



Deliverable 8.2:

DLT4EU Data Management Plan

D 8.2

31 January 2020

Deliverable

PROJECT ACRONYM	GRANT AGREEMENT #	PROJECT TITLE
DLT4EU	CONNECT/2019/ARES (2019)2156457	DLT4EU

DELIVERABLE REFERENCE NUMBER AND TITLE

D8.2

DLT4EU Data Management Plan

Revision: v1.0

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Funded by the Horizon 2020 programme of the European Union

Grant Agreement No CONNECT/2019/ARES (2019)2156457

DISSEMINATION LEVEL

✓ P Public

C Confidential, only for members of the consortium and the Commission Services

Revision History

REVISION	DATE	AUTHOR	ORG.	DESCRIPTION
v0.1	06.01.2020	Alice MacNeil	MET	First draft
v0.2	27.01.2020	Dominyka Zemaityte	DC	Revision of content
v1	30.01.2020	Elizabeth Corbin	MET	Final review

STATEMENT OF ORIGINALITY

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

Summary

The Data Management Plan (DMP) of the DLT4EU programme outlines how the programme data will be managed over the duration of the programme and after the programme is completed.

The DMP will give an overview of the types of data collected and generated, processed, and stored, as well as the methods and standards that will be applied to data management, how this data is shared or made openly accessible, and finally how data will be curated and preserved during and after the end of the programme.

This first version of the DMP provides a set of standard guidelines to ensure that all DLT4EU partners manage the programme data while being compliant with the EU General Data Protection Regulation.

This document also sets out how the DMP and its supporting processes will be communicated and implemented with all programme participants.

The DMP is a living document and will be updated, whenever significant changes arise, to support the data management lifecycle for all data generated in the project. Events which will require an update to the DMP include, but are not limited to:

- Updates in the ongoing negotiation between the EU and UK Government in relation to Brexit
- New data generated and / or collected
- Changes in consortium policies
- Changes in the membership of the consortium

The timeline for the periodic review and update of the DMP is every quarter across the duration of the programme.

Index

1. Programme Introduction	6
2. Scope of the Data Management Plan (DMP)	7
3. Related Regulation	8
3.1 EU General Data Protection Regulation	8
4. Allocation of Resources	11
4.1 Consortium Members	11
4.2 Costs	11
5. Summary of Data	12
5.1 Purpose of the Data	12
5.2 Types of Data	15
5.3 Origins of Data	16
5.4 Data Format	17
5.5 Data Collection and Processing	18
5.6 Data Storage and Sharing	18
5.7 Communication, Dissemination, and Education about the DMP	19
5.8 Data Security	19
5.9 Ethical Aspects	20
6. Future Use of Data	21
Appendix 1	22
Appendix 2	25

1. Programme Introduction

The DLT4EU Programme will stimulate the piloting of cutting-edge Distributed Ledger Technologies (DLT)-based applications that address pressing social and environmental challenges currently faced in the EU and, ultimately, drive positive change for the common good. This programme has received funding from the European Commission under grant application CONNECT/2019/ARES (2019)2156457.

The core objective of the programme is to connect the expertise and resources of leading DLT entrepreneurs and developers with the real-world, unmet opportunities and challenges of public and social sector beneficiaries including: governmental, public, third sector, and civil society organisations. DLT4EU will address the desire of the EU to build scalable, efficient, and high-impact ventures that support the development, expansion, and use of cutting-edge DLT applications for social and public good.

The consortium members are: Metabolic (NL), Digital Catapult (UK), and Ideas for Change (ES).

The consortium will trial a European-wide incubation scheme developed by the consortium partners called Virtual Field Labs (VFLs). The VFL concept is specifically designed to stimulate DLT experimentation, innovation, and uptake within the public and social sectors in close collaboration with real-world beneficiaries and the challenges they face.

