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Move2CCAM

MethOds and tools for comprehensive impact Assessment of the CCAM solutions for passengers and goods

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D3.1

Initial Data Management Plan

WP3 – Data, Impact Analysis and Mapping

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Acronyms and definitions

Acronyms	Definitions
DMP	Data Management Plan
FAIR	Findable, Accessible, Interoperable and Re-usable
GDPR	General Data Protection Regulation
DoA	Description of Action
DOI	<i>Digital Object Identifier</i>
OSI	Open Source Initiative
IAMT	Impact AssessMent Tool



Introduction

Task 3.1 is responsible for developing the data management plan (DMP) relative to primary and secondary data that will be collected and used within MOVE2CCAM. The DMP will specify the subjects and their responsibility in data management in order to deliver highly efficient and secure data management. It will provide guidelines regarding how the data should be collected, stored, transferred to different types of entities (e.g. consortium members, satellites stakeholders, academia), and who the data controllers and processors are. It will also define procedures to enable the collected data to be open to the public for analysis and further usage.

General context

Management of data is an important element of large scale multi-disciplinary projects. As such, MOVE2CCAM is collecting, using and generating a heterogeneous set of data throughout its lifecycle. This deliverable is the first version of the project's Data Management Plan and provides an initial view of the datasets that are expected to be accessed, processed, created, or acquired during the lifetime of the project. Moreover, this deliverable reports on the data sharing agreements that are to be put in effect over the course of the project in order to adhere to the GDPR regulations for primary data issued by the MOVE2CCAM satellite activities.

Deliverable objectives

The MOVE2CCAM DMP aims to apply practices for safeguarding that the research data are findable, accessible, interoperable and re-usable (FAIR) and provides measures for data security and protection.



1. Methodological approach

The Data Management Plan (DMP) explains the proposed actions for the overall control of MOVE2CCAM’s data and publications. The DMP is a “living document” that will be constantly updated during the course of the project. More specifically, two further versions (2 and 3) of the DMP will be produced in M18 and M30 respectively.

In order to derive the data sources which are generated and used within the MOVE2CCAM project, a collaborative methodology is followed where all partners dealing with data are involved. Templates to record existing and new datasets are created and provided to relevant partners. The templates are filled-in by partners and include information regarding the dataset’s description, purpose and utility, reference and name, storage, partners involved, format, related metadata and standards, related to the project’s objectives, whether it is a new or an existing dataset with expected size. An initial list of dataset descriptions from the MOVE2CCAM project partners was collected and can be found in ANNEX I of this first version of the Data Management Plan.

The present version of the Data Management Plan, provides an initial view of the datasets that will be used, accessed, produced, based on the DoA of MOVE2CCAM. Therefore, in order to reach the updated view of the MOVE2CCAM datasets, partners will be asked to revise the data templates based on recent and relevant information. Moreover, this deliverable reports on the data sharing agreements that will be put in effect over the course of the project in order to adhere to the GDPR regulations for primary data emerging from the MOVE2CCAM surveys. Last but not least, this deliverable provides a set of new datasets which are expected to be generated and published by the MOVE2CCAM project. These datasets are described in Section 2.3.

The remainder of the deliverable is structured as follows. In Section 2 the document embarks with an updated summarisation of the types and sources of data and continues in Section 3 with the description of the practices for safeguarding that the MOVE2CCAM research data are findable, accessible, interoperable and re-usable (FAIR). An account of the allocated resources for data management is included. Then as an appreciation of the data security and ethical considerations, principles to be adopted is provided in Sections 4, 5 and 6. The conclusions and next steps are part of Section 7.

Table 1: List of DMP deliverables of Move2CCAM

Deliverable No	Deliverable Name	Work Package	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D3.1	Initial data management plan	WP3	MOBY	R - Document, report	PU	M4
D3.2	Interim Data Management Plan	WP3	MOBY	R - Document, report	PU	M18
D3.6	Final data management plan & the MOVE2CCAM data warehouse	WP3	MOBY	R - Document, report	PU	M30



2. Data Summary

2.1. Purpose of Data Collection

The goal of MOVE2CCAM is to explore the multisystem impact of CCAM passenger and freight solutions; define use cases, business models and Key Performance Indicators through co-creation activities with the “MOVE2CCAM Satellites”, and develop a practical system dynamics-based impact assessment tool that will enable the evaluation of CCAM interventions’ impact on mobility-, socio-economic-, public health- and environmental-related aspects considering diverse European region specifics and different actors’ needs, objectives and perceptions.

