Social network tools and procedures for developing entrepreneurial skills in PhD programmes

D8.1 (WP8): Data Management Plan

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EXECUTIVE SUMMARY

This document presents the deliverable D8.1 – the Data Management Plan (DMP) of work package 8 of the prodPhD project. It aims to present the plan for the management, generation, collection, security, preservation and sharing of data generated through the prodPhD project. The DMP is a key element for organizing the project's data. It provides an analysis of the data, which will be collected, processed and published by the prodPhD consortium. The project embraces the initiatives of the European Commission to promote the open access to research data, aiming to improve and maximize access to and reuse of research data generated by Horizon 2020 projects. In this sense prodPhD will adhere to the Open Research Data Pilot (ORD Pilot) fostered by the European Commission, and this DMP will be developed following the standards of data storage, access and management. This plan will detail what data will be generated through the project, whether and how it will be made accessible for the verification and reuse and how it will be curated and preserved. In this context, the term data applies to the information generated during the different experimental campaigns carried out in the project, and specifically to the data, including associated metadata, to be used to validate the computational models and the technical solutions to be developed in the project.

This document is the first version of the DMP and may be updated throughout the project, if significant changes (new data, changes in consortium policies, changes in consortium composition, etc.) arise.

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1. INTRODUCTION

The prodPhD project embraces the initiatives of the European Commission to promote the open access to research data, aiming to improve and maximize access to and reuse of research data generated by Horizon 2020 projects. In this sense prodPhD will adhere to the Open Research Data Pilot (ORD Pilot) fostered by the European Commission. Therefore, this DMP will be developed, following the standards of data storage, access and management. As part of making research data findable, accessible, interoperable und re-usable (FAIR), this DMP includes 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

This document will detail what data will be generated through the project, whether and how it will be made accessible for the verification and reuse and how it will be curated and preserved. In this context, the term data applies to the information generated in the different experimental campaigns and specifically to the data, including associated metadata, to be used to validate the computational models and the technical solutions to be developed in the project.

By default, all the knowledge and research data generated/collected throughout prodPhD will be of open access with a Creative Commons licence. An exception is made for data corresponding to those deliverables that are marked as confidential (see section 3.2 below). By implementing the project open access repository in https://www.scipedia.com/sj/prodphdoa, prodPhD will follow strict technical implementation of the FAIR principles (findability, accessibility, interoperability, and reuse of digital assets).

This deliverable is completed with some notes regarding how the personal data to be processed in the project is relevant and limited to the purposes of the project and the technical and organizational measures to safeguard the rights and freedoms of the research participants.

2. DATA SUMMARY

2.1. Purpose of data generation and collection

The purpose of the data generation and collection in this project is the development of the prodPhD project activities. Throughout the project development, data will be generated and gathered from different sources, including the outcome of the literature review, surveys, events, demonstration activities, etc. Besides, a big portion of these data will originate from public sources. The term data, includes the associated metadata (i.e. the descriptive information about a data set used for discovery and identification).

2.2. Types and formats of data

prodPhD will produce several formats throughout the duration of the project. The data will be of quantitative and qualitative nature. In order to facilitate the reusability of the data, standard formats will be used to store the generated data. Those formats will mainly be, but not exclusively, those presented in table 1.

Table 1: Overview of the formats used in the project.

Description	Data format
Text document	DOC, DOCX, ODF, PDF, TXT, MSG, etc.
Presentation documents	PPT, PPTX
Images	JPG, GIF, SVG, PNG, TIFF, PSD
Video/films	MPEG, AVI, WMV, MP4
Audio recordings	MP3, WAV, AIFF, OGG, etc
Structured data	HTML, JSON, TEX, XML, RDF
Tables	CSV, ODS, TSV, XLS, XLSX, SAS, Stata, SPSS portable
Source codes	C, CSS, JavaScript, Java, .m, .mat, etc.
Configuration data	INI, CONF,
Geo-referenced data	SHP, etc.
Databases	MS Access, MySql, Oracle, etc
G Code	SPF, MPF
Others	

2.3. Data management

The data management process will be carried out at Work package (WP) level, led by each Work Package Leader (WPL) as outlined in Table 2. The conditions for exploitation of the data (if any) will be agreed and defined in deliverable 8.3 (Exploitation Plan).

