



SOCIALRES

Data Management Plan

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This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N° 837758.

Acknowledgement

This report has been produced within the SocialRES project “Fostering socially innovative and inclusive strategies for empowering citizens in the renewable energy market of the future”.

Detailed information about the project is available at the website: www.socialres.eu

This report has been written by Silvia Caneva (WIP). The authors thankfully acknowledge the valuable contributions from all project partners, especially from: Maria Regidor (CARTIF) and Eleanor Denny (TCD).

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Technical references

Project Acronym	SocialRES
Project Title	Fostering socially innovative and inclusive strategies for empowering citizens in the renewable energy market of the future
Project Coordinator	Silvia Caneva WIP - Renewable Energies silvia.caneva@wip-munich.de
Project Duration	40 months (May 2019 - August 2022)

Deliverable No.	D1.3
Dissemination level*	Public
Work Package	WP 1 - Management and Coordination
Task	T1.3 - Data Management Plan
Lead beneficiary	WIP
Contributing beneficiary/ies	CARTIF, TCD
Due date of deliverable	31 st July 2019
Actual submission date	31 st July 2019

*PU = Public

PP = Restricted to other programme participants (including the Commission Services)

RE = Restricted to a group specified by the consortium (including the Commission Services)

CO = Confidential, only for members of the consortium (including the Commission Services)

v	Date	Beneficiary	Author
1.0	18/06/2019	WIP	Silvia Caneva
2.0	10/07/2019	CARTIF	Maria Regidor
3.0	10/07/2019	TCD	Eleanor Denny
4.0	23/07/2019	WIP	Silvia Caneva
5.0	31/07/2019	WIP	Silvia Caneva



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1 Objective

The aim of this document is to describe the data management life cycle for the data to be collected, processed and/or generated by the SocialRES project.

As part of making research data findable, accessible, interoperable and re-usable (FAIR), this DMP includes information on:

- the handling of research data during & after the end of the project
- what data will be collected, processed and/or generated
- which methodology & standards will be applied
- whether data will be shared/made open access and
- how data will be curated & preserved (including after the end of the project).

In order to do so, the SocialRES Consortium has followed the guidelines available in the template “[Horizon 2020 FAIR Data Management Plan \(DMP\)](#)”.

The template provides a set of questions that the SocialRES Consortium will address during the project lifetime, based on the information available at the different stage of the project. On this purpose, this document should be seen as a living document in which information can be made available on a finer level of granularity through updates as the implementation of the project progresses and when significant changes occur. Three DMPs will be developed during the SocialRES project. This version, submitted at M3, provides a general overview on the data to be used during the project. The Management Plan will be revised at M21 and M39. The answers to the set of questions are provided in detail in following chapters, in forms of tables, based on the information available at this stage of the project.



2 Overview

The SocialRES project involves carrying out data collection to assess the behaviour of citizen involvement in social innovations through the collection of data with smart meters and surveys. These data are classified as Human and Personal Data, therefore the consortium will have to comply with the related EU and national legislation, on data privacy-related issues as well as the EU Directive on the Protection of Personal Data and the General Data Protection Regulation (GDPR). Details of recruitment, inclusion and exclusion criteria and informed consent are also provided with this document.

Human and Personal Data

SocialRES will perform analysis of data collected via smart meters and surveys which will involve voluntaries for social and human sciences. The SocialRES studies will involve personal data collection (e.g. gender, age, etc) and processing; all study activities like surveys, interviews and smart meter data collection will be conducted in compliance with fundamental ethical principles. The participants will be invited to take part in SocialRES on a voluntary basis and the consortium partners will obtain the required informed consent in advance. The consent form sheet will be adapted to national and European specificities and described in the following paragraphs.

To acquire representative results for the mentioned smart meters and survey, about 6,400 persons will be targeted. The conductor of the survey, Trinity College Dublin (TCD), and of the collection of data via smart meters (CARTIF), are aware of their duty to inform the participants about the goals and the procedure to be implemented and the use of the data given. Informed consent is obtained from every person taking part in the planned data collection before any data is enquired. Children and/or adults unable to give informed consent will not be involved.