MOVE2CCAM through the Satellites activities generates several primary datasets with different types of data (numeric/quantitative, text/qualitative, images, and videos). To make sure that the data will be in a format to be used by all the consortium partners for the different types of analysis during the project, the focus of Building Block BB3 (WP3) is to bring data in a shape that follows the FAIR principles (Findability, Accessibility, Interoperability and Reusability). Applying these principles from the beginning, ensures that public datasets in the MOVE2CCAM Data Warehouse that will be openly available to the public after the completion of the project, will be easily accessible and utilised by interested parties. Moreover, T3.1 is dedicated to the Data Management Plan (DMP) with the main purpose to produce a DMP that will guide the data storage and handling throughout the project and monitor the progress. The first version of the DMP (D3.1) is released in M4, an interim version (D3.2) is released in M18, and the final one (D3.6) in M30 (see Table 1).

More specifically, the initial MOVE2CCAM DMP at this stage, includes the following:

- **Findability:** To ensure that others can find the MOVE2CCAM data and the other outcomes (i.e. project deliverables), the data and reports will be hosted within a stable and recognised open repository (e.g. Zenodo) in order to be findable through a globally unique persistent identifier (i.e. DOI). The data will be accompanied by dictionaries describing the data and any other appropriate metadata. Using such a repository and identifier ensures that the MOVE2CCAM data warehouse will continue to be available to both humans and machines in a useable form after the completion of the project. Academic papers that will be outputs of this project and will be submitted to journals, will be assigned with a DOI upon their publication.
- **Accessibility:** The MOVE2CCAM data warehouse will apply the Creative Commons Attribution International Public License (CC BY) or Creative Commons Public Domain Dedication (CC0 license) which facilitates data reuse. For the source code of the models that will be developed, the OSI¹-approved license will be considered to enable code accessibility, depending on the use and origin of each model. In addition, the academic papers may also submit the data used for analysis to the relevant Journals.
- **Interoperability:** the MOVE2CCAM data will be stored in the Data Warehouse in a non-proprietary open file format and described using a standard vocabulary (for example, each data source will be provided with a specific name that is composed by different parts/elements, containing information about the location, data type or format and naming structures).
- **Reusability:** By following the aforementioned principles, it is ensured that the MOVE2CCAM data and outcomes (reports and source codes) will be easy to be reused by humans and machines.
- **Curation and storage/preservation costs:** MOBY is the partner who is responsible for developing the DMP and the MOVE2CCAM data warehouse. MOBY leads T3.1: Data Management Plan (M1-M30), and

¹ Open-source Initiative



T3.4: MOVE2CCAM Data Warehouse design. Moreover, HAKISA is responsible for Ethics (T6.5). Budget has been allocated to MOBY to store Data required to build the MOVE2CCAM models.

These data are used with the aim to build transport and spatial models include both primary data, i.e., data collected in the course of the project and secondary data, i.e., data that have been collected for some other purpose outside the project's scope but can be utilized for feeding the MOVE2CCAM Impact Assessment Tool.

2.2. Relation of Data to the project's objectives

The following table summarizes the relation of the different data categories to the project objectives, as they are described in Chapter 1.1.2 of Part B of the DoA. Note that O1, O2, O3, O4 are related to the implementation of the MOVE2CCAM tools and models, whereas O5, O6, O7, O8 are related to the application of the models and dissemination of results.

Data required to build the MOVE2CCAM tools and models.	O1-Review of existing and future CCAM solutions O2-Establish MOVE2CCAM satellites O3-Co-create CCAM use cases and business models O4-Explore and analyse satellites' requirements
Data emerging from the MOVE2CCAM pilot studies	O5-Develop IAMT O6-Design training material and course O7-Create recommendations for SUMP O8-Scale-up and disseminate the developed tool, frameworks, and findings

2.3. Data sources in relation to satellite engagement activities

The following sections, describe the various activities that have currently been identified within the MOVE2CCAM project. For each activity the means of data handling, audience size, participant type, methods, and data type are described. It should be noted that the datasets will be updated as the project advances and further information will be added to this document. For the purposes of the present version of the deliverable, MOVE2CCAM partners have filled out the forms that detail the data that will be accessed/produced and can be found in ANNEX I of this document. A brief description of the 9 foreseen activities is laid out in the following sections.