Table 2: Overview of all work packages

WP No	Work package title	Lead partner
WP1	Project management	CIMNE
WP2	Needs and requirements analysis	UC3M
WP3	Adaptation of the training methodology and materials	IPAG
WP4	Develop. of the soft. tools and deployment of the SN platform	CIMNE
WP5	Design and development of the demonstration actions	WEGEMT
WP6	Monit. and assess. of project development, impact and results	UC3M
WP7	Development and execution of the communication plan	WEGEMT
WP8	Development of the exploitation plan	IPAG

2.4. Data management

In order to facilitate the internal collaboration and management of the working documents, a microsite in the platform Scipedia.com has been created. On this microsite different repositories for

each topic area have been created and used throughout the project. A screenshot of the prodPhD microsite on Scipedia is shown in figure 1. Scipedia includes selective data access and management to ensure safety of the data. Access to Scipedia is regulated by the project coordinator.

The project microsite will permanently include a restricted space for sharing work documents among the project partners, and a space collection for all the public documents generated in the project (including a copy of academic papers and conference presentations) and an open space including all the generated public datasets.
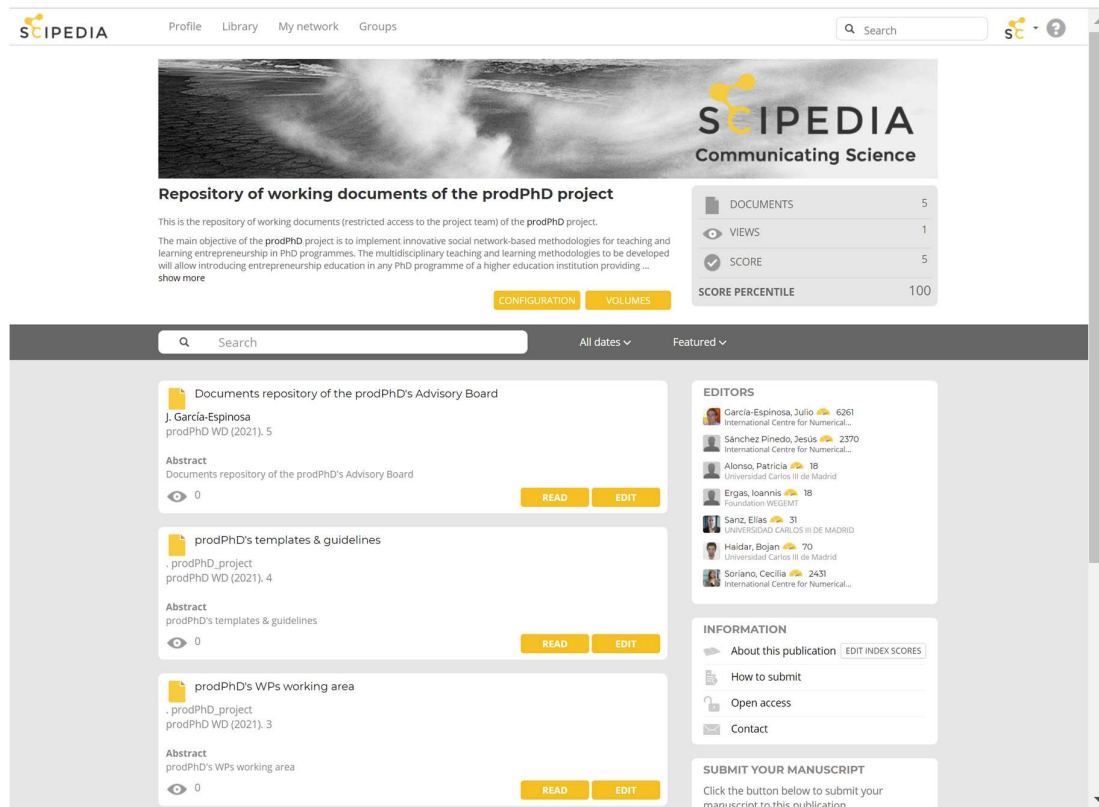

Figure 1. Screenshot of the project repository at Scipedia.