Every participant will be informed accordingly before taking part to the data collection:

- that participation is voluntary;
- that it is their right to ask questions and receive understandable answers before making a decision;
- that their data will be collected, protected, eventually reused by whom and for how long, a maximum conservation time will be provided;
- that they are able to withdraw at any time.

Before these interviews and smart meters data collection take place the following ethics screening requirements will be met and necessary documentation made:

- Provision of details on the procedures and criteria that will be used to identify/recruit research participants.
- Provision of detailed information on the informed consent procedures that will be implemented
- Provision of detailed information to the participants, in language and terms understandable to them.

Protection of Personal Data



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The EU General Data Protection Regulation (EU 2016/679) guarantees a uniform approach towards issues of privacy and personal data protection. The members of SocialRES follow the consent and provisions obeying this regulation on the protection of individuals with regards to the storing and processing of personal data. In SocialRES, data from smart meters and interviews data will be collected.

Before the collection of data the following ethics screening requirements will be met and necessary documentation elaborated:

- Confirmation that data will be collected on a need to know basis only;
- The guarantee of withdrawal rights and oblivion rights as recently made compulsory by the European court of justice;
- Avoidance of merging data sets in order to prevent any unforeseen personal information disclosure;
- Provision of detailed information on the procedures that will be implemented for data collection, storage, protection, retention and destruction and confirmation that they comply with national and EU legislation;
- Provision of detailed information on the informed consent procedures that will be implemented.

Details of recruitment, inclusion and exclusion criteria and informed consent

Potential participants should be informed of the nature and purpose of the research, and any potential benefits, risks, obligations or inconvenience associated with the research that may influence their decision to participate. The researcher (or lead researcher, in the case of collaborative work) is responsible for ensuring that all participants have given their consent prior to participating in the research. Such consent should be given voluntarily and without coercion. Wherever possible, and proportional to the nature of the research, evidence of consent (either written consent, or oral consent witnessed by another) should be obtained. Participants should be informed that they are free to withdraw their consent at any time without adverse consequences, and that any data provided by them will be destroyed should they request it. Consent forms signed by participants must be retained by the researcher.

In accordance with the General Data Protection Regulation (GDPR), informed consent will be gathered from participants in a statement at the start of the online surveys where, in a clear and understandable language, the info necessary for understanding the scope and impact of data processing are provided. Moreover, it allows (and requires) participants to make an informed choice, regarding whether or not they agree to the data processing. This statement will be drafted in accordance with the following principles stated in the GDPR: 1) transparency; 2) plain language; 3) affirmative act; 4) documentation; 5) withdrawal of consent; 6) limitation on data collection and processing; 7) redress. No data from minors will be collected.

Legislation or procedures (EU or national) applicable to the use, storage, protection, retention, transfer, destruction and treatment of personal data



All data will be dealt with in accordance with the General Data Protection Regulation that came into force in May 2018 and which ensures data protection and privacy rules in Europe. 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 (General Data Protection Regulation) (GDPR):

- Principles relating to processing of personal data: Article 5 GDPR
- Lawfulness of processing: Article 6 GDPR
- Conditions for consent: Article 7 GDPR
- Transparent information, communication and modalities for the exercise of the rights of the data subject: Article 12 GDPR

Information to be provided where personal data are collected from the data subject: Article 13 GDPR

- Right of access by the data subject: Article 15 GDPR
- Right to rectification: Article 16 GDPR
- Right to erasure ('right to be forgotten'): Article 17 GDPR
- Right to restriction of processing: Article 18 GDPR

Notification obligation regarding rectification or erasure of personal data or restriction of processing: Article 19 GDPR:

- Right to object: Article 21 GDPR
- Automated individual decision-making, including profiling: Article 22 GDPR
- Security of processing: Article 32 GDPR
- Notification of a personal data breach to the supervisory authority: Article 33 GDPR
- Communication of a personal data breach to the data subject: Article 34 GDPR

TDC has College Good Research Practice guidelines including an internal ethics committee which meets three times per academic term and which reviews the ethical components of any proposed research. The data collected in this project will be anonymous and will be stored on a maximum of four password protected, secured computers on Trinity's computer network for up to five years. In line with the Data Protection Act, this data will not be used for any purposes other than the research described in this project and will only be made available to those researchers directly involved in this study.