2.3.1. CCAM use cases, scenarios and KPIs co-design – Organisations (M5-M6; relates to WP1+WP3)

- **Activities:**
 - *4 physical workshops: 1 in each of the 3 prototypical regions + 1 online pan-European*
- **Audience size:**
 - *40 org. in each region + at least 120 pan-European (total: 240 org. at least)*
- **Method:**
 - *use case design, design thinking*
- **Data:**
 - *text, photos*

2.3.2. CCAM use cases, scenarios and KPIs co-design – Citizens (M5-M6; WP1+WP3)

- **Activities:**
 - *face to face dialogues and focus groups in the 3 prototypical regions*
 - *a total of 5 online dialogues in CY, DE, SP, FR, UK*



- Audience size:
 - 30 people in each country (total: 240 people)
- Method:
 - use case design, design thinking;
- Data:
 - text, photos, numeric

2.3.3. CCAM prototype business models – Organisations (M7-M8; relates to WP1)

- Activities:
 - 1 physical workshop in each of the 3 prototypical regions + 1 hybrid pan-European (total: 4)
- Audience size:
 - 40 org. in each region + at least 120 pan-European (total: 240 org. at least; same org. as #1)
- Method:
 - design thinking and discussions; Data: text, photos, numeric

2.3.4. Final CCAM scenarios and KPIs & CCAM impact – Organisations (M10; WP1+WP3+WP4)

- Activities:
 - 1 physical workshop in each of the 3 prototypical regions + 1 online pan-European (total: 4)
- Audience size:
 - 40 org. in each region + at least 120 pan-European (total: 240 org. at least) – same as 2.3.1
- Method:
 - systems thinking, scenario exploration
- Data:
 - text, photos

2.3.5. Final CCAM scenarios, KPIs & CCAM Impact – Citizens (M11-M14; WP1+WP3+WP4)

- Activities:
 - i) online dialogues in 8 countries
 - ii) face to face dialogues in 8 countries
 - iii) virtual reality games in 3 countries (NL, PL, UK)
 - iv) AV demonstration in Helmond, NL
- Audience size:
 - 1) 32 in each country (8X32= 256 people),
 - 2) 18 in each country (8X18= 144 people),
 - 3) 32 in each country (3X32= 96 people),
 - 4) 32 in Helmond, NL (1X32= 32 people)

total: 256+144+96+32= 528 people



- **Methods:**
 - *mixed dialogues, virtual reality games, trial experience, scenario exploration*
- **Data:**
 - *text, images, videos, numeric*

2.3.6. Pan-European citizens survey: CCAM requirements and impact (M16, WP3+WP4)

- **Activities:**
 - *1 online survey in 8 countries*
- **Audience size:**
 - *1,000 in each country (total: 8,000 people)*
- **Methods:**
 - *online questionnaires collecting revealed preference and stated preference data*
- **Data:**
 - *numeric*

2.3.7. Mixing Citizens & Organisations: CCAM Impact (M15; WP3+WP4)

- **Activities:**
 - *1 physical workshop in each of the 3 regions + 1 online pan-European*
- **Audience size:**
 - *20 organisations + 20 citizens (all reconverted; total: 160)*
- **Methods:**
 - *scenario exploitation, social simulation experiments*
- **Data:**
 - *text, images, numeric*

2.3.8. IAMT prototype demo and feedback (M21; WP4)

- **Activities:**
 - *1 physical workshop in each of the 3 prototypical regions + 1 hybrid pan-European (total: 4)*
- **Audience size:**
 - *40 org. in each region + at least 120 pan-European*

2.3.9. IAMT tool presentation (M26; WP4)

- **Activities:**
 - *1 physical in each of the 3 prototypical regions + 1 hybrid pan-European (total: 4)*
- **Audience size:**
 - *40 org. in each region + at least 120 pan-European*



2.4. Types and formats of the project's data from Pilot Sites

In the following sections, the primary and secondary data which have currently been identified within the MOVE2CCAM project are being discussed, along with steps taken for their handling among partners. Note that the datasets will be updated as the project advances and further information will be added to this document.