2.5. Data utility

The data generated in the prodPhD project might be useful for relevant stakeholders, in particular faculty members and academy managers. Other research projects in the field of entrepreneurial skills might also use the data generated through this project for further research and/or applications.

3. FAIR DATA

3.1. Making data findable

The prodPhD project is participating in the Open Research Data Pilot. The Open Research Data Pilot aims to make the research data generated by Horizon 2020 projects accessible with as few restrictions as possible while, at the same time, protecting sensitive data from inappropriate access.

It must be highlighted that the Open Research Data Pilot applies primarily to the data needed to validate the results presented in scientific publications.

An open access repository for the public research deliverables, papers, and other data sources generated in the project will be built in prodPhD's microsite at Scipedia (see http://www.scipedia.com). This repository will include a homepage for prodPhD, a presentation of the project and further information about the contents of the project. The Open Access Repository of the prodPh project is available at: https://www.scipedia.com/sj/prodphdoa. The repository will also be linked from the project website. The contents of the repository will be published under a Creative Commons licence.

Each document will be marked with suitable hash tags to be easily linkable to each topic. In addition, each document or dataset will be provided with Metadata to maximize the discoverability of publications. This metadata will be compliant with the standard used by the main indexers and content aggregators, such as OpenAIRE (using OAI-PMH standard to facilitate the interoperability).

In order to facilitate the long-term findability and durability of the published information, a Digital Object Identifier (DOI) will be generated for every document published in the Open Access repository of the project.

Each report will be marked with suitable hash tags to be easily linkable to each topic. In addition, each document or dataset will include additional information to acknowledge the EU funding, including the following information:

- European Union funding acknowledgement: Horizon 2020
- Name and short description of the prodPhDprodPhD project
- Allocation to correct work package
- Responsible partner and authors
- Additional contributors
- General document information
    - Project contract number: 952966
    - Acronym: prodPhD
    - Coordinator: CIMNE
    - Deliverable type, title, document ID, document version
    - Dissemination level, filename, status
- Publication date
- Authoring and review
    - Name and role of person who created the report, date, name and organisation of quality controller.

3.2. Making data openly accessible

All documents and data created through the prodPhD project will be openly available, apart from those falling under intellectual property rights (IPR). For a more detailed view of the dissemination level (confidential or public) see table 3. In this table, all the deliverables from work package 1 to 8 are listed. There are three different types of deliverables and two types of dissemination levels.

- Deliverable types:
  - R: Document report
  - D: Demonstrator
  - O: Other
- Dissemination level
  - Confidential
  - Public

All deliverables marked as public, including their associated data, will be made available to the public in the Open Access repository of the prodPhD project. When the dissemination level is confidential it is planned that the corresponding deliverable and the linked data will not be published unless it is decided otherwise by the project consortium.