CARTIF will use anonymized data, thus it will not be possible to access personal data such as names, addresses, etc. Although this kind of information it is not addressed in the GDPR as specified in article (26), CARTIF will store the anonymized data in its own server under credentials and it will only be accessible by the entitled researchers. The information will be kept up to five years but it will only be used for the SocialRES research purposes.



3 Data Summary

Question	Data from smart meters	Data from surveys <i>Customers case studies</i>	Data from surveys <i>General public</i>
<p>What is the purpose of the data collection/generation and its relation to the objectives of the project?</p>	<p>Data collected will be analysed for characterizing different energy consumption patterns of the people engaged with the social innovations.</p>	<p>The survey will explore factors affecting initial and continued involvement, perceived energy behaviour change, and suggestions for future business models, services and products for customers who have already engaged with aggregators, crowd-funders and cooperatives as well as collecting the usual social and demographic information. Data collected from these consumer surveys will be used to estimate the relative importance of different factors in making the decision to participate in the socially innovative project.</p>	<p>This survey will gather the same social and demographic information as in the customer case study surveys and will explore general attitudes to engagement with social innovation allowing a comparison of social, cultural and demographic aspects of participants and non-participants.</p>

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Question	Data from smart meters	Data from surveys Customers case studies	Data from surveys General public
What types and formats of data will the project generate/collect?	.xls, .xlsx, .csv, .txt, etc. (depending on the smart meter finally chosen)	All data will be anonymous. Data will be non-sensitive/non-private in nature and will include text and numeric answers	All data will be anonymous. Data will be non-sensitive/non-private in nature and will include text and numeric answers
Will you re-use any existing data and how?	No data reuse is foreseen	No. Data will only be used for the research being conducted within SocialRES and its associated publications	No. Data will only be used for the research being conducted within SocialRES and its associated publications
What is the origin of the data?	The origin of the data is the real consumption of the domestic users, straight coming from their smart meter.	This is a new dataset which will be generated in the project by circulating an online survey to customers of the case study providers.	This is a new dataset which will be generated in the project by using a subcontracted research company to translate and distribute the survey to the general public in seven countries
What is the expected size of the data?	The size of one domestic user consumption data is expected to be around 1,000-2,000 KB for one year of measurement. The total size will depend on the number of accessible users for each case study.	The number of citizens directly involved in the case studies corresponds to 3,260 (600 for LCF, 400 for I-ENER, 1,120 for Energetica, 340 for Power Parity, 700 for Abundance, 100 for REGEA and 100 for Tractebel). Considering a response rate of 15% for this survey, approximately 400 responses will be obtained.	7 surveys with 800 responses will be carried out in each target county for a total of 5,600 responses.

Question	Data from smart meters	Data from surveys Customers case studies	Data from surveys General public
To whom might it be useful ('data utility')?	Raw data will be useful for CARTIF to perform its analysis. Results (aggregated values) will show the real energy behaviour of the users, providing information on the energy behaviour of people involved in social initiatives in the energy sector. This will provide knowledge on how to address different sectors of citizens to make them be engaged with this kind on social alternatives.	Case study providers, utilities, researchers	Case study providers, utilities, researchers

4 FAIR Data

In general terms, as 'FAIR' data it is meant data that is findable, accessible, interoperable and re-usable. These principles precede implementation choices and do not necessarily suggest any specific technology, standard, or implementation-solution. The approach applied by the SocialRES Consortium in order to generated FAIR data is described in the following tables.

