

D7.1

POPD – H – Requirement No. 1

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3	29/06/2021	CE	Final version with included inputs and suggestions from partners

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Table of Abbreviations and Acronyms

Abbreviation	Meaning
D	Deliverable
EC	European Commission
EG	Expert Group
PIS	Participation Information Sheet

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1. Executive Summary

The aim of this deliverable D7.1 – POPD – H - Requirement No. 1 is to describe data protection and ethical issues with it, considered within the Robotics4EU project and the procedures to get the informed consent from the participants of the project.

More specifically, the document contains the templates of the informed consent forms and information sheet covering the voluntary participation in the project activities and the data protection issues.

This document will be updated and extended, if required, through the lifecycle of the project. In case the document is updated, all consortium partners will be duly informed about the updates and changes made with respect to the previous version.

2. Introduction

This document, D7.1 – POPD – H - Requirement No. 1 is a deliverable of the Robotics4EU project, which is funded by the European Union’s Horizon 2020 and has been prepared by taking into account the template of “Guidelines of FAIR Data Management in Horizon 2020”, the “Fact sheet: Open Access in Horizon 2020”, EU Privacy Directive and GDPR. The purpose of this deliverable is to:

1. establish the procedures and criteria that will be used to recruit research participants;
2. provide the templates of the informed consent forms and information sheets covering the voluntary participation and data protection issues.

The aim of Robotics4EU is to ensure a more widespread adoption of (AI-based) robots in healthcare, inspection and maintenance of infrastructure, agri-food, and agile production. It will be reached through the implementation of the responsible robotics principles among the robotics community that results in societal acceptance of the robotics solutions in application areas. Robotics4EU will create and empower the EU wide responsible robotics community representing robotics innovators from companies and academia in the fields of healthcare, inspection and maintenance of infrastructure, agri-food, and agile production as well as citizens/users and policy/decision makers. The D7.1 provides a general outline principles of ethics and data protection adopted in the project Robotics4EU.

In general terms, all collected and processed data should be FAIR – findable, accessible, interoperable and re-usable.¹

The D7.1 is submitted as part of deliverable D3.1 for WP3 events and as part of deliverable D4.1 for WP4 citizen consultations and workshops. Furthermore, D7.1 is applicable to all other actions carried out under Robotics4EU project. The D7.1 is complemented by D7.2 POPD – H – Requirement No. 2 which will be submitted to the European Commission by 31st of December 2021.

¹ <https://www.go-fair.org/fair-principles/>

3. Procedures and Criteria

In this chapter, all procedures and criteria concerning data collection, processing, storage, protection and retention of personal data will be described.

The procedures and criteria complies with Horizon 2020 ethics and data protection guidelines and standards.² Additionally, 2016/679, the General Data Protection Regulation, which entered into force on May 25th 2018, is being considered.³

3.1. Procedures and criteria for personal data collection and processing

The ethical issues and requirements that will be considered during data collection and processing are:

- Collection of data will be conducted on a voluntary basis;
- All potential stakeholders will be approached through consortium members personal contacts, through widespread campaigns or paid marketing. All contacts will not be shared without consent;
- Registration forms only require a limited amount of personal data i.e name, email address, gender and field of work;
- All information will be provided in advance to external stakeholders in regards to their involvement in the Robotics4EU project activities before they sign up and can, at any time, request the removal of their data from Robotics4EU database;
- Personal data will be kept only for the use by Consortium members and Expert Group (EG) members and will not be published in any way that can be followed back to one individual;
- Secondary use of personal data will not be performed;
- All Robotics4EU consortium and EG members will maintain an appropriate standard of confidentiality.

3.2. Procedures for data storage, protection and retention

All personal data that will be gathered during the activities carried out under Robotics4EU project will be stored electronically. Robotics4EU uses Google Drive as a repository. Only consortium members and linked third parties have access to the repository and stored data is not accessible or being shared to any external party.

3.3. Procedures for data destruction

All personal data that has been gathered throughout the project will be deleted after 3 (three) years after the end of the project at latest. If requested earlier, their personal data will be deleted earlier from the Robotics4EU project repository.

² https://ec.europa.eu/info/sites/default/files/5_h2020_ethics_and_data_protection_0.pdf

³ <https://gdpr-info.eu/>

4. Data Summary

Robotics4EU collects all data related to the following activities of the project. The table below summarizes the most relevant data that will be collected and explains how it will be used.