The Virtual Field Labs of DLT4EU will be developed in response to two overarching high-impact sectors: Circular Economy and Digital Citizenship. A curated acceleration programme, co-designed and delivered by the partner consortium, will cross-cut each VFL in order to underpin the development of DLT applications with a taught programme that covers technical expertise, business model development, legal guidance, and impact assessment.

Results of the programme will take the form of proof-of-concepts: functional prototypes that can be used to demonstrate the purpose and potential of the DLT application. These proof-of-concepts will be evaluated using a robust impact assessment framework, with 3- 5 being awarded follow-on funding.

2. Scope of the Data Management Plan

This Data Management Plan (DMP) specifically covers the data collected, generated, managed, stored, shared, and used by only the consortium partners for the delivery of the DLT4EU Programme. Data Management activities will be in accordance with EU General Data Protection Regulation.

The signed Consortium Agreement sets out the ownership of prior and post-programme data (including Intellectual Property) of all participating organisations.

This DMP does not cover the details of the contractual agreements entered for the purpose of the Virtual Field Labs. For example, the Intellectual Property created and / or developed during the VFLs between company participants and Challenge Owners. While DLT4EU participants are free to commercialise applications and services based on developed solutions, their source code is required to be released under an Open Source Licence. Please refer to the deliverable D8.1 Contract Template for more information.

The DMP is a living document and will be updated, whenever significant changes arise, to support the data management lifecycle for all data generated in the project.

3. Related Regulation

The DMP has been developed according to the following EU regulation:

- I. EU General Data Protection Regulation (GDPR)

3.1 EU General Data Protection Regulation

The EU General Data Protection Regulation (Regulation (EU) 2016/679) sets a cross-EU membership regulation for the protection of all EU citizen data (online and offline), its use, and transfer outside of EU and EEA locations. The regulation also enables individuals to request access to and amendment of their data.

The DLT4EU programme will comply with EU GDPR regulation. Metabolic, as the Project Coordinator, will ensure the necessary compliant technical and operational processes are in place to facilitate this compliance. All consortium members are responsible for implementing the GDPR-specific requirements of the Data Management Plan as part of their work package and deliverables.

The EU GDPR regulation is especially pertinent to the following DLT4EU Work Packages:

EU General Data Protection Regulation		
Work Package	Deliverable(s)	Implementation
WP2: Open Call (Lead: Digital Catapult)	<ul style="list-style-type: none"> ● D2.1 Open Call Website and Portal 	<ul style="list-style-type: none"> ● Cookie header banner displayed when you visit the site ● Cookie banner will inform website visitors about the types of cookies used and will include a link to the cookie and privacy policies, which supports a website visitor to edit their preferences ● The website will only display its content once the website visitor accepts the site’s cookies ● Website hosted on a server within the EU, and will not send data to a non-compliant country outside the EU / EEA ● Provision of a secure Open Call application submission portal ● Informed consent sought as part of the application process to enable assessment for participation

		<ul style="list-style-type: none"> Application data only stored and processed using GDPR compliant technology platform, where only the consortium members have access See also Appendices 1 and 2
<p>WP3: Implementation, Management, Monitoring of Accelerator Programme (Lead: Metabolic)</p>	<ul style="list-style-type: none"> D3.1 Accelerator Launch Event D3.3 Virtual Field Labs D3.3 Progress Report 	<ul style="list-style-type: none"> Informed consent sought as part of the application process, covering accelerator participation (both VFLs and public events) On-boarding Q&A session delivered specifically on data protection and management for all participants VFLs structure enables monitoring and intervention by WP Lead Partner on compliance Knowledge transfer and capacity building within the DLT4EU ecosystem are a key part of the programme's overall objectives. As such, clear data sharing procedures will be set and disseminated to all participants (i.e. challenge owners, start-ups, broader ecosystem). Intellectual Property and Confidentiality covered by D8.1. Template Contracts
<p>WP4: Evaluation of PoCs (Lead: Metabolic)</p>	<ul style="list-style-type: none"> D4.1 Evaluation Criteria D4.2 Proof-of-Concepts 	<ul style="list-style-type: none"> Informed consent sought as part of the application process, covering accelerator participation On-boarding Q&A session delivered specifically on data protection and management for all Jury Members
<p>WP5: Organisation of Final Event (Lead: Ideas for Change)</p>	<ul style="list-style-type: none"> D5.2 DLT4EU Final Event 	<ul style="list-style-type: none"> Informed consent sought as part of the application process, covering accelerator participation (both VFLs and public events)
<p>WP6: Communication and Dissemination</p>	<ul style="list-style-type: none"> D6.2 Project Website and social media accounts 	<ul style="list-style-type: none"> See WP2 for cookie policy Informed consent sought as part of the application process, covering accelerator participation (both VFLs and public events)