Table 3: Overview of the project deliverables

No.	Name	WP	Leader	Type	D. Level	Delivery date
D1.1	Project meetings report	1	CIMNE	R	CO	M12
D2.1	Report on the needs and requirement analysis	2	UC3M	R	PU	M6
D2.2	Report on the needs and requirement analysis (rev.)	2	UC3M	R	PU	M28
D3.1	Guidelines of the training methodology and teaching and mentoring procedures	3	IPAG	R	PU	M12
D3.2	Training materials for the demonstration actions	3	IPAG	R	PU	M18
D4.1	prodPhD microsite at Scipedia.com	4	CIMNE	DEC	PU	M12
D4.2	prodPhD Online Training Environment	4	CIMNE	OTHER	PU	M18
D4.3	Documentation of the prodPhD Online Training Environment	4	CIMNE	R	PU	M18
D5.1	Definition of the demonstration actions	5	CIMNE	R	PU	M12
D5.2	Call for the selection of interested students	5	WEGEMT	OTHER	PU	M15
D5.3	Report on the development and results of the pilot actions	5	UC3M	R	PU	M22
D6.1	Key performance indicators (KPIs)	6	UC3M	R	PU	M6
D6.2	Report on monitoring of the project development (v. 1)	6	UC3M	R	PU	M12
D6.3	Report on monitoring of the project development (final version)	6	UC3M	R	PU	M24
D7.1	Engagement strategy	7	WEGEMT	R	CO	M6
D7.2	Communication, dissemination and outreach plan	7	WEGEMT	R	CO	M8
D7.3	Events	7	CIMNE	R	PU	M3
D8.1	Data Management Plan	8	CIMNE	R	PU	M6
D8.2	Sustainability plan	8	IPAG	R	PU	M24
D8.3	Exploitation plan	8	IPAG	R	PU	M24

3.2.1. Scientific publications

prodPhD will publish scientific publications in conferences and journals as part of the planned dissemination activities. Following the EC Mandate on Open Access, the project adheres to the Open

Access policy choosing the most appropriate route for each case. Whenever possible, prodPhD favours the 'green' open access route, in which the published article or the final peer-reviewed manuscript will be deposited in an online repository, either before, at the same time, or after publication, ensuring that the embargo period requested by certain publishers has elapsed. The consortium will ensure open access to the publication within a maximum of six months, except in the case of seeking for a patent, where the embargo period can be extended up to 12 months.
Nevertheless, the prodPhD partners can consider on a case-by-case basis whether to use the 'gold' open access route in which an article is immediately provided in open access mode is the preferred option.

A copy of the published papers will be deposited in the Open Access repository of the project in Scipedia. Scientific publications' data will be made available in machine readable format in the same repository. Additionally, the project partners can also deposit their publications in their institutional repositories.

3.2.2. Project deliverables

The public deliverables of the project will be also published in the Open Access repository of the project in Scipedia. The associated data will be made available in machine readable format in the same repository.
As stated above, a persistent identification DOI will be provided when uploading the deliverables to the project repository.

3.2.3. Making data interoperable

Interoperability is the ability to access and process data from multiple sources without losing meaning and then integrate that data for various reasons of analysis or representation. The adequate procedures will be followed to ensure that the data produced in the project is interoperable, that is allowing data exchange and re-use between researchers, institutions, organisations, countries, etc. (i.e. adhering to standards for formats, as much as possible compliant with available (open) software applications, and in particular facilitating re-combinations with different datasets from different origins).

As stated above, the metadata will be compliant with the standard used by the main indexers and content aggregators, such as OpenAIRE (using OAI-PMH standard to facilitate the interoperability). Besides, the data will be stored in machine readable formats and, in any case, the standard formats presented in table 1 will be used. The data quality will be ensured using similar reviewing procedures as those to be used for the deliverables.

4. DATA SECURITY AND PRESERVATION

The storage and maintenance of the data generated by the prodPhD project will be carried out on the repository on the Scipedia platform. On this platform the data will be stored beyond the lifetime of the project.

Scipedia hosting services are based on the most reliable technology, ensuring the long term preservation of the stored documents and data. Scipedia.com is operating under Amazon Web

Services, which offers the leading cloud-based solution including compute, storage and database. It provides a secure and resizable compute capacity in the cloud, while offering a storage system built to store and retrieve practically an unlimited number and volume of objects. It also ensures geographic redundancy and 99.999999999% durability of stored data.

Additionally, a copy of the data generated in prodPhD may also be archived in the institutional repository of the different project partners.