DATA SET	NATURE	DATA UTILITY	DATA POLICY	SHARING
Recruitment of participants	Mainly text format, images and schemes in some cases	Personal data needed to assess the potential candidates against predefined eligibility and selection criteria. Answers to the open call application form will be instrumental to support the decision on which beneficiaries are the best fit to the Robotics4EU project. The participation information will be gathered with the consent form.	Internal – the data will be shared with the consortium members and the EG to assess their applications.	
Administrative documents	Mainly text format, images and schemes in some cases	Participant's agreement will be collected to ensure participants comply with the rules of the project. Attendance sheets will be collected with the purpose of internal reporting.	Mixed – the data will be shared internally with the consortium members and will also be used for reporting purposes (to the European Commission).	
Feedback and assessment forms	Mainly text format	Participants' feedback will be collected and reviewed to improve the project and also for the reporting purposes.	Mixed – the data will be shared internally with the consortium members and will also be used for reporting purposes (to the European Commission). Anonymous feedback might also be used for the deliverable Exploitation Strategy v1 and deliverable Exploitation Strategy v2.	
Information for project logistics	Mainly text format	Additional information such as mobility disabilities, dietary requirements etc. might be collected to ensure the best offer to the	Mixed – the data will be shared internally with the consortium members but may also be shared with the third parties such as	

		participants during the Robotics4EU activities, e.g. workshops and roadshow events.	catering suppliers (e.g. dietary requirements).
Mailing list	Mainly text format	Email addresses will be collected from the individuals (or legal entities) who wish to subscribe to the newsletters (updates) from the Robotics4EU project.	Internally – the data will be shared with the consortium members.
Website and Social Media analytics	Mainly images and schemes, text in some cases	Website and Social Media analytics information will be collected to assess the effect of the communication activities implemented by the Robotics4EU project.	Mixed – the data will be shared internally with the consortium members and will also be used for reporting purposes (to the European Commission). The outcomes of the analysis might also be used for the deliverable Exploitation Strategy v1 and deliverable Exploitation Strategy v2.
Map of further support initiatives	Images and schemes, text	Names of the initiatives and their local contacts will be collected to benefit the participants of the Robotics4EU project by offering them further support.	Mixed – the data will be shared internally with the consortium members but will also be shared externally with the participants of the Robotics4EU project.
Videos and pictures	Images, recordings	Pictures and videos might be taken during the events, capturing the images of individuals who gave the consent to be in the video/pictures.	Mixed – the data will be shared internally with the consortium members; it will also be shared with the European Commission for the reporting purposes. The data may also be shared publicly (on Robotics4EU's website or Social Media for dissemination).

Table 1: Data Summary

5. Consent Forms

Below are the templates for the main consent forms that will be provided to the beneficiaries of the project, as well as other involved parties, e.g. the EG. It should be noted that the format in which the forms are provided may differ from the ones below.

5.1. Overall consent form

Below is the template of the confidentiality agreement (consent) that will be provided to the beneficiaries of the project, where a consent form for experts or mentors or other involved parties is required.

CONSENT FORM
<p>I ____ participating in the project as an ____:</p> <p>I undertake to preserve the reputation of the project and not take any deliberate action that could undermine the image of the project.</p> <p>I am informed that photos, videos and other recordings taken during the project might be used for the dissemination or for further activities of the project without additional prior consent.</p> <p>I understand that issues related to confidential information and commercial secrets are regulated by the regulations of ____ (insert the name of the country activity takes place).</p>
<p>The Data Protection Officer, ____ (insert the name of the institution), process my personal data – name, surname, email address, phone number, LinkedIn contact data, for the purpose of administrating the Robotics4EU project contact database. Processed data will be saved and kept for up to 3 (three) years after the project ends and then deleted.</p> <p>In order to cancel consent beforehand, an e-mail must be sent to _____ (insert Data Protection Officer contact).</p> <p>I understand that I have the right to cancel my given agreement at any time and in that case, I understand that I lose the opportunity to participate in the project, to receive information about the project activities. I am informed, that in accordance with the rights and in the manner prescribed by Articles 15, 16, 17, 21 of the EU General Data Protection Regulation (GDPR), I have the right:</p> <ul style="list-style-type: none">● To know (to be informed) about the processing of my personal data.● To get acquainted with my personal data and receive a copy.● To request to delete my personal data or to suspend my personal data processing operations when the data is processed without complying with the provisions of the GDPR and other legal acts regulating the processing of personal data.● To object with the processing of my personal data. I am informed that if I am unable to resolve the issue with the Data Protection Officer, I can contact the relevant supervisory institution.