(Lead: Ideas for Change)		
WP7: Impact Assessment (Lead: Metabolic)	<ul style="list-style-type: none"> ● D7.1 DLT4EU Impact Assessment Framework ● D7.2 Proof of Concepts Assessment Reports ● D7.3 DLT4EU Final Programme Assessment 	<ul style="list-style-type: none"> ● Informed consent will be sought before any research activities involving personal data collection and / or use ● All personal data (i.e. gender, age, social level, education, ethnic origin, family composition, or any other data that could potentially identify the research subject) collected, generated, and processed under research activities will be anonymised and stored securely on a compliant technology platform ● It is the responsibility of the researchers to ensure that these processes are in place and adhered to throughout the duration of the programme.
WP8: Project Management (Lead: Metabolic)	<ul style="list-style-type: none"> ● N / A 	<ul style="list-style-type: none"> ● Informed consent sought as part of the application process, covering accelerator participation (both VFLs and public events) ● The PMO team and consortium will use a compliant technology platform for all PMO activities, only accessible by consortium members

4. Allocation of Resources

Below is an overview of the resources that will be in place to ensure that the DMP is respected and implemented by all participants of the DLT4EU programme.

4.1 Consortium Members

Overall, the DLT4EU consortium is accountable and responsible for the implementation of the Data Management Plan, and compliance to EU GDPR. Each consortium member is responsible for implementing the DMP specifically when they are the lead partner for a work package - this covers tasks, milestones, and deliverables of the work package.

Metabolic, in its capacity as the Programme Coordinator and Programme Manager, and responsible for Work Package 8: Project Management, will:

- Ensure the DMP is successfully implemented and respected by all participants
- Ensure the DMP is updated regularly with Steering Committee review and approval following the update timeline or significant events
- Lead the communication and dissemination of the DMP to all programme participants so that all are educated in the DMP requirements
- Establish management processes that ensure the DMP is adhered to
- Ensure that consortium members are supported in their data management responsibilities and answer any questions they may have

Additional to ensuring the DMP is implemented in their respective work packages, Consortium members are also responsible for:

- Immediate reporting to the Programme Coordinator of any risks or breaches of the DMP
- The upload of all programme deliverables and related documentation following the agreed document storage, sharing, and encryption protocols
- If needed, to ask for support from the Programme Coordinator in implementing or communicating the DMP

4.2 Costs

All costs associated with ensuring the successful implementation of the Data Management Plan are covered by the DLT4EU grant application. These costs are mainly personnel time from consortium members and technology licenses.

5. Summary of Data

This section gives an overview of the scope of the DLT4EU programme, including its purpose and objectives, in order to clarify the requirements for data generation, collection, processing, storage, and sharing during and after the programme.

5.1 Purpose of the Data

The DLT4EU Programme will stimulate the piloting of cutting-edge DLT-based applications that address pressing social and environmental challenges currently faced in the EU and, ultimately, drive positive change for the common good.

The core objective of the programme is to connect the expertise and resources of leading DLT entrepreneurs and developers with the real-world, unmet opportunities and challenges of public and social sector beneficiaries including: governmental, public, third sector and civil society organisations. DLT4EU will address the desire of the EU to build scalable, efficient, and high-impact ventures that support the development, expansion, and use of cutting-edge DLT applications for social and public good.