5. PERSONAL DATA PROTECTION AND ETHICAL ASPECTS

This section will briefly discuss key concepts about ethical, data protection and responsible data sharing, as well as other close aspects. Within Task 8.3. "Ethics & Data Protection" the data protection policy for the project will be revisited, if necessary, and kept on file. The data protection policy will be publicly available at the microsite of the project in the platform Scipedia.com.

5.1. Human participants

The main targeted groups in the project are students, teaching staff, higher education managers and other stakeholders. Information of quantitative and qualitative nature will be collected from them through their participation in activities such as surveys, interviews, discussion fora, working groups, workshops or demonstration actions. Engaged participants will have the competence to understand written and oral informed consents. A draft template of the informed consent form is presented in Annex 1. This template, as well as the information sheets covering the voluntary participation and data protection issues (in language and terms intelligible to the participants), will be revisited/prepared within WP8 (task 8.3).

The informed consent process aims at ensuring that the participants in the different project activities accept its participation and that they are informed about all relevant aspects of the research project; it should be given in written form after participants have been provided with clear and understandable information on their role (including rights and duties), the objectives of the research, the methodology used, the duration of the research, the possibility to withdraw at any time, confidentiality and safety issues, and risks and benefits. Ethics requirements that will be considered in the framework of the prodPhD project will take into account the EU legislation, international and national context and partner's country legislation

The basic elements of the informed consent will include:

- The objective of the activity/event/workshop/survey/interview, its duration and methodology.
- Privacy and data protection policy and procedures.
- Possible discomforts (if any).
- The possibility to decline participation and to withdraw at any point of the process (and without consequences).
- Questionnaire to confirm that the participant has been informed and understood the above mentioned aspects.
- Contact details of the Data Protection Officer.

- Signed consent

The monitoring activities of the project will be complemented with an initial tracking exercise with the students participating in the demonstration activities. Using specific KPIs to be developed, it will trace the effectiveness of the methodology and the satisfaction of students involved in the demonstration activities, during their employment search or self-employment initiatives. The participants in the tracking exercises will sign a specific informed consent form where they will be informed about their rights and, specifically, how they can access details of the information that we will use to create their profile, and how to request the termination of their profile. The data to be used in the profiling activities will solely be used for the purpose of evaluating the effectiveness of the prodPhD methodology and the satisfaction of students involved in the demonstration activities.

The participants involved in any activity in the framework of the prodPhD project will receive an informed consent to be signed in acceptance and confirming their willingness to participate. Each research partner has the responsibility to get the informed consent from the participants. The informed consent form includes an information sheet and a certificate of consent. Research participants will be informed that they may withdraw from the activities at any moment, without any explanation. The informed consent form will be provided by different channels: paper-based or electronic.

5.2. Protection of personal data

Two types of personal data will be collected for the purposes of the development of the prodPhD project:

"User Data" refers to all data related directly to a User of the prodPhD platform. This includes i.e. the personal profile information, email and the network contacts of the User. The User Data will be processed in order to run the web service of the 'prodPhD Online Training Environment' (POTE) to be developed in the project. The POTE may also process the User Data randomly to provide dynamic Web pages that are individually adapted considering the User Data. The registration in the POTE require previous acceptation of the informed consent.

"Participant Data" refers to all data related to the development of the activities / events / workshops / surveys / interviews to be carried out throughout the project. It includes different type of personal data required to develop the tasks of WP2, WP3, WP6 and WP7. Participants Data will be recorded only if they provide consent and their recording is relevant to the project.

Such information falls under the European legislation for the lawful processing of personal data. Special attention will be drawn to national legislation.

Personal data will be used in strictly confidential terms and will be published only as anonymous statistics. Such anonymous statistics will contain no information about any individual user. Just in case it is required, only one person / partner will have access to the relation between participants' code and identity to coordinate recruitment and engagement activities.

Only anonymized participants' data will be processed and, therefore, no personal data will be collected in relation to specific stakeholders. Their name will not be connected to other characteristics (e.g. age, sex, nationality). Participants will be recorded only if they provide consent

and their recording is relevant to the project. Such information falls under the European legislation for the lawful processing of personal data.

