

Deliverable 1.7: Open Access Research Data

WP1, Task 1.5

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¹ 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)

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Document History

This is the first version of deliverable D1.7 to be submitted in M6. DEUSTO will update and complete it as many times as necessary, considering at least an annual review and update.



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DoA		A Data Management Plan (including a Data Protection Impact Assessment, DPIA) will be developed that consists of information on: the handling of research data during and after the end of the project, what data will be collected, processed and/or generated, which methodology and standards will be applied, whether data will be shared/made open access and how data will be curated and preserved (including after the end of the project). This will be updated halfway the project. The data manager will keep track of generated data sets and secures that it will fit to the procedures in the DMP. The Privacy Manager will be responsible for the DPIA and privacy issues during the execution of the project. DEUSTO will fulfil the roles of Data Manager and Privacy Manager, being responsible for the DMP including DPIA	
Date	Version	Author	Comment

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Abbreviations and Acronyms

Acronym	Description
CA	Consortium Agreement
DM	Data Manager
DMP	Data Management Plan
DMPR	Data Management Plan Responsible
DPIAO	Data Protection Impact Assessment Officer
EC	European Commission
FC	Fellow City
GA	Grant Agreement
GDPR	General Data Protection Regulation
IPR	Intellectual Property Rights
LHC	Lighthouse City
LOD	Linked Open Data
ORA	Open Research Amsterdam
ORD	Open Research Data
PEB	Positive Energy Block
SCIS	Smart Cities Information System
WP	Work Package
WPL	Work Package Leader

0. Executive Summary

On 1 November 2019, the Smart City project ATELIER, funded by the European Commission under the H2020-LC-SC3-2018-2019-2020 call, has officially started. Coordinated by the City of Amsterdam, ATELIER will focus on developing citizen-driven Positive Energy Districts in its 2 Lighthouse Cities Amsterdam and Bilbao, combining the expertise and the commitment of 30 partners from 11 countries. Guaranteeing open data principles is a requirement of H2020 Open Research Data (ORD) pilot and directly links with the commitment that ATELIER partners have towards their citizens.

Performing a consistent data management that guarantees the integration of technological solutions, that improves seamless transfer of information, and maximises the openness of data and the dissemination of results is not straightforward. The first basic step is to define the ATELIER research data cycle (see D1.3), to understand its phases, how different partners will collaborate at each of those phases, and when and how data will be made open, and how it will be protected. This directly links to the definition of research data and the policy adopted to make them open by default, facilitating the tools and methods that maximises the capacity of all project partners.

The next compulsory step is to provide the means to make the data management process real and effective. In that sense, we have in place a shared drive where all relevant information regarding the data management is available and facilitates open research data principles. There are two basic tools that allow an effective and transparent collaboration amongst the partners. The first one is a spreadsheet that continuously tracks the data generated/processed using a unique identifier. The second instrument is the ATELIER data template, which is built on a dataset basis and gathers all the information required by the Data Management Plan and the Data Protection Impact Assessment (see D1.3).

The third step consists in defining ATELIER open data policy, setting up the underlying principles and mechanisms to fulfil ORD pilot requirements while adhering to grant agreement (GA) and consortium agreement (CA) requirements in terms of: ownership of results, sharing mechanisms, intellectual property rights (IPRs), etc. ATELIER works under the principle ‘as open as possible, as closed as necessary’ while guaranteeing that ATELIER partners have the required information and instruments that ensure the need to balance openness and protection of scientific information, commercialisation, privacy concerns, etc.

1. Introduction

This Open Access Research Data document gives answers to the Open Research Data Pilot (ORD pilot) run under the EC programme H2020. The ORD pilot aims to improve and maximise access to, and the re-use of research data generated by H2020 projects such as ATELIER. The project will be implement actions in collaboration with citizens who will lead the way for the energetic transition. In this sense, granting the general public the access to data is a core element of ATELIER.

The ORD pilot applies primarily to the data needed to validate many other results presented in scientific publications. However, ATELIER will make open as well other data in accordance with the commitment of the ATELIER partners, and especially of the cities, to provide an exemplary public service and therefore, improve their transparency and open data mechanisms. This document describes the underlying principles, the research stages, the tools and methods, etc. that would make possible making data ‘as open as possible, as close as necessary’.

1.1. Relation to other project tasks and deliverables

This Deliverable is part of Task 1.5: Data management and is linked with Task 1.1: Overall project planning & management and Task 1.4: Innovation management and market replication. It is further linked to Task 10.3: Support exploitation impact, Task 10.5: Dissemination & Communication Plan and Strategy and Task 10.8: Events and conferences.

This deliverable is straightforwardly connected to D1.3 Data Management Plan (also due by M6). These documents work together and look for an effective and high-quality data management. They have been designed by preserving an equilibrium between letting them be self-readable and not being too redundant (repeating the same information).

1.2. Contributions and iterations with other partners

We have had multiple iterations with other partners, especially with cities (both LHCs and FCs), as well as with industrial partners (energy utilities), research entities (AUAS and PSI) or the Work Package Leader (WPL) of the Dissemination and Communication Plan (SEZ). The Amsterdam University of Applied Science (AUAS) provides special contributions to some of the chapters. Also, Iberdrola (IBE) has kindly characterised a dataset with made-up energy consumptions as an illustrative example.

The Data Manager (DEU) organised a webinar on 24/02/2020 as a practical workshop where ATELIER partners could iterate on the design of the workflow and publication strategy (section 2), check the tools organised at the shared drive (section 3), and could see a live example of how to complete the ATELIER data template (section 4 and Annex 4). The slides prepared for the session are shown in Annex 1. Both, the slides and the audio are shared with project beneficiaries².

² <https://drive.google.com/drive/u/0/folders/1XbrASwjmJAJfQ8Hcp1QjfhKxe28P3Jji>

2. ATELIER Research Data and Scientific Results

As part of ATELIER project, the research data and scientific results will be straightforwardly connected. Each beneficiary keeps the responsibility of ensuring open access (free of charge online access for any user) to all ATELIER related publications which include:

- Peer-review scientific research articles: published in scientific journals, scholarly journals or conference proceedings
- Dissemination articles: published in local newspapers, magazines, etc.

ATELIER beneficiaries will use either green or gold open access to provide access to publications as soon as possible. Depending on the data requirements, their institutions interests and their own interests, we will use either:

- **'Green'** open access means: A published article or the final peer-reviewed manuscript is archived (deposited) in an online repository before, alongside or after its publication. Repository software usually allows authors to delay access to the article ('embargo period'). If this route is chosen ATELIER beneficiaries will ensure open access to the publication within a maximum of six months; or
- **'Gold'** open access means: an article is immediately provided in open access mode (on the publisher/journal website). The charges to publish the article (if some) will be justified under the cost of the project. The repository where this publication will be available is specified under the D1.3 Data Management Plan

With respect to data, ATELIER guarantees open access through ZENODO (continually connected to OpenAir) to:

- Research data (GA, article 29.2): data underlying scientific publications or dissemination articles, curated data and/or raw data. They will generally extend the information given in the manuscripts and/or allow the reproduction of the study
- Digital research data or 'data' (GA, article 29.3): generated in the action but not necessary linked to any publication (scientific or dissemination article)

In ATELIER open access includes not only basic elements – the right to read, download and print – but also the right to copy, distribute, search, link, crawl or mine. The details about accessibility and interoperability of data are defined in D1.3 and will be explained in ATELIER data templates (section 3.3).

ATELIER partners will restrict the use of project results, or define different patenting or protecting options (see section 4.1) preserving the grant agreement (article 29) and consortium agreement regulations (section 9 and section 10), which in sum preserve the ownership of project results and the intellectual property rights facilitating access to research data that could be granted under fair and reasonable conditions for data and research output. Section 4.1 defines some specific questions with regard to copyright and permissions for reusing third-party data sets, personal data treatment and confidentiality issues, or the necessity to consider data related to business or generation of new markets in view of not jeopardizing further exploitation opportunities.