4.1 Making data findable, including provisions for metadata

Question	Data from smart meters	Data from surveys <i>Customers case studies</i>	Data from surveys <i>General public</i>
<p>Are the data produced and/or used in the project discoverable with metadata, identifiable and locatable by means of a standard identification mechanism (e.g. persistent and unique identifiers such as Digital Object Identifiers)?</p>	<p>Data from smart meters will not be findable by anyone different from CARTIF researches involved in the project and the use case providers. They are personal data that will be eliminated 5 years after the end of the project.</p> <p>Data produced will be based on the before mentioned personal data. Consumption curves will be obtained for each of the case studies, thus, not being them generic curves but specific of each social initiative, they will also not be made public.</p>	No	No

Question	Data from smart meters	Data from surveys Customers case studies	Data from surveys General public
What naming conventions do you follow?	Documents with personal data consumption provided by the case studies will contain the name of the case study and the range of dates when the measurements have been done. Personal data such as names, addresses, etc. must be anonymised.	All collected data will be completely anonymous thus naming conventions will relate to the survey questions. E.g. Q1_Spain, Q1_Germany etc.	All collected data will be completely anonymous thus naming conventions will relate to the survey questions. E.g. Q1_Spain, Q1_Germany etc.
Will search keywords be provided that optimize possibilities for re-use?	No possibilities for data reusing are foreseen, making keywords unnecessary.	No possibilities for data reuse are foreseen at this point making keywords unnecessary	No possibilities for data reuse are foreseen at this point making keywords unnecessary
Do you provide clear version numbers?	Yes	Yes	Yes
What metadata will be created? In case metadata standards do not exist in your discipline, please outline what type of metadata will be created and how.	Metadata will not be created.	No metadata will be created	No metadata will be created

4.2 Making data openly accessible

Question	Data from smart meters	Data from surveys <i>Customers case studies</i>	Data from surveys <i>General public</i>
<p>Which data produced and/or used in the project will be made openly available as the default? If certain datasets cannot be shared (or need to be shared under restrictions), explain why, clearly separating legal and contractual reasons from voluntary restrictions.</p>	<p>Data coming from smart meters will be provided by the case studies in an anonymised way. In any case, being them personal data, they cannot be published and will be removed after 5 years of the project completion.</p> <p>Data produced during the project will be specific consumption curves for each case study developed from the real data measurements. Since the aim of the project is to find differences and similarities between the energy consumption of the users involved in the different case studies, it is foreseen to make publications on this topic, but not to share the curves since they correspond to specific case studies.</p>	<p>It is intended that summary results from the case study surveys will be made public but not the actual underlying data as some of this may be commercially sensitive for the case study providers. The extent to which the data can be made openly available can be reviewed once responses are received and will be inline with the consents received.</p>	<p>It is intended that summary results will be made public but the actual underlying data will not be released until the academic research articles have been published. The extent to which the data can be made openly available can be reviewed once responses are received and will be inline with the consents received.</p>

Question	Data from smart meters	Data from surveys <i>Customers case studies</i>	Data from surveys <i>General public</i>
Note that in multi-beneficiary projects it is also possible for specific beneficiaries to keep their data closed if relevant provisions are made in the consortium agreement and are in line with the reasons for opting out.	Not applicable.	Not applicable.	Not applicable.
How will the data be made accessible (e.g. by deposition in a repository)?	Obtained aggregated results based on monitored data will be published both in the official website of the project and open directories (Zenodo) in the corresponding public deliverable.	Results and summary data will be published on the official website of the project.	Results and summary data will be published on the official website of the project.
What methods or software tools are needed to access the data?	Not applicable.	The surveys will be conducted using the Qualtrics software tool but no specific software is required to access the resulting data.	The surveys will be conducted using the Qualtrics software tool but no specific software is required to access the resulting data.
Is documentation about the software needed to access the data included?	Not applicable.	Not applicable.	Not applicable.