The collected email addressed will solely be used to send emails containing information or notifications about the prodPhD events or activities, or related to the 'prodPhD Online Training Environment' service.

To avoid risks related to the processing of personal data, such as identity theft, discriminatory profiling or continuous surveillance, the principle of proportionality and minimization must be respected. It must be ensured that the collected personal data is adequate and sufficient to properly fulfil the objectives of the project, relevant for those purposes, and limited to what is necessary. Besides, data can be used only for the initial purpose for which they were collected. Management of research data collected during the project is of core importance due to increased volume and diversity of types of collected data. Anonymized data will be publicly available for other researchers with no possibility for identification of participants.

One month after the end of the project, Participants Data will be deleted. However, User Data will be kept to continue providing the services of the 'prodPhD Online Training Environment' beyond the end of the project. The users of the platform will have the right to access, modify, correct, or delete their User Data and close their account. The 'prodPhD Online Training Environment' will include the required tools to facilitate the execution of that right at any moment. Once a request to close an account is received, the User Data will be removed from the Service within 5 days of account closure at maximum. Besides, any logs or other backup information will de-personalized through the deletion process within 30 days of account closure.

As stated above, the monitoring activities of the project will be complemented with an initial tracking exercise with the students participating in the demonstration activities. It will be traced the effectiveness of the methodology and the satisfaction of students involved in the demonstration activities, during their employment search or self-employment initiatives. This activity will not include any profiling activity, since it will only quantify/qualify the effectiveness of the prodPhD methodology through the satisfaction of the participating students by conducting a set of surveys throughout their employment search or self-employment initiatives. The participants in the tracking exercises will sign a specific informed consent where they will be informed about the methodology and objectives of the exercise, its possible consequences, their rights, how they can access the details of the information gathered, and how to request the halt of the exercise. The data to be used in the tracking exercise will solely be used for evaluating the effectiveness of the prodPhD methodology and the satisfaction of students involved in the demonstration activities.

Anonymisation or pseudonymisation is a way to prevent violations of privacy and data protection rules. Processing must be limited to what is truly necessary and less intrusive means for realising the same end must be considered. The information that will be transmitted to the Expert Advisory Board and collaborating entities will be solely anonymised and coded information. Any recorded data will be available only in anonymised format. Participants who will consent for video recording (e.g. during workshops and events) will provide specific written consent. As stated above, just in case it is required, only one person / partner will have access to the relation between participants' code and identity to coordinate recruitment and engagement activities.

The techniques to be used in prodPhD for anonymization will be data masking (i.e. hiding critical data with altered values) and pseudonymization (i.e. replaces private identifiers with fake identifiers or

pseudonyms). In any case, a mirror version of the corresponding databases will be created to which the corresponding anonymization technique will be applied.

The prodPhD project will use Google Analytics, a web analytics service operated by Google, Inc., California, USA. Google Analytics uses cookies, which are text files placed on your computer to help the website analyze how individuals use the site. Any information generated by the cookie about the use of the website (including the IP address of the user) will be transmitted to and stored by Google on servers in the United States of America. Google will use this information for the purpose of evaluating the use of the site, compiling reports on website activity for website operators, and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law (according to Google's terms and policies). Besides, the development platform to be used for implementing the POTE, Scipedia, collects traffic data, and will store that data for the duration of the user's session. This is required to provide the Web service. Traffic data is data about the usage of the POTE by the user. This is mainly tracking information on log-in times, duration, and activities while logged in Traffic data also includes IP address/es and information sent automatically by the user's Web browser such as the browser software, preferred languages, and the name of the user's operating system.

After the user's session ends, Scipedia reserves the right to store traffic data for one day. During that period, the user's data is only connected to the user's IP address and not to your user account. Scipedia will not be able to attach any individual user's name to traffic data. After this one day, Scipedia will only store information about how many profile pages you viewed within thirty days. Only the number of pages is saved. Information about which pages the user have viewed and when are not stored. Scipedia may also process traffic data for security and fraud-detection reasons.