3. Data Management Resources

ATELIER Data Management Resources are already functional and available to all project partners through their Data Management Plan Responsible (DMPR, D1.3, section 3.4.2). The tools will be continuously updated by DMPRs in line with project requirements and deliveries and at least annually reviewed by Data Management Plan Responsible (DEU).

3.1. Shared Resources

ATELIER partners have a shared drive (as a google drive folder) (Figure 1) as a main live working tool where information and documents are allocated that will support the implementation of Data Management Plan (D1.3) and Open Access Research Data (D1.7) principles. The Data Management Plan Responsible (DMPR, D1.3 section 3.4.2) of every entity has access to use and edit the documents in the folder.

This folder will keep data characterization but not the data themselves (open data would be preserve as stated in D1.3, section 3.4.3). In case of sensitive data or private data, that would be described without any detail that would risk security or confidentiality issues (accordingly to D1.3, section 4).

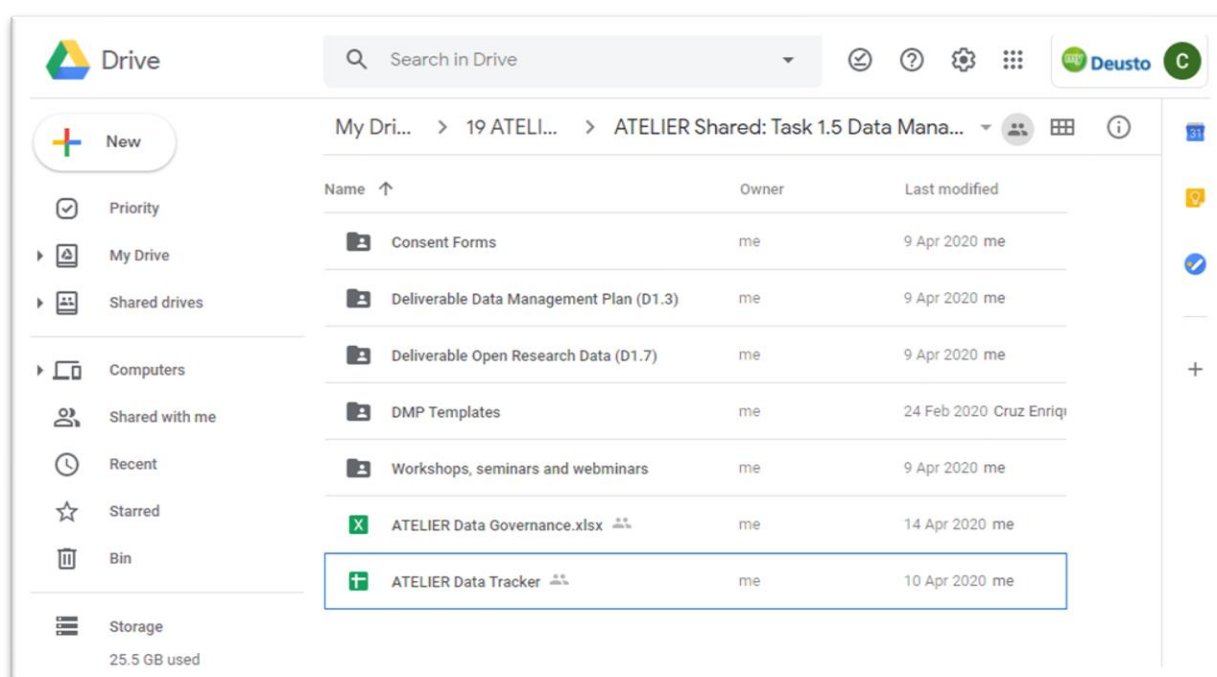


Figure 1: DMP and ORD working tools

A twin of ATELIER Data Tools is already available at Open Research Amsterdam (ORA) portal (Figure 2). For the time being this information repository is only available in Dutch and does not allow collaborative working. ORA open portal is being updated for the sake of ATELIER project and it might become the main working system for the DMP and ORD of ATELIER.

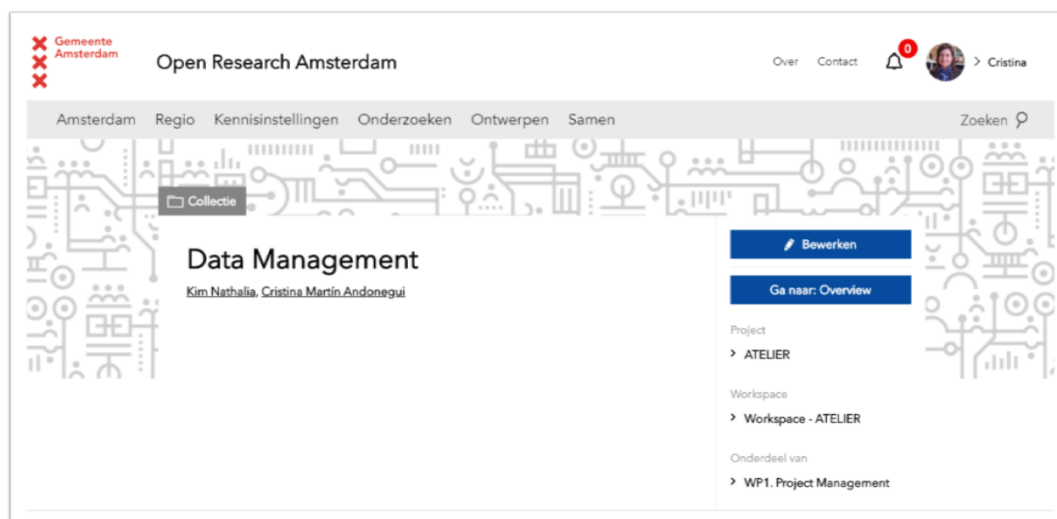


Figure 2: Data Management Plan section in Open Research Amsterdam (ORA) portal

The details of every element in the shared drive are:

3.1.1 Consent Forms

At this folder, the consent forms used during the project are stored. At the moment, a draft document is shared that will be modified according to each activity.

3.1.2 Deliverable D1.3 Data Management Plan

The Data Manager (DEU) will update the deliverable continually with the inputs of the DMPR and accommodate the methods and tools as required by them ensuring the quality and usefulness of the deliverable.

3.1.3 Deliverable D1.7 Open Research Data

The Data Manager (DEU) will update the deliverable continuously with the inputs of the DMPR and accommodate the methods and tools as required by them ensuring the quality and usefulness of the deliverable. The Data Manager (DEU) will be in close contact with WP10 Leader of: Communication, Dissemination and Exploitation with WPL SEZ.

3.1.4 DMP Templates

Data Management Plan Templates are the main instrument for ensuring the suitable data governance. They specify what types of data are expected to be generated in the project, how they are going to be handled, and when they will be made open and accessible to be reused. All the details about Data Templates are explained in section 3.3 of this deliverable.

3.1.5 Workshops, seminars and webinars

In view of preparing the ATELIER DMP (D1.3) and ORD (D1.7) two webinars have been organised (see D1.3, section 1.3 and D1.7, section 1.2). The information provided in the webinars as well as the audio records have been sent to all project partners and are available to the DMPRs at the shared drive. The slides are also available to all project partners at ORA portal.

It is planned to organise one or two more workshops between M12 and M33 to prepare the second official submission of D1.3 and D1.7 (due to M33). A General Assembly brings together representatives of all project partners once every 12 months to which the workshops could be attached. The workshop documents and outputs will be kept in this folder.

3.1.6 ATELIER Data Governance

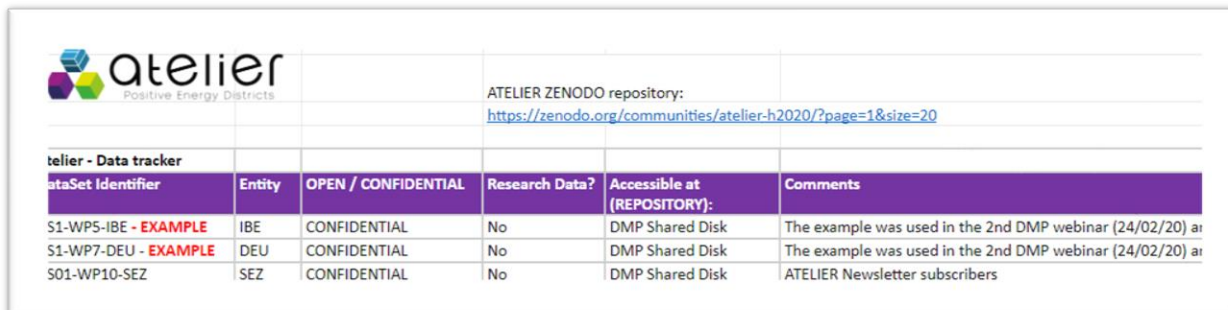
This is a spreadsheet that identifies the Data Management Plan Responsible (DMPR) and the Data Protection Impact Assessment Officer (DPIAO) of each ATELIER partner. DEUSTO annotates the name and email of the DMPR and the name and contact of the DPIAO. Annex 2 shows the live document.

3.1.7 ATELIER Data Tracker

This is a spreadsheet where we keep track of every single dataset generated or handled in the project by using a unique identifier. The full description of the dataset will be detailed by the Data Template (section 3.3). Annex 3 shows the live document.

3.2. ATELIER Data Tracker

ATELIER proposes to make a dynamic and live data inventory that is tracked by the ATELIER Data Tracker (Figure 3). This is a spreadsheet that keeps track of every single dataset generated during the project pointing out: the dataset identifier, the entity handling it, whether it is public or confidential, whether it is accessible and from which repository, and some comments.



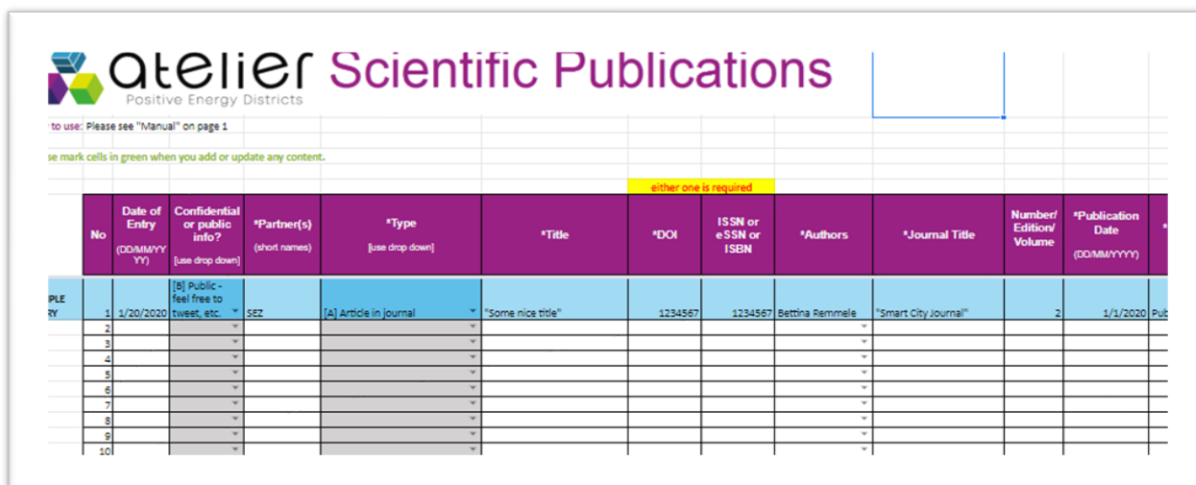
atelier - Data tracker		ATELIER ZENODO repository: https://zenodo.org/communities/atelier-h2020/?page=1&size=20			
DataSet Identifier	Entity	OPEN / CONFIDENTIAL	Research Data?	Accessible at (REPOSITORY):	Comments
S1-WP5-IBE - EXAMPLE	IBE	CONFIDENTIAL	No	DMP Shared Disk	The example was used in the 2nd DMP webinar (24/02/20) at
S1-WP7-DEU - EXAMPLE	DEU	CONFIDENTIAL	No	DMP Shared Disk	The example was used in the 2nd DMP webinar (24/02/20) at
S01-WP10-SEZ	SEZ	CONFIDENTIAL	No	DMP Shared Disk	ATELIER Newsletter subscribers

Figure 3: ATELIER Data Tracker

For the moment, ATELIER has reported two examples of datasets that were used during the second webinar (section 1.2). They have been artificially generated to illustrate how to complete the ATELIER Data Template (section 3.3). SEZ has also reported about ATELIER newsletter subscribers, which is a private dataset since it contains personal data (email contacts).

Data tracker identifies and filtrates those datasets that lay behind the definition of research data (section 2 and Figure 3). The research data might be related to publications that will be listed under *ATELIER D&C activities' list* (Figure 4) already shared will all partners by SEZ (WPL of the WP10 Communication, Dissemination and Exploitation). The column U of this

sheet (not shown) titles 'Research Data related to publication' where the Identifier of the corresponding dataset will be reported.



atelier

Positive Energy Districts

Scientific Publications

to use: Please see "Manual" on page 1

se mark cells in green when you add or update any content.

either one is required

No	Date of Entry (DDMMYYYY) [use drop down]	Confidential or public info? [use drop down]	*Partner(s) (short names)	*Type [use drop down]	*Title	*DOI	ISSN or eISSN or ISBN	*Authors	*Journal Title	Number/ Edition/ Volume	*Publication Date (DDMMYYYY)	*	
PLE	1	1/20/2020	[b] Public - feel free to tweet, etc.	SEZ	[A] Article in Journal	"Some nice title"	1234567	1234567	Bettina Remmele	"Smart City Journal"	2	1/1/2020	Pub
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Figure 4: Scientific Publications spreadsheet from D&C Activities shared file

3.3. ATELIER Data Templates

ATELIER data is featured by a standard template (see Annex 4) that features in detail how research data will be generated, handled and preserved.

The template has been designed with the purpose of enabling future users to:

- ✓ build upon existing research results
- ✓ avoid redundancy
- ✓ participate in open innovation
- ✓ get access to results facilitating their reuse
- ✓ disseminate information targeting citizens or stakeholders
- ✓ understand and reconstruct scientific conclusions

The chapters of ATELIER DMP template are shown in Figure 5:

1. Data Summary
2. Fair Data
 - 2.1. Data Findable
 - 2.2. Data Accessible
 - 2.3. Data Interoperable
 - 2.4. Data Reusable
3. Data Management and Allocation of Resources.
4. Data Protection Impact Assessment
 - 4.1. Personal Data
 - 4.2. Security of Data Management Systems
 - 4.3. Volunteers
5. Other Aspects

Figure 5: chapters of ATELIER DMP template

A detailed description of each chapter is provided to help partners provide the right information which will make possible the effectiveness and quality of data management plan.

3.3.1 Data Summary

The first section of the template is designed to identify the dataset and contextualize it within the project tasks and objectives. It describes the following general aspects:

- Data Identifier: Provides a unique identifier of the dataset of the form DSXX -WPXX-ENTITYXX. It directly links the dataset with a number (DSXX), the WP as part of which it is being handled and the entity that is collecting/handling/storing the dataset
- Name of DataSet: provides a dataset title that serves as a very brief description
- Data Owner: Entity or person proprietary of the data that might be coincident or not with the entity handling the dataset (the one that appears at the DS identifier).
- DMPR: This person will be responsible of data management for ATELIER action at his/her institution
- DPIAO: This person belongs to the institution and is the ultimate responsible of all the data privacy and data security issues of the entity
- Type of data: quantitative, qualitative, numerical, text, etc. In case that the dataset combines more than one type of data, the template refers to the main one
- Data description: this section contextualises the dataset, provides an explanation of the fields contained in the dataset, the size of the dataset, and any other relevant information
- Dataset origin: describes the type of activity where the data was collected, that includes surveys, municipal open services, simulation outputs, PEBs monitoring, etc.

- Methodology used to collect or gather the dataset explains the instruments, laboratory analysis, software tools or any other specific method used to collect or generate the data
- Reason why the data was collected and identified as ATELIER dataset, including the purposes and objectives of the project or any other related reason
- Explanation of any external dataset used to compile the data specifying the origin of the external source, the relevance and the license
- Relation of the dataset with the main objectives of ATELIER. This is a multiple-choice answer and justifies the reason to collect and handle the dataset

This description provides a first picture of the data and help understand the need and purpose of collecting, generating or manipulating this information.

3.3.2 FAIR Data

Completes the FAIR data principles that entail data to be Findable, Accesible, Interoperable and Reusable.

DATA FINDABLE

The concept of findability refers to the viability of other users to localise the data. With this purpose, several subsections have been designed trying to ease the localisation of data. The aspects included are:

- Tim Berners-L Classification³ uses a five-start classification scheme for open data featuring how easy the access to web data is. The system provides a five-start position to Linked Open Data (LOD)
- Data and Metadata standards provide the standards used to characterise the dataset identifying the use of terms or the metadata type. Several examples are provided (ISO 50001:2018 Energy Management System, ISO 19115-1:2014 Geographical Information, Github metadata standard, etc.)
- Any other documentation that helps to understand the data: codebooks, design methods, list of abbreviations, reports, etc.
- Target audience to which the data should be easy to localise which in general includes ATELIER stakeholders or users that might be using the data
- Dissemination Tools: type of databases and channels that could be used to get the dataset or to disseminate it

DATA ACCESSIBLE

This section provides the necessary information to explain how the data is accessible. The following chapters provide information about the nature of the data, whether the dataset is public or not, or whether the owner of the data intends to publish or share. In case the data owner has the intention to publish the dataset, the publication date is also provided. Lastly, possible problems or difficulties to make data open (sharing data) are identified and explained. Those may be related to confidential aspects, size of data, ownership or licensing options adopted, etc.

³ <https://5stardata.info/en/>

DATA INTEROPERABLE

Interoperability is the ability of two (or more) systems or components to exchange a dataset and therefore the information provided. A number of chapters have been included in this section to indicate the data format to help understanding the data interexchange potential, as well as methods or software that might be necessary to access and manipulate these data. Those include:

- Data formats of spreadsheets, documents, geographical data, image, videos, etc.
- Methods or software needed to access the data and make it operable in other systems

DATA REUSABLE

The possibility to make use by a third person or entity of a dataset entirely depends on the licensing conditions, as well as other intellectual property rights or permissions. The ATELIER data template specifies:

- The licensing terms and possible license restrictions that applies to the dataset
- The list of copyright holders and creations protected by the law in terms of intellectual property rights are defined
- The access permissions and restrictions that could be defined to reuse the data indicating the list roles or individuals (internal and external) with any limitations to access, including the one that has the authority to grant additional access.

3.3.3 Data Management and Allocation of Resources

This chapter explains the ATELIER research data cycle (D1.3, section 2) featuring important aspects such as who are the partners involved in adding value to the data, how the expenses of data management are being allocated, which repositories are being used, etc. This section analyses the entire data lifecycle, from the creation and initial storage to the moment it becomes obsolete or out of use. The main purpose of designing a complete data management methodology is to ensure that data is reliable and retrievable for future research (or other) purposes. The sections covered are:

- Partners involved in each of the following steps: data collection, curation, anonymisation (if necessary) and preservation
- Costs and expenses of data management specifies the allocation of economic resources to make data FAIR and secure and how to afford those
- Storage repositories and location: data repositories being used including general purpose ones (Cloud Platforms, Zenodo, etc.) as well as thematic repositories (SCIS, etc.) or institutional ones (City storage systems, University data repositories, etc.). A link has been provided to help partners select an open data infrastructure
- Data curation process being used to ensure the quality and usefulness of data that may involve several steps all along the data lifecycle
- Explanation about how long-term preservation and access will be assured after the end of the ATELIER project duration
- Detail about backups and replicas that will ensure the long-term storage at each repository (if more than one is being used). Backups are total or partial copies of relevant information as support for possible eventualities. In this sense, it should be detailed how these backups and/or replicas are performed. A link is provided to explain the difference between backups and replicas

- File management versioning indicates, if necessary, how to manage the data/report/software versions generated during ATELIER.

3.3.4 Data Protection Impact Assessment

This section provides the methods, procedures and specifications that guarantee the rights and freedoms of natural persons with regard to the processing of personal data. Therefore, it provides the information required to ensure the fulfilment of European GDPR regulation and corresponding national and regional data privacy regulations. It provides the means to explain the proportionality and the necessity of processing personal data and the methods and systems that ensure the security and legitimate purpose.

This section is closely related to ethic issues and requirements of ATELIER. According to the ATELIER purpose and specific objectives, four main sections to be characterised at the Data Management Plan template have been identified.

PERSONAL DATA

The DMP template specifies the details about:

- Data nature and necessity to collect or handle personal data in accordance with the minimisation principle
- Data anonymisation procedure being used. This might involve aggregation procedures, avoidance of personal identifiers, etc.
- Consent forms, asset forms, and other documents that materialise the Data Protection Plan and therefore guarantees the correct use and processing of personal data

NON-EU ENTITIES

In case that the entity processing personal data is located outside the EU, this entity would need to present:

- A Data Protection Plan that is coherent with and follows European GDPR principles,
- Whether they will exchange information (receive or provide) with the EU and if so, the methods transfer
- The declarations, private agreements, asset forms, etc. that ensure the ethics and security when processing personal data to be kept on file

SECURITY OF DATA MANAGEMENT SYSTEMS

The security procedures of data platforms and information systems is one of the key points for ensuring the appropriate use and processing of personal data. The template describes:

- The security features of data management systems
- The access credentials that will be required by data management systems

A link is provided at the ATELIER Data Template (see Annex 4) to clarify on these chapters.

VOLUNTEERS

ATELIER's ambition to build with and for citizens implies a great agenda of activities with different stakeholders and the general public. Datasets that involve the participation of volunteers will explain:

- The procedures and criteria that has been used to recruit participants that will respond to H2020 ethics' considerations
- How the volunteers have received the information about the activity and its context and how they have freely chosen to participate

Consent forms from participants are asked to be kept on file. A link to Ethics H2020 online manual is provided.

3.3.5 Other Aspects

The template includes a last section to include any other relevant aspect that a Data Management Plan Responsible would like to explain. This is an opportunity to clarify any other circumstance that all partners would need to know about the data in view of maximising the data accessibility and reuse.



4. Open Research Data Policy

Some methodological aspects related to Open Research Data Policy are covered at D1.3, specially those related to making data FAIR (D1.3, section 3). This section connects to that one and is more explicit with all that has to do with the exploitation and dissemination of project results. Therefore, it connects to WP10 (Communication, Dissemination and Exploitation) and more specifically to D10.5 (Report on the activities supporting the exploitation impact), D10.6 (IPR management report according to the GA describing the overall strategy setup and implementation into the project and risk), D10.8 (Dissemination and Communication Strategy Plan) and D10.9 (Report on the activities of the Dissemination and Communication Secretariat).

4.1. Making data and project results open

ATELIER open results are made accessible according to the Rules on Open Access to Scientific Publications and Open Access to Research Data in Horizon 2020. All open results (data, software, scientific publications) of the project must be openly accessible at an appropriate Open Access repository. Specifically, research data needed to validate the results in the scientific publications must be deposited in a data repository at the same time as a publication. The main intention of the Data Management Plan is to ensure that such open data produced by EU-funded projects are deposited in a respective repository and thus are usable by third parties after the end of the project.

However, if confidentiality, security, personal data protection obligations or IPR issues forbid open access to certain data produced by the project, it will be deposited in a restricted repository and access may be granted upon request and under the conditions of a restricted license. Such data produced by the project that cannot be released as open data is also listed in the ATELIER Data Tracker.

According to H2020 data management obligations, data produced by the project should be open by default. However, if one of the following general exceptions forbids open access to certain datasets produced by the project, the datasets can be released under a restricted license:

COPYRIGHT AND PERMISSIONS FOR REUSING THIRD-PARTY DATA SETS

Processing and combining input data from many different sources may lead to unclear IPR situations regarding the generated output data, therefore such repurposed data can only be made open if any of the underlying data is open, too.

PERSONAL DATA TREATMENT AND CONFIDENTIALITY ISSUES

Datasets referring to the quality and quantity of human activities are not open by default as their publication may pose privacy, ethical or security risks. Any data relating to the demonstration sites, e.g. metered data, utility bills will remain under the responsibility of the entity collecting the data. Aggregated data for purposes of Monitoring and Evaluation will be shared under open licenses.

DATA RELATED TO BUSINESS OR GENERATION OF NEW MARKETS

In line with the Consortium Agreement and the Grant Agreement, research results are owned by the partner that generates them. Further access rights and regulations are set forth in the

Consortium Agreement as rights and obligations of partners. The protection of intellectual property rights, detailed terms for access rights, and collective and individual exploitation of Intellectual Property are agreed upon in the Consortium Agreement (Section 8.2, page 22) and Grant Agreement (Article 23.a, page 43).

Adaptations are expected for commercial partners to be aligned with their IPR strategy. A balance is needed for openness and need for marketability, patenting, and other IPR issues. This will be handled by the industry partners together with the cities (WP10), and is also linked to replication activities with fellow cities (WP6).

SOFTWARE AND OTHER INSTRUMENTS OR METHODS

Software licenses will be aimed to be as open as possible adopting Creative Commons licensing options as default. Other licensing options will be analysed case by case. ATELIER aims to make open also any other kind of instrument or method (ontologies, construction guidelines, reference books, etc.).

CITIZEN OR VOLUNTEERS GENERATED CONTENT

Data related to any participatory activity organised at WP3 (the PED Innovation Ateliers) and WP7 (Citizen & Stakeholder engagement), but also within the innovation processes carried out in WP4 (Amsterdam LHC) and WP5 (Bilbao LHC) that is generated by (external) end users will only be made open with explicit permission from the end user.

OTHER RESTRICTIONS

Any other question related to ethic or security issues will be considered.

4.2. Open access to publications and research data

A full portfolio of dissemination and communication activities is being proposed in ATELIER in order to maximise the impact of project results. Scientific publications in scientific journals will follow 2020 Guidelines to Open Access. ATELIER keeps a direct link between the scientific publications and related research data thanks to Open Publications tracker. A budget has been set aside for the academic partners to support gold open access publishing.

ATELIER maximizes the adoption of Gold Open Access publications for scientific peer-reviewed papers and will adopt Green Open Access in cases where gold is not possible. In such cases, a nearly finished draft (peer-reviewed publication) will be made public at Zenodo and, if desired, other institutional repositories (those of universities, research centres, etc.) or personal webpages. Authors will ensure appropriate bibliographic metadata is published as well, where possible. It will be in a standard format and include the terms "European Union (EU)" & "Horizon 2020"; the name of the action, acronym & grant number as below; publication date, length of the embargo period, if applicable; and a persistent identifier (DOI or ISSN for example). These requirements are also codified in Article 29.2 of the Grant Agreement on Open Access.

The publication of scientific papers will be fostered in ATELIER and we expect to produce numerous publications with joint ownership among project partners. For cases where it may interfere with seeking protection of IPR or with publication of confidential information, a permission process for publishing any information arising from the project is put in place in the

Consortium Agreement. Notification needs to be given at least 45 days before the publication (Section 4.8.2 of the Consortium Agreement). Project participants will ensure that all publications acknowledge the EU H2020 funding and the name and grant number of the project, including the standard disclaimer (ATELIER, grant agreement: 864374)

Deliverables and project reports are public by default through a Creative Commons CC-BY4.0 license. Other CC licenses can be applied after consultation. External third-party material will be labelled as such, to clearly identify such content and exclude it from the free use given for consortium generated material. Open deliverables will be accessible through Cordis and the ATELIER project webpage (www.smartcity-atelier.eu). Open deliverables and open reports will be available at Zenodo as general term repository.

ATELIER participates in the Pilot on Open Research Data (ORD) and will thus aim to provide open access to raw and aggregated curated datasets. The project aims to make research data findable, accessible, interoperable and re-usable (FAIR) in line with the H2020 Guidelines on FAIR Data Management. Quality assured data will facilitate the interchange of knowledge between stakeholders and improve the communication between the industry, the research institutions and the cities. ATELIER keeps data at the centre pushing forward the generation of new business models and new markets on the value of data.

4.3. Dissemination and Exploitation

The dissemination and exploitation strategy maximises project impact and facilitates applying innovative measures that have been demonstrated during the project. This is done through WP6 upscaling and replication, WP8 cooperation with SCC community, and WP10 communication and dissemination. All project partners will participate on the dissemination and exploitation of project results through joint or individual strategies. Implementing FAIR data principles will support the openness and re-use of data and therefore dissemination and replication. Different dissemination channels are being designed and will be kept alive during the project and after the project ends. The main ones are shown in the table below:

Dissemination type	Usage	Policy
Website	Main contact point of the project to the general public	Creative Commons
Deliverables	Main communication channel between project partners and EC. Open deliverables will be accessible through the project website, cordis and Zenodo	Dissemination level set per deliverable, public by default and open with Creative Commons Attribution CC-BY4.0
Social media	Includes Twitter and LinkedIn ATELIER profiles that will support dissemination and communication activities	TBD. Creative Commons where applicable
Newsletter	Periodic publications and regular updates and links to other dissemination channels	TBD. Creative Commons where applicable

Publications	Scientific and other publications arising from the project	Open Access to publications as detailed in section 2
Monitoring & evaluation	Continuous monitoring of project progress, and LHCs' performance towards expected impacts	Project indicators will be accessible through ATELIER Indicator Database (D9.2)
Research Data linked to project results	Underlying research data of the project	Open Access with limitations due to privacy requirements (ethics, security, business, others)
Any other data	TBD	Wherever possible, open through Creative Commons or other open licenses

5. Conclusions

This deliverable constitutes the first Open Access Research Data report of ATELIER. It is delivered in April 2020 and will be regularly followed up with the consortium members. The data manager (DEUSTO) has the responsibility of keeping this live document regularly updated, and also the tools and instruments that ensures its correct performance.

More detailed procedures, descriptions, forms, etc. will be added as they become available through the ongoing work in the respective Work Packages. As a basic data management system, the data templates will be aggregated (in Annex 4) as soon as new data is generated (and listed in Annex 3). The next update will include detailed data summaries for the work that is being started in that period, and with more detailed partner processes and descriptions of data sets and consent procedures.

The link between deliverable D1.7 and D1.3 will be maintained all along the project, in a manner that keeps both documents parallel and consistent. Any change in one of them that affects the other one will be translated immediately and in accordance. The underlying idea (to be modified if necessary) is to keep D1.3 as more methodological deliverable and D1.7 as main working document that keeps attached to ground and is semi-continually updated.



Annexes

Annex 1: Slides prepared for the webinar of the 24/02/2020 (ATELIER DMP 2nd webinar)

Annex 2: ATELIER Data Governance

Annex 3: ATELIER Data Tracker

Annex 4: ATELIER standard template





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Positive Energy Districts

D1.7 Annex 1

Slides prepared for the webinar of the 24/02/2020
(ATELIER DMP 2nd webinar)



AmsTErdam BiLBao citizen drivEn smaRt cities



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 864374.