To enable the successful delivery of the core objective, data management is necessary across the programme. Below is an outline of the data management requirements of key work packages where data usage is high:

Purpose of the Data		
Work Package	Deliverable(s)	Purpose Description
WP2: Open Call (Lead: Digital Catapult)	<ul style="list-style-type: none"> D2.1 Open Call Website and Portal 	<p>DLT4EU is an open call to all organisations working in the field of DLT which aim to solve critical societal challenges. The Open Call consists of an informative website, an online application submission portal, and Q&A Webinars to help support potential applicants.</p> <p>In order to ensure a high volume of quality applications, website traffic and online submission analytics will be carried out by consortium partners. These activities will comply with EU GDPR regulation.</p>
WP3: Implementation, Management, Monitoring of Accelerator	<ul style="list-style-type: none"> D3.1 Accelerator Launch Event D3.3 Virtual Field Labs 	<p>The Virtual Field Labs method is a distributed accelerator model wherein participants come together around 'challenges' and, importantly, develop the Proof of Concepts (PoCs) that are assessed</p>

<p>Programme (Lead: Metabolic)</p>	<ul style="list-style-type: none"> ● D3.3 Progress Report 	<p>at the end of the accelerator. VFL activities are carried out in-person (i.e. bootcamps) as well as online using a dedicated workspace where participants can easily collaborate, carry out calls, share documents, access subject matter expertise etc.</p> <p>The VFLs will also act as a key mechanism of knowledge transfer between participants and are key to the research activities of WP7: Impact Assessment.</p> <p>Given the multiple purposes of the VFLs (commercial development, knowledge transfer, research) there will be different levels of data management required. Using an online platform, the VFLs will be structured to enable each team to have the correct balance of privacy and access to take advantage of such a model.</p>
<p>WP6: Communication and Dissemination (Lead: Ideas for Change)</p>	<ul style="list-style-type: none"> ● D6.2 Project Website and social media accounts 	<p>The purpose of this work package is: to disseminate the DLT4EU call and outputs at large, raising awareness of the development of the accelerated initiatives, to provide venues for stakeholders to have input into the programme, and to help build a brand and coalition around the agenda.</p> <p>To do so, there will be a website, promotional material, and the use of social media and networking to curate a community around the programme, and provide data for research purposes.</p>
<p>WP7: Impact Assessment (Lead: Metabolic)</p>	<ul style="list-style-type: none"> ● D7.1 DLT4EU Impact Assessment Framework ● D7.2 Proof of Concepts Assessment Reports 	<p>Through the programme's impact assessment, DLT4EU will assess whether participating teams, as well as the programme itself, achieve the specific social and environmental goals that have been set out. The impact assessment will also provide important feedback for future programmes, and for startups and</p>

	<ul style="list-style-type: none"> ● D7.3 DLT4EU Final Programme Assessment 	<p>stakeholders working in the fields of DLT and social good who did not participate in the programme.</p> <p>To assess the venture impact of the programme, the method used will identify the problem that is being addressed, who the beneficiaries of the solution are, and how much the proposed solutions contribute to alleviating the problems identified.</p> <p>The research activities will include, but are not exclusive to, the following methods: scorecards, desk research, surveys, expert feedback, interviews, modelling, and observation. Anonymised survey data will be included as an appendix in all relevant reports.</p> <p>To assess the programme level impact, the method developed will take into account the sum of the individual ventures and their anticipated impacts, as well as the broader impacts from the programme itself (e.g. learning, networking building, stimulation of new regulation).</p> <p>This work package is a continuous work stream during the programme, and importantly, cross-cuts all work packages to ensure that key learnings on the programme itself are collected and shared.</p>
<p>WP8: Project Management (Lead: Metabolic)</p>	<ul style="list-style-type: none"> ● N / A 	<p>The overall objective of this WP is to ensure the success of the programme through the coordination of the activities and maintaining an efficient and proactive engagement with all stakeholders. The Programme Coordinator will seek to agree a set of core project protocols with the Steering Committee, including documentation procedures.</p>

5.2 Types of Data

The below sets out the different categories / types of data the programme is expected to collect, generate, process, store, and share:

Data Types		
Type	Description	Work Package / Deliverable
Project Management	Data required for the internal management of the programme by the consortium, and includes meeting minutes, email lists, document protocols etc.	<ul style="list-style-type: none"> ● WP8: Project Management
Observational	Data required for research. This data will largely consist of survey results, interview transcripts, feedback documents, images, and data collected on public events organised by the programme.	<ul style="list-style-type: none"> ● WP7: Impact Assessment ● WP2: Open Call ● D3.1 Accelerator Launch Event ● D3.2 Virtual Field Labs ● D5.2 DLT4EU Final Event ● D6.2 Project Website and Social Media ● D6.4 DLT4EU Final Report
Market	Data required to carry out the sectoral analysis, identification of challenges, and barriers to DLT adoption	<ul style="list-style-type: none"> ● D1.1 DLT4EU Accelerator Report ● D1.2 DLT4EU Insights Report ● WP7: Impact Assessment
Models and Technical	Data required for research. Data on social, economic, and environmental impact will be modelled. For example, overall energy use of DLT applications and GreenHouse Gas (GHG) emissions.	<ul style="list-style-type: none"> ● WP7: Impact Assessment ● D6.4 DLT4EU Final Report
Personal	Data required for the selection of participants, running of the VFLs, and evaluation of the winners. Data collected on participants, their roles, organisation, products and /	<ul style="list-style-type: none"> ● D2.1 Open Call Website and Portal ● D3.2 Virtual Field Labs ● D4.1 Evaluation Criteria ● D6.4 DLT4EU Final Report ● WP7: Impact Assessment

	<p>or services, financial and business models will be collected and analysed. Informed consent and data processing consent will be sought from participants as part of the application process.</p>	
Marketing	<p>Data required for the objective of curating an ecosystem around the programme, the consortium will generate and use data from a variety of digital and offline marketing sources. For example, social media posts and public engagement, website analytics (i.e. website traffic), and cookie data.</p>	<ul style="list-style-type: none"> ● D3.1 Accelerator Launch Event ● D5.2 DLT4EU Final Event ● D5.3 Impact Report on the Final Event ● D6.2 Project Website and Social Media ● D6.4 DLT4EU Final Report ● WP7: Impact Assessment
Intellectual Property	<p>It is expected that IP will be created during the running of the VFLs as the proof of concepts are developed by participants. The ownership and management of this IP is out of scope of this document and is covered in deliverable D8.1 Contract Templates.</p>	<ul style="list-style-type: none"> ● N / A

Before any activity is started, a review / assessment of the data requirements will be carried out, to ensure that data collection is specific, timely, and that there is informed consent in place.

5.3 Origins of Data

Throughout the DLT4EU programme, data will be generated and collected from a variety of sources, including, but not limited to: surveys, interviews, literature reviews, public events, workshops, meetings, digital channels (i.e. website, social media), the Virtual Field Labs, open data sources, policies, published research and analysis, and prior work by the consortium members.

5.4 Data Formats

During the running of the programme, the following data formats are currently expected:

Data Formats		
Data Format	Deliverable Type	Work Package / Deliverable
MS Text Document	Report	<ul style="list-style-type: none"> ● D1.1 DLT4EU Accelerator Report ● D1.2 DLT4EU Insights Report ● D2.2 Open Call Report ● D3.3 Progress Report ● D4.1 Evaluation Criteria ● D5.1 Final Event Communications Plan ● D5.3 Impact Report of Final Event ● D6.1 DLT4EU Project Dissemination and Communications Plan ● D6.3 Communication Impact Report ● D6.4 DLT4EU Final Report ● D7.1 DLT4EU Impact Assessment Framework ● D7.2 Proof of Concepts Assessment Reports ● D7.3 DLT4EU Final Programme Assessment ● D8.1 Contract Templates ● D8.2 Data Management Plan
Google Slides	Presentation	<ul style="list-style-type: none"> ● D3.2 Virtual Field Labs
Excel Spreadsheet	Data Analysis; Survey results	<ul style="list-style-type: none"> ● WP7 Impact Assessment Webinars
CSV	Raw data	<ul style="list-style-type: none"> ● WP7 Impact Assessment
JPEGs	Photography, Design	<ul style="list-style-type: none"> ● D3.1 Accelerator Launch Event ● D3.2 Virtual Field Labs ● D5.2 DLT4EU Final Event ● D6.2 Project Website and Social Media
Video	Webinars, Event marketing	<ul style="list-style-type: none"> ● D3.1 Accelerator Launch Event ● D3.2 Virtual Field Labs ● D5.2 DLT4EU Final Event ● D6.2 Project Website and Social Media

		<ul style="list-style-type: none"> • WP7: Impact Assessment
Audio	Webinars, Event marketing	<ul style="list-style-type: none"> • D3.1 Accelerator Launch Event • D3.2 Virtual Field Labs • D5.2 DLT4EU Final Event

5.5 Data Collection and Processing

The main methods for data collection and processing will be the following:

Data Collection and Processing			
Collection Method	Collection Tool	Processing Method	Work Package / Deliverable
Online Application	Website Portal	Text Document	<ul style="list-style-type: none"> • D2.1 Open Call Website and Portal
Online Surveys	Typeform, Google Forms, SurveyMonkey	Excel / CSV	<ul style="list-style-type: none"> • WP 7: Impact Assessment • WP3: Implementation, Monitoring, and Management of the Accelerator
Interviews	In-person	Text document	<ul style="list-style-type: none"> • WP7 Impact Assessment
Observation	In-person; Slack	Text document	<ul style="list-style-type: none"> • WP7 Impact Assessment • D3.2 Virtual Field Labs
Checklists	Typeform, Google Forms, SurveyMonkey	Excel /CSV	<ul style="list-style-type: none"> • WP7 Impact Assessment

5.6 Data Storage and Sharing

For the duration of the programme, all documents will be uploaded and managed on a secure Google Drive - an online cloud platform. Any GDPR-related data (i.e. personal data) will be anonymised and stored on a encrypted, external hard drive by Metabolic.

One of the key benefits of the Google Drive is the real-time update of shared documents, helping to make the deliverable review process more efficient and effective. Access to the shared drive will be restricted to consortium members.

The consortium will store all project data on the programme's secure Google Drive, including:

- Grant Agreement and Consortium Agreement
- Work Package Plans
- Programme notes and minutes from meetings, workshops etc.
- Research (data collected and analysed)
- Reports, templates, and deliverables (public and non-public)
- All dissemination-related material (i.e. digital marketing content)
- Consent forms signed by participants

Slack - the online collaboration tool - will be used as part of the delivery of the Virtual Field Labs. This platform allows for a combination of permissioned working groups (the VFLs) and knowledge transfer activities (i.e. forum discussion on business models). Under Slack's Privacy Policy, the customer remains the 'data controller' of all data stored and transferred in the use of the Slack service.

The DLT4EU website and social media accounts will be the main channels used to disseminate reports, insights, case studies, programme updates, bootcamp information etc. The website and social media accounts will be managed by Ideas for Change as described in the deliverable D6.1 DLT4EU Project Dissemination and Communication Plan.

5.7 Communication, Dissemination, and Education about the DMP

As part of the on-boarding to the DLT4EU Accelerator, the Programme Manager (Metabolic) will host a webinar about the Data Management Plan and its implications for all Virtual Field Lab participants.

Additionally, the Programme Manager will ensure and monitor a dedicated, confidential reporting mechanism for participants to report data protection concerns, breaches, or requests for access and / or amendment to their own data, following GDPR regulation.

5.8 Data Security

To ensure data security, the following procedures and activities will be undertaken:

- Only consortium members will have access to the data stored within an online drive (Google Drive)
- All personal data will be stored in a separate, external, encrypted hard drive by Metabolic.
- Adoption of clear guidelines on the confidentiality and sensitivity of data when sharing documentation
- If a backup is required (e.g. for research data), an encrypted external drive will be used
- Use of a GDPR compliant online platform for the Virtual Field Labs (i.e. Slack)

- Education by Programme Manager of consortium members and accelerator participants to ensure implementation of DMP
- Set-up and management of a dedicated, confidential reporting mechanism for participants to report data risks, breaches, or requests for access and / or amendment to their own data
- Inclusion of the Data Management Plan in the T8.3 Risk Management activity of programme management

5.9 Ethical Aspects

As a key method of data collection will be surveys, interviews, and feedback sessions, informed consent of all participants will be sought before any collection activities begin.

Additionally, as this programme is an accelerator and will involve competitive and / or commercially sensitive data, the DLT4EU Consortium will ensure that all participants respect individual sensitivities to sharing data and address any concerns participants may have. For example, this may be a hesitation by some participants to engage with others who are perceived as a competitor.

The consortium will also ensure a safe, collaborative, knowledge sharing environment is created and sustained throughout the programme to help mitigate this risk.

6. Future Use of Data

After the DLT4EU programme ends in March 2021, all data collected and stored for this programme will be kept in the consortium Google Drive for a period of up to two years. This is to enable further research by consortium members. An example could be, the benchmarking of the programme against other models to assess its impact for venture development.

Appendix 1. Cookie Policy

1. What are cookies?

Cookies are files that are downloaded to your computer when you access certain websites. They allow, among other things, storing and retrieving information about the browsing habits of the people who visit them (their site preferences, where the website is visited, how long it lasts, what browser has been used, etc.) and, depending on the information they contain and their configuration, can be used to recognize the user. Cookies can be internal or from third parties. Internal ones are the ones that are installed because the domain of the site decides so. Those of third parties come from other external sources, such as advertisements, images, etc. inserted in the web pages.

2. What information is stored in a cookie?

Cookies do not store sensitive information about you such as credit cards, bank details, photographs, ID number or personal information. The data they keep are technical data, personal preferences, personalization of contents, etc.

3. Before continuing, do you know what cookies we use?

We use our own cookie, acceptCookie, to know that you have accepted the cookie policy and not to show you the message again. This cookie expires 2 months after installation.

We also use a unique third-party cookie, the User ID extension for Google Analytics (Google Inc.), which helps us to know how you interact with our website and distinguish you from other users. This is done without collecting any personal information, only assigning a personal identifier to each visitor. We keep this information until March 2024, with the intention of ensuring the methodological validity of the DLT4EU project, since it allows us to filter the answers provided by the same user who repeats the survey.

4. Now, we explain a little more about cookies

We can distinguish or classify them based on several criteria:

- Depending on the period in which they remain active:
 - **Session cookies:** they are temporary cookies that are created when you visit a website and expire when you finish the session, so they are not registered on the computer.
 - **Persistent cookies:** they are stored on the computer after your browsing session. They allow websites to remember your preferences and settings when you sign in again. They remain active for a set period of time, which can range from a few minutes to several years.
- According to the entity that manages them:
 - **Own cookies:** they are those established by the domain of the website you are visiting and are essential for its operation. From third parties: they come from other external sources, such as advertisements, images, etc. inserted in the pages. They have statistical purposes.
- According to its purpose:
 - **Technical:** they are the most elementary cookies and allow, among other things, to know if a human or an automated application is browsing, if an

anonymous or registered user is browsing, etc. These are basic tasks for any dynamic web to work.

- **Analysis:** they collect information about the type of navigation that is being carried out, the pages/sections of the website that are visited the most, the products seen, the time zone of use, the language, etc. Its purpose is to introduce improvements based on the analysis of browsing behaviors.
- **Personalization:** they allow you to access the service with some predefined general characteristics depending on a series of criteria in your user's terminal, such as the language or the type of browser through which you connect to the service.
- **Advertising:** they enable management of advertising in spaces that have been enabled for this purpose in web pages, depending on the user's browsing behavior, their country of origin, language, etc.
- **Behavioural advertising:** they allow the management, in the most efficient way possible, of the advertising spaces that, if applicable, the editor has included in a web page, application or platform from which the requested service is provided. This type of cookies stores information on the behavior of visitors obtained through the continuous observation of their browsing habits, which allows the development of a specific profile to display advertisements based on it.

5. Does our cookie policy convince you?

When you access this website for the first time, we show you a basic information about the cookies we use at the bottom of the page and you can:

- Accept that we use cookies, and in that case we will not ask you about it again. This notice will not be displayed again when you access any page of the website
- Obtain more information related to the cookies we use by reading this policy
- Reject cookies

6. Can cookies be deleted?

Yes. Not only can you eliminate them, but also block them, in a general or specific way, for a specific domain. For that, visit the settings of your browser and there you can manage them as you want.

7. Ok, fine, but how do I do it?

We make it easy for you. Select the link below according to the browser that you use.

- Internet Explorer
- Firefox
- Chrome
- Safari

8. What happens if you disable cookies?

We cannot see how you interact with our website, which is key to the success of the DLT4EU project, and that we cannot remember that you did not want to install cookies. So, unless you have configured your browser, we'll ask again.

9. Changes in the cookies policy

If we change the type of cookies we use, we will inform you, do not worry. You can continue accepting, rejecting or configuring your preferences. You will always have all the necessary information available in this policy. And, if you have any questions, you can contact us at info@ideasforchange.com.

Appendix 2. Privacy Policy

Who is responsible for the processing of your personal data?

Identity: Ideas 3493 S.L.
Address: Ronda Universitat 33, 1º,1-B, Barcelona -08007
C.I.F. N°: B62051743
Email: info@ideasforchange.com

For what purposes do we use your personal data?

The DLT4EU project, which this web page supports, is completely anonymous and, therefore, your questionnaire does not collect any personal data and your answers cannot be associated with you in any way.

The only personal data we can collect are those that you provide yourself by writing us through the channels we provide so that you can contact us.

This data will be used with the sole purpose of addressing the query that you address according to its nature and the legal basis that allows us to carry out this treatment is your consent.

How long are we going to keep your data?

The personal data you provide will be kept while the DLT4EU project is ongoing, that is, until March 2021, and provided that you do not request its deletion. Once that time comes, we will keep the data blocked to meet any legal liability that may arise but will not be available for processing.

To which recipients will your data be communicated?

We will not communicate your data to any third party except in those cases in which the law establishes it. The data collected through DLT4EU will be analyzed by Ideas 3493 S.L (CIF B62051743).

What are your rights when you provide us with your personal information?

You can exercise the right of access to your personal data, as well as request the rectification of those that are inaccurate or, where appropriate, you can request their deletion when the data is no longer necessary for the purposes for which we collected them. You can also request the limitation, portability and opposition of the treatment of your data, in certain circumstances and for reasons related to your particular situation.

You also have the right to revoke your consent at any time without this affecting retroactively to the processing of personal data we have made up to that moment.

You can exercise all these rights, under the terms and conditions provided in the legislation in force, at the registered office of Ideas 3493 S.L. or request it by sending an email to info@ideasforchange.com indicating in the subject of the email "Protection of Data".

In case you do not obtain a satisfactory answer and want to make a claim or obtain more information about any of these rights, you can go to the Spanish Agency for Data Protection (www.aepd.es - C/Jorge Juan, 6 de Madrid).

Use of cookies

You can access all the information about the cookies we use by reading our policy ([insert link to privacy policy ENG](#)).