5.3. Outline of prodPhD's ethics policy

prodPhD research will be coordinated and continuously monitored by the project's Project Management Board. prodPhD will strictly follow the opinions of expert committees in the field of ethics policy (e.g. the European group on ethics (EGE)) in science and new technologies to the European Commission). All national legal and ethical requirements of the relevant directives where the research is performed will be fulfilled. Personal data of participants will be strictly held confidential at any time of the research. This means in detail that:

- Participants will have the ability to give informed consent to participate;
- No identification data will be available when analysing data;
- All participants will be strictly volunteers;
- Participant data will be anonymised and strictly used for the project purposes;
- Participants will receive a copy of their consent form;
- Participants will be briefed (information sheet) and debriefed after their participation.
- All participants will receive detailed oral information. If necessary and relevant, information will be available in native language:

- a commonly understandable written description of the project;
- a simple description of the project will be available in both written and oral form;
- the project goals;

- the planned project progress;
- description of engagement steps and participation;
- advice on unrestricted disclaimer rights on their agreement;
- information about face and voice data recordings and the exact reference to the consent form (if any).

On one hand, a contact person will be appointed and will oversee communication with participants and monitor any arising ethical issues. This person will be responsible to report back to the principal researcher about participant involvement, ethical and data protection issues. On the other hand, the Project Management Board will scrutinise all activities that involve people outside the consortium, to guarantee that no undue risk exists for the participant (e.g. technical access, breach of privacy).

The Consortium will implement the research project in full respect of the legal and ethical national requirements and Code of Practice. Whenever authorisations must be obtained from national bodies, those authorisations shall be considered as documents relevant to the prodPhD project. Copies of all relevant authorisations shall be available prior to commencement of the relevant part of the research project.

5.4. Data Protection Officer

Ms. Esperanza Jordà, CIMNE's Data Protection Officer (DPO), will take the role of DPO of the project. The DPO will take the necessary measures to ensure that the project applies the required measures to protect the personal data. The contact details of the DPO will be made available to all data subjects involved in the research (through the informed consent form).

5.5. Definition of responsibilities related to ethical issues

The following project regulations related to compliance, approvals, privacy, personal information and collaboration within the project shall apply:

1. Each partner shall be responsible for ensuring its own compliance with all laws and regulations applicable to its activities. Such laws include, but are not limited to, those in respect of rights of privacy and intellectual property.
2. Information will not be distributed to another party in connection with the project and will not include any personal information relating to an identified or identifiable natural person or data subject.
3. To this end, the involved partner will anonymise all data delivered to other parties to an extent sufficient to ensure that a person without prior knowledge of the original data and its collection cannot, from the anonymised data and any other available information, deduce the personal identity of participants when they are made available.

Additionally, the project activities must respect and abide to national legislation. In particular:

- Must collect personal data fairly and lawfully.
- Must process only the data which are necessary for one or more specified purposes.
- Must make sure that they keep data accurate and up to date.

- Must retain data only for as long as is deemed necessary for the collection and process thereof (i.e. only relevant to feedback/opinions).
- For data process purposes, it must be chosen employees with relevant professional qualifications providing sufficient guarantees in terms of technical expertise and personal integrity to ensure such confidentiality.
- Must implement appropriate organisational and technical measures to secure data and protect them against accidental or unlawful destruction, accidental loss, alteration, unauthorised disclosure or access as well as any other form of unlawful processing.
- Must respect the data subject's rights to information, access and objection.
- Must meet their obligations vis-a-vis the GRDP/DPA (notification, granting of permit).
- Must be kept informed on any Decisions, Directives or Recommendations issued by the DPA that may be important to them.

5.6. Security

Development and operation protocols of the software platform will be implemented in order to ensure that the required processing of personal data is secured. They will include the appropriate technical and organisational security measures to comply with the applicable legal framework for personal data. At technical level, the social network platform will be developed on a reliable platform (Scipedia.com) developed by Scipedia S.L. that implements protocols to ensure the information is protected at multiple levels.