Question	Data from smart meters	Data from surveys <i>Customers case studies</i>	Data from surveys <i>General public</i>
Is it possible to include the relevant software (e.g. in open source code)?	Not applicable.	Not applicable.	Not applicable.
Where will the data and associated metadata, documentation and code be deposited? Preference should be given to certified repositories which support open access where possible.	Data files will not be published. Instead, results will be uploaded to the official website and open repositories (Zenodo).	Summary data will be published on the project website.	Summary data will be published on the project website.
Have you explored appropriate arrangements with the identified repository?	The policies adopted by Zenodo (http://about.zenodo.org/policies/) are in line with approach to be implemented in SocialRES for the data produced and/or used in the project to be made openly available.	Not applicable.	Not applicable.
If there are restrictions on use, how will access be provided?	There are no restrictions for the data to be made openly available. Data files will not be published. Only results will be published.	Not applicable.	Not applicable.

Question	Data from smart meters	Data from surveys <i>Customers case studies</i>	Data from surveys <i>General public</i>
Is there a need for a data access committee?	No.	No	No
Are there well described conditions for access (i.e. a machine readable license)?	Yes. See in Zenodo the FAIR Principles related to “To be Accessible”: https://about.zenodo.org/principles/	Not applicable.	Not applicable.
How will the identity of the person accessing the data be ascertained?	Not necessary. The needed information will be the views and downloads. This information will available for the documents uploaded in Zenodo.	Not necessary. The needed information will be the views and downloads. This information will available for the documents uploaded on the website.	Not necessary. The needed information will be the views and downloads. This information will available for the documents uploaded on the website.

4.3 Making data interoperable

Question	Data from smart meters	Data from surveys <i>Customers case studies</i>	Data from surveys <i>General public</i>
Are the data produced in the project interoperable, that is allowing data exchange and re-use between researchers, institutions, organisations, countries, etc. (i.e. adhering to standards for formats, as much as possible compliant with available (open) software applications, and in particular facilitating re-combinations with different datasets from different origins)?	Datasets produced will be interoperable by using common formats but only accessible by researchers entitled to manage them. The sharing will be done directly between the interested parts and will not be upload to any repository.	Raw datasets produced will be interoperable by using a common survey design in all countries and by using common data naming formats but will only be accessible by researchers entitled to manage them. The sharing will be done directly between the relevant SocialRES partners and will not be uploaded to any repository.	Raw datasets produced will be interoperable by using a common survey design in all countries and by using common data naming formats but will only be accessible by researchers entitled to manage them. The sharing will be done directly between the relevant SocialRES partners and will not be uploaded to any repository.
What data and metadata vocabularies, standards or methodologies will you follow to make your data interoperable?	Not applicable.	The survey will use a common design across all countries which will maximise data interoperability.	The survey will use a common design across all countries which will maximise data interoperability.

Question	Data from smart meters	Data from surveys <i>Customers case studies</i>	Data from surveys <i>General public</i>
Will you be using standard vocabularies for all data types present in your data set, to allow inter-disciplinary interoperability?	Not applicable.	Not applicable.	Not applicable.
In case it is unavoidable that you use uncommon or generate project specific ontologies or vocabularies, will you provide mappings to more commonly used ontologies?	Not applicable.	Not applicable.	Not applicable.

4.4 Increase data re-use (through clarifying licences)

Question	Data from smart meters	Data from surveys <i>Customers case studies</i>	Data from surveys <i>General public</i>
How will the data be licensed to permit the widest re-use possible?	No reuse will be possible apart from the results captured in the deliverable.	At this time, no reuse is envisaged apart from the results captured in the deliverable, however, this can be revisited once the data is collected and examined for suitability for reuse.	At this time, no reuse is envisaged apart from the results captured in the deliverable, however, this can be revisited once the data is collected and examined for suitability for reuse.
When will the data be made available for re-use? If an embargo is sought to give time to publish or seek patents, specify why and how long this will apply, bearing in mind that research data should be made available as soon as possible.	Data will be available as results captured in publications. The length of time will vary depending on the publication and cannot be determined at this time.	Summary data will be made available for re-use on the website once academic articles using the data have been accepted for publication. The length of time will vary depending on the publication and cannot be determined at this time.	Summary data will be made available for re-use on the website once academic articles using the data have been accepted for publication. The length of time will vary depending on the publication and cannot be determined at this time.

Question	Data from smart meters	Data from surveys <i>Customers case studies</i>	Data from surveys <i>General public</i>
Are the data produced and/or used in the project useable by third parties, in particular after the end of the project? If the re-use of some data is restricted, explain why.	The reusing of this data is not allowed by CARTIF researchers after the end of the project. Only the case studies providers will be allowed to use them for internal purposes, but never make them public.	Summary data will be available on the project website for reuse.	Summary data will be available on the project website for reuse.
How long is it intended that the data remains re-usable?	For the SocialRES purpose, data will remain reusable 5 years after the end of the project by the allowed partners.	For the duration of term of the project website.	For the duration of term of the project website.
Are data quality assurance processes described?	Not yet.	Not yet	Not yet

4.5 Allocation of resources

Question	Data from smart meters	Data from surveys <i>Customers case studies</i>	Data from surveys <i>General public</i>
What are the costs for making data FAIR in your project?	One or two publications are foreseen to show the results. The costs will depend on the journal/congress.	There are no costs envisaged with making the summary data available on the project website. Publications will be deposited in Trinity College Dublin's TARA repository which allows for free open access.	There are no costs envisaged with making the summary data available on the project website. Publications will be deposited in Trinity College Dublin's TARA repository which allows for free open access.
How will these be covered? Note that costs related to open access to research data are eligible as part of the Horizon 2020 grant (if compliant with the Grant Agreement conditions).	There is some budget for make publications on this topic (specifically 4 000€).	€4000 is included in TCD's budget to cover the costs of open access publication.	€4000 is included in TCD's budget to cover the costs of open access publication.
Who will be responsible for data management in your project?	The coordinator as overall responsibility. CARTIF and the case study providers GOPARITY and LCF for the data from the smart meters.	The coordinator, as overall responsibility, and TCD for the survey tasks.	The coordinator as overall responsibility, and TCD for the survey tasks.
Are the resources for long term preservation discussed (costs and potential value, who decides and how what data will be kept and for how long)?	Not applicable.	Not applicable.	Not applicable.

4.6 Data security

Question	Data from smart meters	Data from surveys <i>Customers case studies</i>	Data from surveys <i>General public</i>
What provisions are in place for data security (including data recovery as well as secure storage and transfer of sensitive data)?	At CARTIF, smart meter’s data will be storage in an internal server. Only employees have access to it, and, specifically, the information will be stored under password to make sure only allowed researchers use them.	At TCD, the survey data will be stored on TCD’s internal server. Only employees have access to it, and, specifically, the information will be stored under password to make sure only allowed researchers use them.	At TCD, the survey data will be stored on TCD’s internal server. Only employees have access to it, and, specifically, the information will be stored under password to make sure only allowed researchers use them.
Is the data safely stored in certified repositories for long term preservation and curation?	Yes	Yes	Yes

4.7 Ethical aspects

Question	Data from smart meters	Data from surveys <i>Customers case studies</i>	Data from surveys <i>General public</i>
Are there any ethical or legal issues that can have an impact on data sharing? These can also be discussed in the context of the ethics review. If relevant, include references to ethics deliverables and ethics chapter in the Description of the Action (DoA).	No. See details in ethics deliverables D7.1 and D7.2.	No. See details in ethics deliverables D7.1 and D7.2.	No. See details in ethics deliverables D7.1 and D7.2.
Is informed consent for data sharing and long term preservation included in questionnaires dealing with personal data?	Yes	Yes	Yes

4.8 Other issues

Do you make use of other national/funder/sectorial/departamental procedures for data management?

No other local procedures will be utilised for data management at TCD. CARTIF data management follows both the General Data Protection Regulation law (2016/679) and the national Ley Orgánica 3/2018, de 5 de diciembre, de Protección de Datos Personales y garantía de los derechos digitales”.