<p>Personal data is any information related to an identified or identifiable individual (data subject); a physical individual who can be identified, directly or indirectly, in particular by reference to an identificatory data, e.g., given-name and last name, the person's identification number, physical location, IP address or one or more factors specific to his/her physical, physiological, mental, economic, cultural or social identity.</p>
<p>Name:</p> <p>Gender:</p> <p>Email:</p> <p>Field of work:</p> <p>Date:</p>
<p>I allow my personal information to be used in the context of Robotics4EU project in the aforementioned purposes.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Table 2: Overall consent form

5.2. Use of image consent form template

Below is the template of the consent form that will be provided to the beneficiaries of the project, where only the consent to use of their image (e.g. photographs, videos etc.) is required.

CONSENT FORM
<p>Without expectation of compensation or other remuneration, now or in the future, I hereby give my consent to ___ (insert the name of the institution), to use my image, and/or any interview statements from me on its publications and media activities (including the Internet) for strictly research and dissemination purposes in the context of the project Robotics4EU. This consent includes but is not limited to:</p> <ul style="list-style-type: none"> ● Permission to interview, film, photograph or otherwise make a video reproduction of me and/or record my voice; ● Permission to use my name; ● Permission to use quotes from the discussions or interview(s) (or excerpts of such quotes), the film, photograph(s) or reproduction(s) of me, and/or recording of my voice, in part or in whole, in its publications, other print media and electronic media (including the Internet), and/or in mailings for educational purposes and raising awareness of the project. <p>Processed data will be saved and kept for up to 3 (three) years after the project ends and then deleted.</p> <p>In order to cancel consent beforehand, an e-mail must be sent to _____ (insert Data Protection Officer contact).</p>
<p>The consent is given and does not require prior approval by me.</p>

Name:

Gender:

Email:

Date:

I allow my personal information to be used in the context of Robotics4EU project in the aforementioned purposes.

Yes

No

Table 3: Image consent form

6. Information Sheet

The main objective of providing the Participant Information sheets (PIS) is to ensure that participants of the project have a clear understanding of the projects' objectives and its activities and that the participation in the activities is voluntary.

Below is the main information sheet that will be provided during the project. It should be noted that the format in which the sheet is provide may differ from the one below.

Robotics4EU
<p>OBJECTIVES OF THE PROJECT</p> <p>The aim of Robotics4EU is to ensure a more widespread adoption of (AI-based) robots in healthcare, inspection and maintenance of infrastructure, agri-food, and agile production. It will be reached through the implementation of the responsible robotics principles among the robotics community that results in societal acceptance of the robotics solutions in application areas. Robotics4EU will create and empower the EU wide responsible robotics community representing robotics innovators from companies and academia in the fields of healthcare, inspection and maintenance of infrastructure, agri-food, and agile production as well as citizens/users and policy/decision makers by:</p> <ol style="list-style-type: none"> 1. rising awareness about non- technological aspects of robotics (ethics, legal, socioeconomic, data, privacy, gender) by organising community building and co creation events bringing together robotics community and citizens; 2. advocating for responsible robotics among all stakeholder groups, incl. policy makers; 3. developing a responsible robotics maturity assessment model and bringing the project results to the standardization bodies; 4. reaching out to the policy makers by compiling a responsible robotics advocacy report and organising a high-level policy debate; 5. integrating AI4EU and Robotics4EU platforms that enables access to technological and non- technological tools and ensures high visibility and added value to the end-users from the robotics community. <p>The project is built on the following core principles:</p> <ul style="list-style-type: none"> ● Integration of technological and societal readiness concepts ● Responsible research and innovation (SSH engagement, gender diversity, ethics, end-users engagement) ● Responsible robotics ● AI readiness ● Synergies with other robotics and responsible ICT projects and initiatives <p>Details of the programme</p> <p>The main activities carried out are _____(insert the details of the event or activity).</p>

___ (insert name of the event or activity) takes place ____ (insert dates).

All the activities are carried out under ___ (insert work package and task number and name) which purpose is ____ (insert a description of the work package task).

Table 4: Participation information sheet

7. Conclusions

The D7.1 includes all instructions for processes and describes criteria based on which Robotics4EU activities can be carried out.

The D7.1 consists of the ethical personal data processing procedures and criteria which will be followed by consent forms and an information sheet that are used in carrying out activities for the Robotics4EU project.

The D7.1 is submitted as part of deliverable D3.1 for WP3 events and as part of deliverable D4.1 for WP4 citizen consultations and workshops, but is also applicable to other activities carried out in the Robotics4EU project

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