DMP – 2nd webinar

Cristina Martín Andonegui & Cruz Enrique Borges
UNIVERSITY OF DEUSTO

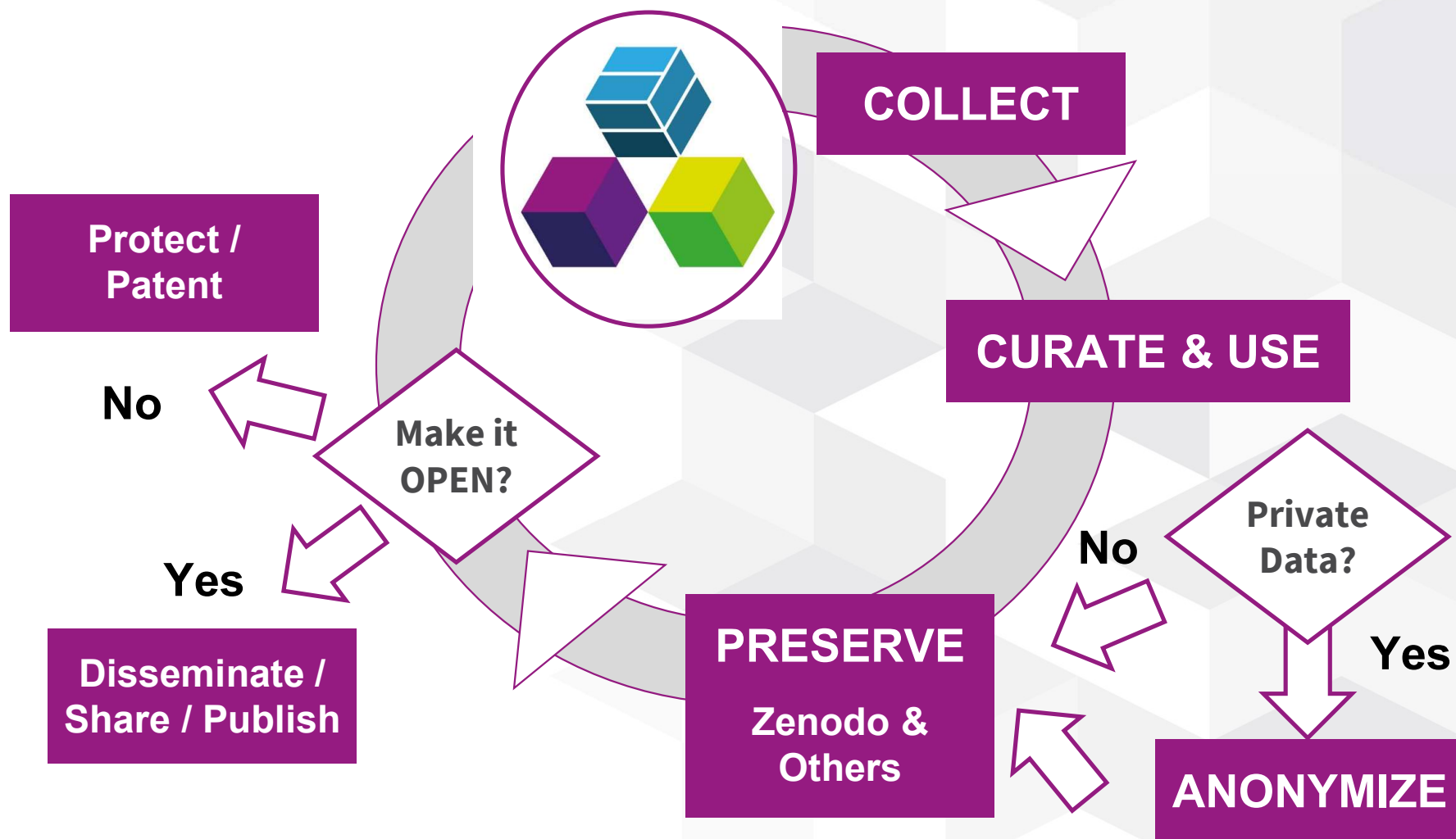
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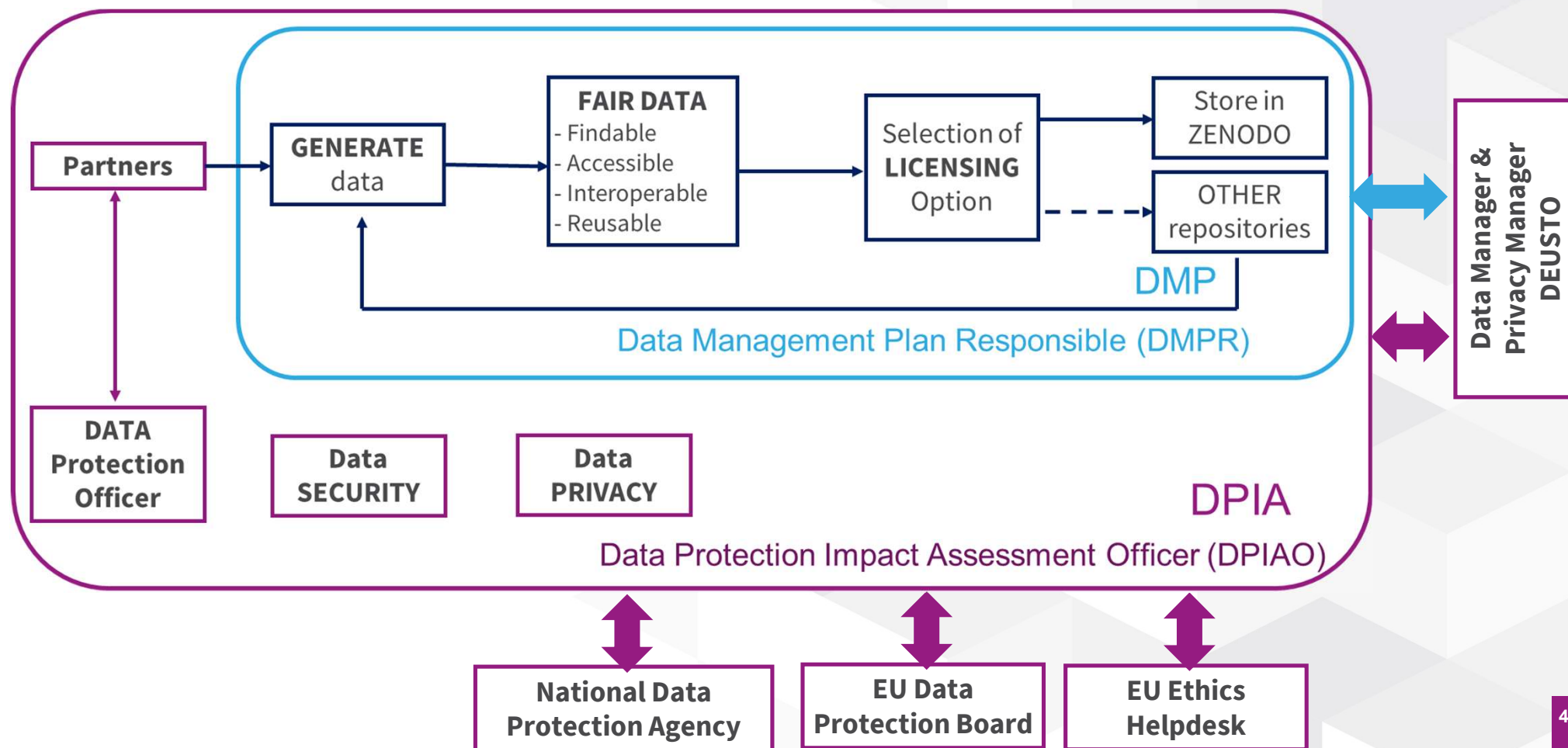
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Positive Energy Districts

- ATELIER Data Cycle & Data Governance
- Shared Disk
- ATELIER in ZENODO
- Template Filling

ATELIER Research Data Cycle



Data Governance



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UNIVERSITY of DEUSTO

www.smartcity-atelier.eu



@AtelierH2020



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D1.7 Annex 2

ATELIER Data Governance



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DMPR: Person in charge of the Data Management Plan of ATELIER in my entity

DPIAO: Person responsible of Data Privacy and Security in my entity, generally appointed with a general purpose (not only for ATELIER)

In case no personal data is expected to be handled by the entity please add: DOES NOT APPLY

Atelier - Data Governance

Entity		Data Management Plan Responsible (DMPR)		Data Protection Impact Assessment Officer (DPIAO)	
No.	Name	Name	Email	Name	Email
1	City of Amsterdam	Rudy Rooth	rudy.rooth@amsterdam.nl	Not publicly available	functionaris.gegevensbescherming@amsterdam.nl
2	City of Bilbao	Jordán Guardo Vázquez	jguardo@bilbao.eus	Not publicly available	datos@bilbao.eus
3	Tecnia	Lara Mabe	lara.mabe@tecnia.com		DOES NOT APPLY
4	TNO	Jeroen Brouwer	jeroen.brouwer@tno.nl	Remy van den Boom	remy.vandenboom@tno.nl
5	Cartif	Estefanía Vallejo	estval@cartif.es	Jesús Marroquín	jesmar@cartif.es
6	Stichting Waag Society	Stefano Bocconi	stefano@waag.org	Stefano Bocconi	stefano@waag.org
7	Amsterdam University of Applied Sc	Julia Ubeda	j.ubeda.briones@hva.nl	Maurice Pelt	m.m.j.m.pelt@hva.nl
8	Paul Scherrer Institute	Tom Kober	tom.kober@psi.ch	Werner Roser	werner.rosen@psi.ch
9	Steinbeis Europa Zentrum	Bettina Remmele	remmele@steinbeis-europa.de	Alexander Stückler	datenschutz@steinbeis.de
10	City of Budapest	Ms Mónika Gégény	Gegeny.Monika@budapest.hu	Ms Katalin Molnár	adatvedelmitisztviselo@budapest.hu
11	City of Matosinhos				
12	City of Riga	Kristaps Kaugurs	kristaps.kaugurs@riga.lv	Timurs Safiuljins	timurs.safiulins@riga.lv
13	City of Copenhagen	Kirsten Dyhr-Mikkelsen	np4n@kk.dk / bw9g@kk.dk		
14	City of Bratislava	Stefan Koczka	stefan.koczka@bratislava.sk	Michaela Petovska	michaela.petovska@bratislava.sk
15	City of Krakow	Marta Soluch	Marta.Soluch@um.krakow.pl	Renata Woyciechowska	renata.woyciechowska@um.krakow.pl
16	University of Deusto	Cristina Martín Andoneg	cristina.andonegui@deusto.es	Mikel García Llorente	privacidad@deusto.es
17	Energy Cluster Bilbao	Jone Irigoyen	jirigoyen@clusterenergia.com	Arantza Martin	amartin@clusterenergia.com
18	Iberdrola	Ana Yurena García	aygarcia@iberdrola.es	Alfonso Menchen	dpo@iberdrola.es
19	Telur	Iñigo Arrizabalaga Valbu	iarrizabalaga@telur.es		DOES NOT APPLY
20	EVE	José Ramón López	jrlopez@eve.eus	Iker Alaña	ialana@eve.eus
21	Spectral	Julian Croker	julian@spectral.energy	Stephen Donnelly	stephen@spectral.energy
22	Republica Development VOF	machiel brautigam	m@banlieu.co	machiel brautigam	m@banlieu.co
23	Developer Poppies Location	Edwin Oostmeijer	info@edwinoostmeijer.nl		DOES NOT APPLY
24	Amsterdam Institute for Metropoliti	Aranka Dijkstra	aranka.dijkstra@ams-institute.org		DOES NOT APPLY
25	Waternet	Marina Gaton	marina.gaton@waternet.nl		DOES NOT APPLY
26	DNV-GL	Ganesh Sauba	ganesh.sauba@dnvgl.com		DOES NOT APPLY
27	Greenchoice	Jurgen Duivenvoorden	jurgen.duivenvoorden@greenchoice		DOES NOT APPLY
28	Civiesco	Michele Stano	michele.stano@civiesco.it	Michele Stano	michele.stano@civiesco.it
29	Zabala Innovation Consulting	Marina Ordorika	mordorika@zabala.es		DOES NOT APPLY
30	Fraunhofer ITWM	Matthias Klein	matthias.klein@itwm.fraunhofer.de	Ralph Harter	datenschutz@zv.fraunhofer.de

D1.7 Annex 3

ATELIER Data Tracker



AmsTERdam BiLbao ciTizen drivEn smaRt cities

ATELIER ZENODO repository:

<https://zenodo.org/communities/atelier-h2020/?page=1&size=20>

Atelier - Data tracker					
DataSet Identifier	Entity	OPEN / CONFIDENTIAL	Research Data?	Accessible at (REPOSITORY):	Comments
DS1-WP5-IBE - EXAMPLE	IBE	CONFIDENTIAL	No	DMP Shared Disk	The example was used in the 2nd DMP webinar (24/02/20) and is shared with project partners
DS1-WP7-DEU - EXAMPLE	DEU	CONFIDENTIAL	No	DMP Shared Disk	The example was used in the 2nd DMP webinar (24/02/20) and is shared with project partners
DS01-WP10-SEZ	SEZ	CONFIDENTIAL	No	DMP Shared Disk	ATELIER Newsletter subscribers

D1.7 Annex 4

ATELIER standard template



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DMP Templates

1. DATA SUMMARY

Data IDENTIFIER	Name of the dataset		Data Owner
Data Management Plan Responsible (DMPR)		Data Protection Impact Assessment Officer (DPIAO)	
Principal type of data contained in the dataset			
<input type="checkbox"/> Quantitative <input type="checkbox"/> Qualitative <input type="checkbox"/> Numeric <input type="checkbox"/> Text <input type="checkbox"/> Images <input type="checkbox"/> Audio <input type="checkbox"/> Video		<input type="checkbox"/> Databases <input type="checkbox"/> Non-structured data <input type="checkbox"/> Source code <input type="checkbox"/> Computational models <input type="checkbox"/> Time series <input type="checkbox"/> Other (please specify):	
Data description			
Please, describe the data to be collected. Please specify the type and provide a short description of every field contained in the data. Moreover, add information about the size of the data set, format, etc.			
Which is the origin of these data?			
<input type="checkbox"/> Direct measurements <input type="checkbox"/> PED Monitoring <input type="checkbox"/> Municipal open data services <input type="checkbox"/> Surveys <input type="checkbox"/> Simulation outputs		<input type="checkbox"/> Expert Knowledge <input type="checkbox"/> Impact/Assessment analysis <input type="checkbox"/> Other (please specify):	
Methodology used to collect or gather the dataset			
Please briefly describe the processes or methods being used to obtain these data.			
Why is this data collected?			
Please, contextualize the collected information.			
Please, provide a brief description of any external dataset used			
For every external dataset used please explain its origin, relevance and license.			
Relation of the dataset with the specific objectives of ATELIER (multiple choice answer)			
<input type="checkbox"/> 1) Deliver an energy surplus of 249 MWh of primary energy in AMSTERDAM and 1091 MWh in BILBAO, and saving 1,2 kton CO2 in AMSTERDAM and 0.5 kton in BILBAO <input type="checkbox"/> 2a) Implementation and deployment of PED in Buiksloterham (AMSTERDAM) <input type="checkbox"/> 2b) Implementation and deployment of PED in Zorrozaurre (BILBAO) <input type="checkbox"/> 3) Develop Bold City Vision for 2050 <input type="checkbox"/> 4) Establish and develop PED Innovation Ateliers. <input type="checkbox"/> 5) Engage citizens in the development and deployment of the local PEDs <input type="checkbox"/> 6) Monitoring and evaluation of the ATELIER impact <input type="checkbox"/> 7) Replication and upscaling of the smart urban solutions <input type="checkbox"/> 8) Dissemination and exploitation of the smart urban solutions demonstrated in cities <input type="checkbox"/> 9) Actively engage with other Smart Cities and Communities projects <input type="checkbox"/> Other:			

2. FAIR DATA (DATA FINDABLE, ACCESSIBLE, INTEROPERABLE AND REUSABLE)

2.1. DATA FINDABLE

Tim's 5-star classification of the dataset	
<input type="checkbox"/> Data is available under an open license <input type="checkbox"/> Use a structured data (e.g., Excel instead of image scan of a table) <input type="checkbox"/> Is available in a non-proprietary open format (e.g., CSV as well as of Excel) <input type="checkbox"/> Use URIs to denote things <input type="checkbox"/> The data is linked to other data to provide context	
Data and metadata standards	
Please list data standards used, if any.	
Metadata standard: http://rd-alliance.github.io/metadata-directory/ ISO 50001:2018 Energy Management Systems: https://www.iso.org/iso-50001-energy-management.html ISO 19115-1:2014 Geographic information: https://www.iso.org/standard/53798.html	
Documentation that help understand the data	
<input type="checkbox"/> Information of the origin of the data <input type="checkbox"/> Codebook <input type="checkbox"/> List of abbreviations	<input type="checkbox"/> Description of variables <input type="checkbox"/> Technical information about files <input type="checkbox"/> Other (please specify):
Target audience	
<input type="checkbox"/> ATELIER project partners <input type="checkbox"/> Local communities/governments <input type="checkbox"/> Politicians/Legislative <input type="checkbox"/> Technical suppliers/Industry	<input type="checkbox"/> Utility sector <input type="checkbox"/> Initiatives/NGOs <input type="checkbox"/> Academia/RTD/Higher education <input type="checkbox"/> Services (eco) <input type="checkbox"/> Other (please specify):
Dissemination Tools	
<input type="checkbox"/> Personal/research group web page <input type="checkbox"/> Well-known specialist database <input type="checkbox"/> Search Administration database <input type="checkbox"/> Email of corresponding author	<input type="checkbox"/> Data access statement in published articles <input type="checkbox"/> Personal networking <input type="checkbox"/> Citation of data sets <input type="checkbox"/> Other (please specify):

2.2. DATA ACCESSIBLE

Dataset is	
<input type="checkbox"/> Open data	<input type="checkbox"/> Confidential data
Intention to publish or share the research data	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
When will the data be published?	
<input type="checkbox"/> Immediately on collection <input type="checkbox"/> Within sometime after the ends of the project (please specify): <input type="checkbox"/> Within sometime after its collection (please specify):	<input type="checkbox"/> To coincide with publication of main results <input type="checkbox"/> Other (please specify):

Expected difficulties for data sharing	
<input type="checkbox"/> Confidentiality <input type="checkbox"/> Large file size <input type="checkbox"/> Ownership/licensing	<input type="checkbox"/> Intended commercialisation <input type="checkbox"/> Other (please specify):

2.3. DATA INTEROPERABLE

File format			
<u>Spreadsheet:</u> <input type="checkbox"/> ODS <input type="checkbox"/> XLS <input type="checkbox"/> CSV <u>Documentation</u> <input type="checkbox"/> DOC <input type="checkbox"/> PDF <input type="checkbox"/> TXT <input type="checkbox"/> HTML	<u>Structured data</u> <input type="checkbox"/> XML <input type="checkbox"/> JSON <u>Geographical data</u> <input type="checkbox"/> DXF <input type="checkbox"/> SHP <input type="checkbox"/> GEOJSON	<u>Image:</u> <input type="checkbox"/> JPG <input type="checkbox"/> TIFF <input type="checkbox"/> PNG <u>Video:</u> <input type="checkbox"/> WEBM <input type="checkbox"/> MP4 <input type="checkbox"/> MKZ	<u>Other</u> (please specify):
Methods or software tools needed to access the data			
Please detail any necessary software to manipulate the information (if not standard).			

2.4. DATA REUSABLE

License conditions and restrictions	
<input type="checkbox"/> Copyright <input type="checkbox"/> Creative Commons (please specify)	<input type="checkbox"/> Open Licence (please specify): <input type="checkbox"/> Other (please specify):
Please, list the owners of the copyright and intellectual property involved	
Access permissions and restrictions	
List roles/individuals (internal & external) with any limitations to access (e.g. scope, actions permitted), including who has authority to grant additional access.	

3. DATA MANAGEMENT AND ALLOCATION OF RESOURCES

Partners	Collection	Curation	Anonymization	Preservation
1 – COA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 – COB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 – TEC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 – TNO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 – CAR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 – WAA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 – UAS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 – PSI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 – SEZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 – BUD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 – MAT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12 – RIG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
13 – COP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
14 – BRA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
15 – KRA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
16 – DEU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
17 – CEB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
18 – IBE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
19 – TELUR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
20 – EVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
21 – SPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
22 – REP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
23 – POP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
24 – AMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
25 – NET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
26 – DNV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
27 – GRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
28 – CIV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
29 – ZIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
30 – FRA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Other (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Costs and expenses of data management								
Which are the costs related to dataset management? Those associated with making data FAIR or ensuring the security of data, etc. How these expenses will be covered?								
Storage Repositories and Location								
<input type="checkbox"/> Secure facility from a data provider <input type="checkbox"/> Physical storage <input type="checkbox"/> Municipal Open Portals <input type="checkbox"/> Universities' portals <input type="checkbox"/> Cloud platforms (e.g. Github)	<input type="checkbox"/> ATELIER community in ZENODO <input type="checkbox"/> ATELIER webpage <input type="checkbox"/> Smart Cities Information System (SCIS) <input type="checkbox"/> Academic research network platforms (e.g. ResearchGate). <input type="checkbox"/> Institutional open data repositories (e.g. CKAN based) <input type="checkbox"/> Other (please specify):							
Registry of Research Data repositories: http://www.re3data.org/								
Data curation processes								
Please briefly describe the management of data throughout its life cycle.								
How long-term preservation and access will be assured?								
Please briefly describe how the data will be preserved after the end of the project.								
Backups and replicas to ensure long-term storage								
Detail about backups and replicas that will ensure the long-term storage at each repository (if more than one is being used). Backups are the total or partial copies of relevant information as support for possible eventualities. In this sense, it should be detailed how these backups and/or replicas are performed. Check difference between backups and replicas at: https://blog.storagecraft.com/backup-vs-replication/								

File management versioning

- ☐ Unnecessary (i.e. overwrite original file)
- ☐ Control version software (e.g. Git, please specify):

- ☐ Date/version number in filename/folder
- ☐ Other (please specify):

4. DATA PROTECTION IMPACT ASSESSMENT

4.1. PERSONAL DATA

Are you generating or handling personal data?

- ☐ Yes (briefly explain the following):
Data nature and necessity to collect or handle it

Data anonymisation procedure

Provide the documents inform consents to be kept on file

- ☐ No

Has your entity a Data Protection Plan accordingly to GDPR requirements?

- ☐ Yes (describe the files provided to ATELIER to be kept on file):

- ☐ No (briefly describe):

Guidelines on DPIA: https://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=611236 Regulation 2016/6791 (GDPR): <https://eur-lex.europa.eu/eli/reg/2016/679/oj>

Are you a non-EU entity handling personal data?

☐ Yes (explain the following):

Procedures that will be followed accordingly to GDPR:

Transference of information from the EU and to the EU:

Provide the documents that ensure security and ethical treatment of information to be kept on file:

☐ No

4.2. SECURITY OF DATA MANAGEMENT SYSTEMS

Describe the security features

☐ Clear storage, clear transmit

☐ Clear storage, encrypted transmit

☐ Multi-encrypted storage, encrypted transmit

☐ Others:

Describe the access credentials

☐ Open

☐ Email or OAuth Verified Registration

☐ Password, Registered, Approval

☐ Other:

Datatags: <http://datatags.org/>

4.3. VOLUNTEERS

Are you working with volunteers?

☐ Yes (explain the following):

Which are the procedures and criteria to recruit participants?

How do you inform the volunteers about the activity to be done?

Please provide the consent forms signed to be kept on file

☐ No

Ethics H2020 online manual: https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm

Are you collecting personal information from volunteers?

☐ Yes:

How do you justify the necessity of collecting that information?

☐ No (briefly describe):

Guidelines on DPIA: https://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=611236
Regulation 2016/6791 (GDPR): <https://eur-lex.europa.eu/eli/reg/2016/679/oj>

5. OTHER ASPECTS