Scipedia.com implements protocols to ensure the information is protected at multiple levels. All the communications are secured by firewalls in all the network segments. All the website is served only in https (http is always redirected to https), encrypted and digital certified. The data stored in the database will be encrypted using the integrated solutions to transparently manage the encryption keys. The framework components of the software platform will be updated regularly and patched urgently in the event of a security release.

5.7. Relevant Laws & Directives

The principles of the European Convention of Human Rights, the Rules of the Convention of the Council of Europe for the Protection of Individuals about automatic processing of personal data and especially the EU 2016/679 General Data Protection Regulation (GDPR), for the protection of personal data will be strictly followed when addressing the ethical issues of PRODPHD.
Laws and Directives to be considered per area are summarised in the list below.

- EU 2016/679 General Data Protection Regulation (GDPR), adopted on 27 April 2016, replaced Directive 95/46/EC for the private and most of the public sector.
- EU 2016/680 Police Data Protection Directive (PDPD), adopted on 27 April 2016.
- Standard Contractual Clauses (SCC). Standard contractual clauses for data transfers between EU and non-EU countries.
- Binding Corporate Rules (BCR). Corporate rules for data transfers within multinational companies.
- EU-US data transfers. How personal data transferred between the EU and US is protected.

- Art.29 Data Protection Working party: Working Document on Privacy on the Internet
- Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights
- Law 34/2002, of July 11, on services of the information society and electronic commerce

6. ANNEX 1. TEMPLATE OF THE INFORMED CONSENT FORM

A draft template of the informed consent form is presented in Annex 1. This template as well as the information sheets covering the voluntary participation and data protection issues (in language and terms intelligible to the participants) will be revisited/prepared within WP8 (task 8.3).

Draft template of the informed consent of ProdPhd project

Informed Consent Form for *(target group)*

The main objective of the prodPhD project is to implement innovative social network-based methodologies for teaching and learning entrepreneurship in PhD programmes. The multidisciplinary teaching and learning methodologies to be developed will allow introducing entrepreneurship education in any PhD programme of a higher education institution, providing students with the knowledge, skills and motivation to engage in entrepreneurial activities.

I *(name of participant)* voluntarily agree to participate in this research study through *(specify the methodology that is going to be used: interview, etc.)* from *(specify partner organization)*.

- I have been informed and I understand what the objectives of the study are and what my participation on it. I have been able to resolve all the doubts and questions. I confirm that consent has been given to me freely, voluntarily and without coercion.
- I was given a copy of this consent form. I understand that, at any time and without any explanation, I can revoke this informed consent.
- I accept that my responses will be used only for research purposes and always within the framework of this project.
- I accept that the results of the study will be disseminated, only for scientific purposes, in compliance with the ethical standards of the scientific community.
- I accept that some parts of the interview will be made public through quotations.

In accordance with the provisions of the RGPD 2016/679 (EU) we inform you that the data provided in this form and obtained during the participation in the research study of the prodPhD project will be incorporated into the data processing systems of CENTRE INTERNACIONAL DE METODES NUMERICS EN ENGINYERIA-CIMNE with VAT Number Q5850006G and registered office at C/ Gran Capitán, s/n Building C1 Campus Nord UPC 08034 Barcelona, for research purposes. In compliance with current regulations, CENTRE INTERNACIONAL DE METODES NUMERICS EN ENGINYERIA-CIMNE informs that the data will be kept for the time legally established in compliance with current regulations.

You can exercise the rights of access, rectification, limitation of treatment, deletion, portability and opposition / revocation, in the terms established by the current regulations on data protection, attaching a document proving your identity and directing your request to dpo@cimne.upc.edu. You can contact the competent Control Authority to submit the claim you consider timely.

According to this, I CONSENT to participate in this research activity in order to achieve the objectives of the study.

Signature of participant:
Date:
Day/month/year: