

D7.1

H - Requirement No. 1

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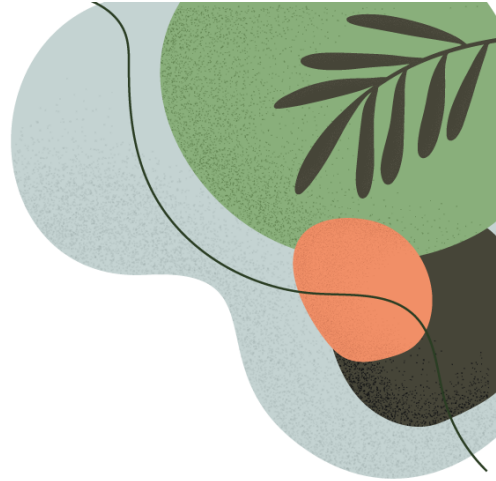
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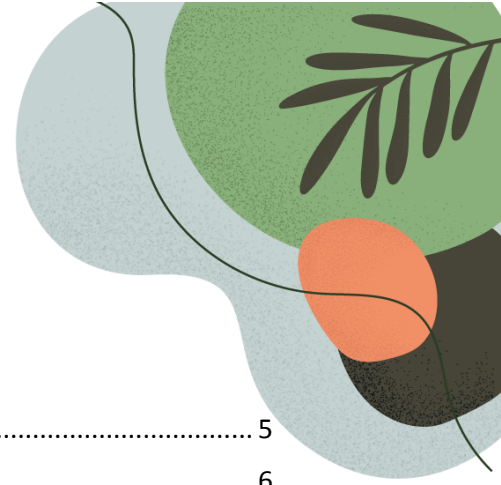
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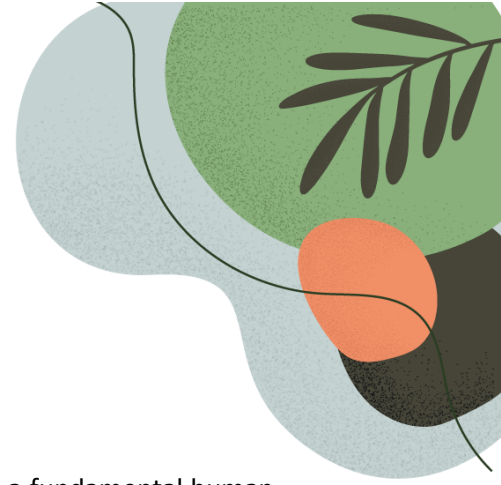
VERSION	DATE	REVIEWER	MODIFICATIONS
1	28/02/2021	Chiara Pocaterra APRE	First version
2	14/04/2021	Chiara Pocaterra APRE	Revision of the description
Final	17/05/2021	Chiara Pocaterra APRE	Adding description of the informed consent for parents/legal guardian

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Executive Summary

Data protection is both a central issue for research ethics in Europe and a fundamental human right. It is intimately linked to autonomy and human dignity, and the principle that everyone should be valued and respected. For this principle to guide the development of today's information society, data protection must be rigorously applied by TRANSITION2BIO.

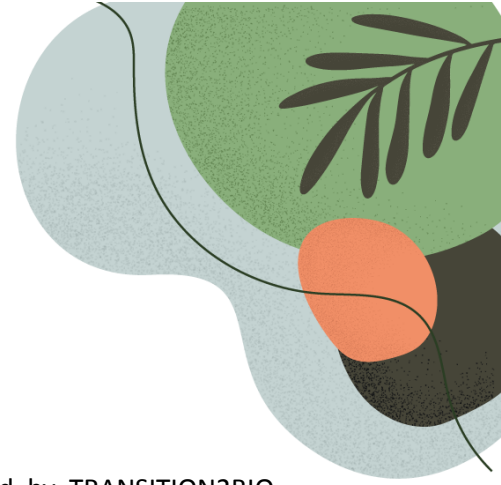
This deliverable provides detailed information on procedures and criteria that will be used to engage stakeholders (citizens, public administration, research and business representatives) in the project activities, such as large scale events, workshops and trainings, respecting the EU and national regulations of data management and protection. The objective is to specify and structure the ethical procedures in order to guarantee a sound and correct ethical treatment of human participants. In particular, this deliverable will focus on the informed consent procedures which will be applied every time the project means to involve interested stakeholders in its activities.

More specifically, this deliverable covers the following contractual issues:

- Details on the procedures and criteria that will be used to identify/recruit participants.
- Detailed information on the informed consent procedures that will be implemented for the participation of humans.
- The informed consent form and information sheet.

The deliverable is a living document that will be updated over the course of the project, if needed by the project developments or due to legislative or policy changes by the European Commission.

The content of this deliverable is complemented by the "POPD - Requirement No. 2" (D7.2).



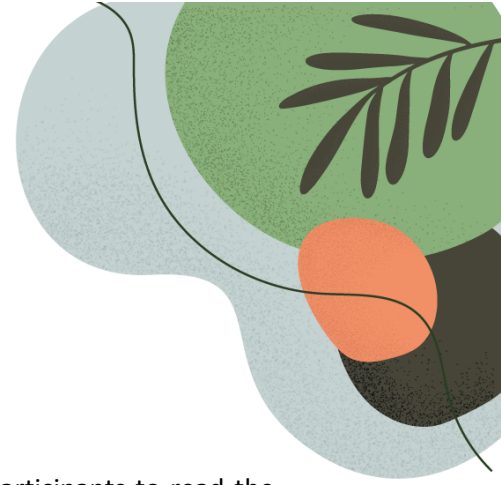
Participants recruitment procedures

All participants in TRANSITION2BIO events are identified or recruited by TRANSITION2BIO consortium partners (also suggestions by the Advisory board will be taken into consideration) through different channels: traditional media, social media, own databases, mailing lists and networks.

All participation will be voluntary and informed. TRANSITION2BIO activities will include adult participants in all the activities. The adults are fully able and capable to provide explicit, written, freely-given, specific and informed consent to take part in any TRANSITION2BIO activity, and to sign the informed consent before it occurs. TRANSITION2BIO foresees trainings for kids among its activities but no personnel data will be collected from them; in case of collection of images and videos, a specific consent will be collected in advance from the parents/legal guardians. The information addressed (e.g. hands-on lab) to the children is in age-appropriate and plain language that they can easily understand (the information delivered is in mother tongue of the children).

In general, participants with potentially impaired capacity to provide a freely-given, specific and informed consent (e.g., minors, mentally-ill, socio-economic disadvantaged groups, prisoners, institutionalized populations) are not involved in any TRANSITION2BIO activities.

Before taking part in the TRANSITION2BIO activities, participants are briefed on the TRANSITION2BIO project, as well as the scope and aims of the specific activity. The duty of the beneficiary is to ensure that invitations to become participants contain transparent and easily understandable information about the purpose of the project, the purpose of the activity, an informed consent procedure, and an opt-out protocol. Briefings and documentation are available in English (TRANSITION2BIO beneficiaries can translate in their national language any document) and written with terminology each individual participant is comfortable with and can fully understand. Participants for whom this cannot be assured do not take part in the TRANSITION2BIO activities. All participants will be made aware of their right to withdraw from the TRANSITION2BIO activities without providing any reason for their withdrawal. Their data will be deleted.



Informed Consent Procedures

Informed consent will be sought for all activities, normally by asking participants to read the project information sheet and to sign a written consent form.

The written project information sheet provides details about the project activities, data collected and protocols, participant rights, and contact details. The consent form must be “given by a competent individual who has received the necessary information; who has adequately understood the information; and who, after considering the information, has arrived at a decision without having been subjected to coercion, undue influence or inducement, or intimidation”. All obtained consents will be freely given; no pressure will be put on participants to participate in the project. All participants will be given the opportunity to ask questions and receive clear answers before making decisions about their participation.



Annex 1: Information sheet

TRANSITION2BIO Information sheet

You are being invited to take part in the activities carried out within the European funded project TRANSITION2BIO (Support the TRANSITION towards the BIOeconomy for a more sustainable future through communication, education and public engagement). Before you decide to take part to the project activities, it is important you understand what is doing the project and how you will be involved. Please take time to read the following information carefully.

Description of the Project

TRANSITION2BIO is a two-year project (started in January 2021), which will:

1. Raise awareness on bioeconomy at large and the related environmental and socio-economic impacts for European citizens through communication activities
2. Contribute to the transition towards a more sustainable production, consumption and lifestyles through engagement and education activities
3. Contribute to the deployment of the regional bioeconomy strategies by providing Member States and Regions with methodologies, mentoring, capacity building, tools and materials to raise awareness and communicate bioeconomy
4. Facilitate the identification of the educational and training needs towards the creation of an innovation ecosystem for bioeconomy
5. Strengthen the European Bioeconomy Network to maximize the collaboration among and impacts of EU-funded projects in bioeconomy

through a series of activities:

- Production of awareness, communication and education toolkits fine-tuned through interviews of selected experts; validation of the toolkits by a group of experts during a focus group
- Awareness and engagement of young people through Hands-on Labs (kids), Info-educational games (kids and teenagers), Training for teachers (all ages), School competitions (kids and teenagers)
- Awareness and engagement during large scale events of the general public
- Social media awareness and public engagement activities to involve the general public
- Awareness, communication and education for Member States and Regions
- Organisation of co-creation workshops with Universities about future skills on bioeconomy
- Animation activities for the European Bioeconomy Network members.

Kind of Data collected

In order to perform these activities, some personal information will be collected and then stored either in the project website (when you subscribe for the TRANSITION2BIO newsletter) or at one of the TRANSITION2BIO beneficiary premises (legal address) if you subscribe during any of the event organised by the project. This could include name, surname, email, age, gender, country, working organisation, position in the organisation, website of the organisation, education,



photo, video, audio and your personal opinions on the bioeconomy field. For young people (minor) the information collected and stored could be: name, photo and video. A specific informed consent will be asked to be signed by the parents (or the legal guardian).

Processing and Storing of your Data

Your data will be processed in accordance with the General Data Protection Regulation (available at <https://eur-lex.europa.eu/eli/reg/2016/679/oj/eng>). All information collected about you will be kept strictly confidential. Your data will be stored in a safe and lockable place either at the LOBA's facility (partner developing the project website if you subscribe for the TRANSITION2BIO newsletter) or any other beneficiary's facility (if you subscribe during any event organised by the project). Only the TRANSITION2BIO beneficiaries will have access to this information. At the end of the project, by December 2022, your personal data will be destroyed unless you agree to let us continue to use it for other research purposes. If a publication is not finished by this date, the data may continue to be used until the work is finalized. Processed data might survive the project, as it may become part of publications and other dissemination activities.

Your data will not be sent to third parties. Your data will not be sent to countries outside of the European Union. The sole purpose of storing your data is for project activities.

Dissemination of Results

The data stored will be used for research purposes. This includes publications, the creation of a network, dissemination of information and events.

Supervision

Each TRANSITION2BIO beneficiary has its own ethical rules, taking into account the national legislation. The Coordinator of the project, APRE, will gladly answer all your questions on Data Protection and the Ethics Code applied in the TRANSITION2BIO project and all the beneficiaries at privacy@transition2bio.eu.

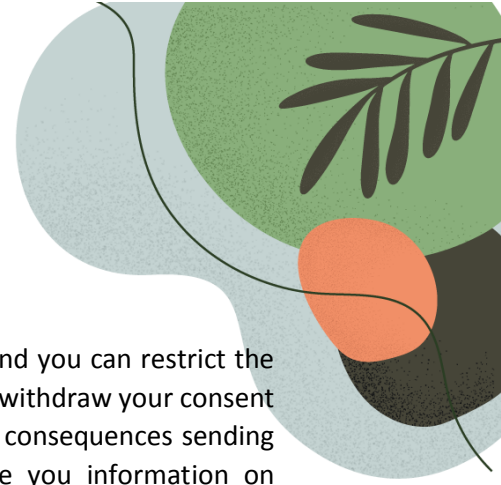
Data Breach

In case of a data breach, each beneficiary will immediately inform the Coordinator APRE. Together they will undertake all steps necessary to minimize any possible negative consequences. You will receive a notification as soon as possible about the nature of the data breach, the information lost and the actions that are being taken to prevent or minimize any possible harm.

Data sharing and re-use

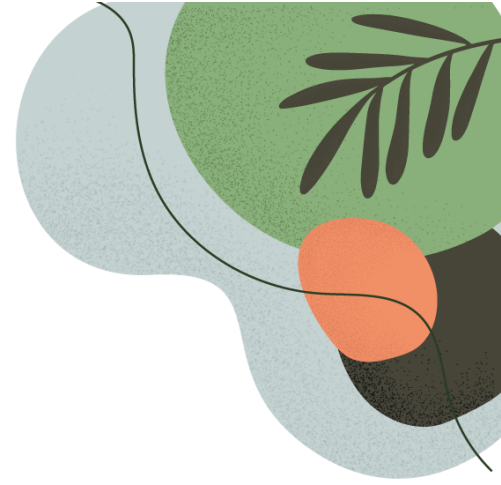
The data stored will be used for the activities relating to TRANSITION2BIO. This includes their processing for research purposes and dissemination activities. Your data will, under no circumstances, be sold to any third party.

Your rights



You have the right to ask for correction and/or deletion of your data and you can restrict the processing of your data, as granted in GDPR Article 15 -22. You can also withdraw your consent at any time according to GDPR Article 6(1) and Article 9(2) without any consequences sending an email. If requested, your local supervisory authority will provide you information on exercising your right according to Article 57(e) GDPR.

If you decide to participate in our project, we would like to thank you in advance. However, you are perfectly free to decline our invitation to take part in the project.



Annex 2: Informed consent form

TRANSITION2BIO Informed Consent Form

Thank you for your interest in participating in the TRANSITION2BIO project. Before you agree to take part, the person organising the activity and collecting your information must explain the project to you otherwise please read the TRANSITION2BIO Information Sheet.

Project Title: TRANSITION2BIO - Support the TRANSITION towards the BIOeconomy for a more sustainable future through communication, education and public engagement.

If you have any questions arising from the Information Sheet or the explanation already given to you, please ask the TRANSITION2BIO beneficiaries before you to decide whether to join in.

Participant's Statement

I declare that:

- I have read the notes written above and the TRANSITION2BIO Information Sheet, and understand what the project is. I have been given the opportunity to ask questions and have had them answered to my satisfaction.
- I understand that my participation is voluntary and that I am free to withdraw at any time without giving a reason immediately without consequences.
- I have been given the information about the expected duration of the storage of the data (not longer than the duration of the project).
- I consent to the processing of my personal information for the assessment of my application by the TRANSITION2BIO project.
- I understand that such information will be treated as strictly confidential and handled in accordance with the provisions of the EU General Data Protection Regulation (Reg. 2016/679).

Signature:

Date:

www.transition2bio.eu

This project receives funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101000539.



Annex 3: Informed consent form for young persons

TRANSITION2BIO Informed Consent Form for young persons

Thank you for your interest in participating in the TRANSITION2BIO project. Before you agree to take part, the person organising the activity and collecting your information must explain the project to you otherwise please read the TRANSITION2BIO Information Sheet.

Project Title: TRANSITION2BIO - Support the TRANSITION towards the BIOeconomy for a more sustainable future through communication, education and public engagement.

If you have any questions arising from the Information Sheet or the explanation already given to you, please ask the TRANSITION2BIO beneficiaries before you to decide whether to join in.

As parents or legal guardian of the minor involved in activity of TRANSITION2BIO which her/him is involved, you are granting the permission to use the first name, age, country, images and video recording. For data protection reasons, your full name will not be included on any produced material.

These information will be spread through different TRANSITION2BIO channels including the social media (@biovoices powered by TRANSITION2BIO). Furthermore, no royalty, fee or other compensation shall become payable to you by reason of such use.

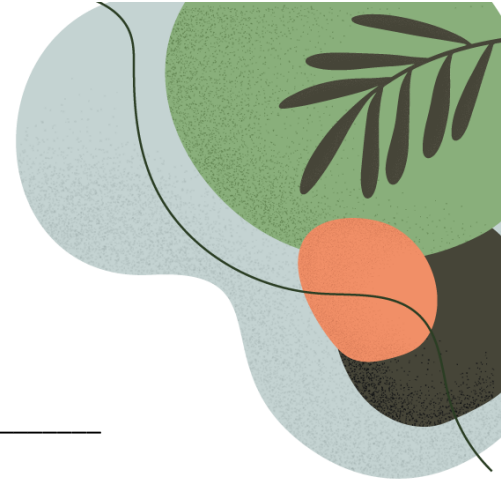
The data will be stored in a safe and lockable place at the TRANSITION2BIO beneficiary collecting the information in a secure environment and in line with the obligations under the GDPR. By the end of the project (31/12/2022) the information (name, video and images of the child) will be destroyed. Processed data will survive the project, as it become part of dissemination activities.

Your data will, under no circumstances, be sold to any third party and not be sent to countries outside of the European Union.

As parents or legal guardian of the minor you may contact the TRANSITION2BIO Coordinator at any time to withdraw your consent for the use of your photos/recordings. In such a case, we will ensure that the photos/recordings are removed from wherever they have been posted as soon as is practical. Please be aware that it may be impossible to remove your likeness where it has already been included in a printed publication which has been published or is in the process of being published. We will only be able to remove such images from future publications.

Parent/Legal guardian's name: (Please print your name clearly)

Giving permission for (young person's name – please print the name clearly)



Parent/Legal Guardian's signature

Date



Conclusions

Deliverable 7.1 covers part of the Human Ethics Issues for the TRANSITION2BIO project and more specifically it covers: H - Requirement No. 1.

The deliverable:

- Presents the details on the procedures and criteria that will be used to identify/recruit participants.
- Provides detailed information that must be provided on the informed consent procedures that will be implemented for the participation of humans.
- Includes the informed consent form and the information sheet for TRANSITION2BIO activities.

Consortium



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