation of an account.

d) Sharing:

Data sharing and diffusion will only apply to the acquired data for which consent has been given, or the results arising from their process.

e) Security:

Appropriate protocols and certificates will be used to ensure security of data.

No sensitive data will be managed in the frame of the ECARE project.

Confidential data of the project partners will be stored in a share folder provided by Aerospace Valley which is only accessible to the ECARE partners. Public data will be available via the ECARE public website, the Zenodo repository and own repositories of the project partners. By using the free, online, open-access repository Zenodo there will be no costs for making data FAIR in the project.

The ECARE official website (<https://ecare-project.eu/>) will be the first reference point for public project-related dissemination material, documents and resources. Open-access resources such as public deliverables, scientific peer-reviewed publications and presentations related to the project, will be accessible via the project website, under the “dissemination” and “outputs” sections. Nonetheless, in an effort to provide greater visibility to this material, an ECARE dedicated community will be created into the ZENODO (<http://www.zenodo.org/>) online repository. The ECARE ZENODO Community will be an alternative place for the consortium members to deposit in open-access the abovementioned material and make it more easily discoverable, freely reusable and citable. The open-access ZENODO repository was developed under the European OpenAIRE program and is operated by CERN. Its use is for free and is fully supported by the European Commission. The items deposited into ZENODO can be retained for the lifetime of the repository. The ECARE ZENODO Community will be created within the project’s first year and will continue hosting all the scientific publications published throughout and beyond the project duration while the option of preserving more open resources will be explored. A direct link to the ECARE ZENODO Community will be available on the ECARE official website.

Consent forms will be kept beyond the duration of the ECARE project.

Additionally, for periodic payment and if necessary the reimbursement of the costs of participation to ECARE workshops and events is performed, participants will provide their bank account information. In this regard, the relevant ECARE partner will be bound to not divulge the above-mentioned information and to use it solely for reimbursement purposes.

Regarding Social Media, ECARE will refer to the Terms and Conditions of the social media platforms in question.

CONCLUSIONS

The present Data Management Plan (DMP) has been formulated so as to provide a general outline and overview of the ECARE consortium’s policy for data management. It presented the ECARE main types and formats of data to be collected, processed and produced, as well as described how this data shall be effectively and properly managed, protected and maintained (including issues of storage, confidentiality, ownership, dissemination, open access and intellectual property rights), in line with the EU relevant standards and the signed ECARE Agreements (CA and GA).

In addition, this document identified the main ethical requirements and concerns raised in the frame of the ECARE project (personal data acquired during interviews, workshops, events, digital platform); as well as the relevant legal framework that shall be observed and applied throughout the project development. Namely, the ECARE consortium will comply with the requirements of Regulation (EU) 2016/679 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 (General Data Protection Regulation). Lastly, a reliable protocol to prevent, monitor and properly manage the ethical issues related to the project has been identified and elaborated.

UPDATES AND REVISION

The present Data Management Plan materializes the delivery of ECARE D1.3, due in Month 6 of the project (June 2023). Yet, the ECARE DMP will be a living document and as such, is expected to evolve and gain more precision and substance during the project implementation, in accordance to the evolving needs and activities of ECARE (including potential issues that may arise, such as inclusion of new data sets, changes in consortium policies or external factors). Consequently, the ECARE DMP will be regularly updated throughout the project lifespan. An elaborated version of the ECARE DMP will be submitted in Month 18 of the project, materializing the delivery of D1.4.

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Appendix A – ECARE INFORMATION SHEET AND CONSENT FORM

1. ECARE [État]Information sheet

Information sheet for the participants of ECARE [État] Nr. XXX

Date: [Date de publication]

Location: [Adresse société]

What the project ECARE is about:

ECARE is a Clean Aviation project which aims at clarifying the existing landscape of regional/national innovation roadmaps and funding opportunities for aeronautical stakeholders, as well as at creating complementarities and synergies between them to enable the European aeronautical industry to achieve the ambitious targets of the CA JU Programme while maximising public funding impact and efficiency. The ECARE project will develop and disseminate methodologies to create synergy mechanisms applicable to all EU aeronautical regions. These methodologies will be designed and tested in a Pilot involving four major regions of the European aeronautical industry, namely Occitanie and Nouvelle-Aquitaine in France, Hamburg in Germany and Campania in Italy. Over the course of the project, the methodologies will be improved, adapted and tested against the realities of these four regions, turning ECARE into a mature operational guidance project for CA JU and other European regions and countries. More information is available at <https://ecare-project.eu/>.

Target of the [État]: Will be defined in the final planning of the interview/workshop. (To be added by respective interviewer/event coordinator)

For additional information and questions please contact: info@ecare-project.eu

Data protection and right of withdrawal:

The data you provide may form a part of the input to ECARE documents, database and platform. The provided data will be stored and handled as long as strictly necessary for meeting the deliverables of ECARE. We would prefer that you agree to be mentioned as a participant in our documentation, however, at your request your name will be withheld from our reporting, and you will only be identified by a participant number.

You have the right to withdraw your consent at any time. In that case, please contact NAME. The

withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

Retention of Data

We will retain your Personal Data only for as long as is necessary for the purposes set out in this Information sheet. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies. We will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of our Service, or we are legally obligated to retain this data for longer time periods.

Transfer of Data

Your information, including Personal Data, may be transferred to —and maintained on— computers located outside of your country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction. We will take all steps reasonably necessary to ensure that your data is treated securely and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information.

Email notifications

We want to communicate with you only if you want to hear from us. We try to keep emails to a minimum and give you the ability to opt in to specific topics that interest you. We will send you email related to your activities. You may at any time select to receive certain email communications, in accordance with your preferences, and from which you may opt out at any time by informing us.

Security of Data

The security of your data is important to us but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

Legal Basis for Processing Personal Data Under General Data Protection Regulation (GDPR) ^[15]

If you are from the European Economic Area (EEA), the ECARE Consortium legal basis for collecting and using the personal information described in this Information sheet depends on the Personal Data we collect and the specific context in which we collect it. The ECARE Consortium may process your Personal

Data because:

- We need to perform a cooperation agreement with you;
- You have given us permission to do so;
- You have registered to our events/activities;
- The processing is in our legitimate interests and it's not overridden by your rights;
- To comply with the law.

Your Data Protection Rights Under General Data Protection Regulation (GDPR)

If you are a resident of the European Economic Area (EEA), you have certain data protection rights. The ECARE Consortium aims to take reasonable steps to allow you to correct, amend, delete, or limit the use of your Personal Data. If you wish to be informed what Personal Data we hold about you and if you want it to be removed from our systems, please contact us.

In certain circumstances, you have the following data protection rights:

- The right to access, update or to delete the information we have on you;
- The right of rectification. You have the right to have your information rectified if that information is inaccurate or incomplete;
- The right to object. You have the right to object to our processing of your Personal Data;
- The right of restriction. You have the right to request that we restrict the processing of your personal information;
- The right to data portability. You have the right to be provided with a copy of your Personal Data in a structured, machine-readable and commonly used format;
- The right to withdraw consent. You also have the right to withdraw your consent at any time where ECARE Consortium relied on your consent to process your personal information.

Please note that we may ask you to verify your identity before responding to such requests.

You have the right to complain to a Data Protection Authority about our collection and use of your Personal Data. For more information, please contact your local data protection authority in the European Economic Area (EEA).

Contact Information

First and last name of the interviewer: NAME

Email of the interviewer: [Courrier société]

2. ECARE workshop/interview Consent Form

Consent Form

ECARE [État] Nr. **XXX**

Date: [Date de publication]

Location: [Adresse société]

With my signature, I confirm the following points:

- I agree to taking part in the [État], and – as far this is applicable – I declare that my employer or contractor agrees with my participation.
- I understand that the participation in this [État] is voluntary.
- I understand that I am free to decline to participate in this [État], or I may withdraw my participation at any point without penalty. My decision whether or not to participate in this workshop will have no negative impacts on me either personally or professionally.
- I hereby declare that I have read and understand the [État] **Information Sheet** of the ECARE Consortium.
- I agree that photos taken during the [État] and on which I can possibly be seen may be published (free of charge) by the ECARE consortium. My name will not be mentioned without my explicit consent. The images may be used for the following purposes:
 - o Publication on ECARE website
 - o Use on the ECARE social media platforms (e.g., LinkedIn, Twitter)
 - o Press releases, newsletters and other similar dissemination material in physical or digital media
- I agree that the information, ideas and suggestions produced during the [État] can be used in the project ECARE. If the data I provide are to be used in documents or publications or are disclosed in any other manner, then they will be made completely anonymous, unless I agree to be named in these documents or publications. If I request further information about the project, now or in the future, I may contact **NAME** - [Courrier société].

I consent that my name can be mentioned in documents and dissemination material of ECARE as participant in this workshop. **Yes** **No**

Privacy statement

I allow my name and affiliation to be recorded in the interviewer's/workshop coordinator's own documentation, and I allow my name and affiliation to be mentioned in internal documentation.

Yes No

Date

Name of participant

Participant's signature