2.4.1. Primary data from surveys and Pilot Sites

As part of the Move2CCAM surveys, personal data of survey participants will be collected by Move2CCAM project partners. Following the GDPR regulations, the Move2CCAM consortium has established a set of data sharing and processing agreements between project partners in order to facilitate data exchange and processing.

In order to be able to process the corresponding data a joint *Data Sharing Agreement* will have to be signed by BABLE (the project coordinator), Moby (the partner who collects the data through the Moby app) and UCL (the partner who contributes to the collection of data).

Moreover, a *Data Processing Agreement* will be signed between partner BABLE (the project coordinator) and MOBY (the partner managing Move2CCAM's Data Warehouse) for potential storage of primary data in Move2CCAM's data warehouse.

Data sharing agreements between other partners have not been signed at this point as they will have access to anonymized, aggregated, and processed data from the primary surveys. In case a need for data sharing emerges separate agreements between the project coordinator and the partners will be put in place.

MOVE2CCAM will apply the MOVE2CCAM IAMT in three (3) pilot studies (Netherlands, Poland, Greece). It is expected that the models will generate evidence which will allow the identification of mobility solutions, measures, policies, and business models to address current and future challenges of CCAM.

2.4.2. Secondary data from the Pilot Sites

Secondary data are provided by the pilot partners and will be used as input to the MOVE2CCAM models. At this point the consortium is in the process of collecting the information for the available secondary data including information for accessing the data and related access rights. The next step involves an evaluation regarding their fit-for-purpose for the MOVE2CCAM models. This section of the document aims to provide an overview of the available datasets that are to become available by the project pilot partners. This list is continuously updated and revised. An updated list will be provided in the next version of D3.1 (i.e., D3.2).

- Aegean Islands, Greece
 - Data types, as described in 2.4.3
- City of Helmond, NL
 - Data types, as described in 2.4.3
- Górnośląsko-Zagłębiowska Metropolia (GZM), PL
 - Data types, as described in 2.4.3



2.4.3. Data generated by the MOVE2CCAM use-cases and will be potentially published as open data

MOVE2CCAM focuses on a set of modelling use cases to showcase the value of its Impact Assessment Tool. The simulation results of the different use cases are expected to generate datasets which will be published by the project. The list of generated datasets will be updated in the interim version of the DMP and also towards the end of the project, once the modelled use cases are formulated and ran.

3. Fair Data

3.1. Making data findable, including provisions for metadata

In order to make the project data findable, a Digital Object Identifier (DOI) will be requested for each artefact. In more details, DOIs from Crossref will be used for research publications, while DOIs from DataCite will be pursued for labelling each public dataset of the project. In addition, a metadata record for each output of the project will be created and stored in the data directory. Amongst other fields, each metadata record will have a set of keywords that will make searches easier for external parties.

3.1.1. Naming Convention Strategy

In MOVE2CCAM, each data source will be provided with a specific name that is composed by different parts/elements, containing information about pilot country, data type or format and naming structure as follows:

ORIGIN_ORG_TOD_FORMAT_Info_VERSION

- **ORIGIN:** A prefix denoting if the dataset is pre-existing or new, followed by the first letters (three max) of the pilot's country or GEN if the data artefact is pilot agnostic
- **TOD:** The type of data
- **FORMAT:** The data format/extension
- **Info:** Additional (abbreviated) information about the dataset. For example, the year when the dataset was published.
- **VERSION:** The version of the dataset.

3.1.2. Version Numbering Strategy

In MOVE2CCAM, a data versioning strategy similar to software versioning is followed, applying a two-part numbering rule: Major.Minor (e.g. v2.1). Major data revision indicates a change in the formation and/or content of a dataset that may bring changes in scope, context or intended use. For example, a major revision may increase or decrease the statistical power of a collection, require change of data access interfaces, or enable or disable answering of more or less research questions. A Major revision may incorporate:

- substantial new data items added to /deleted from a collection
- data values changed because temporal and/or spatial baseline changes
- additional data attributes introduced
- changes in a data generation model
- format of data items changed
- major changes in upstream datasets.

Minor revisions often involve quality improvement over existing data items. These changes may not affect the scope or intended use of initial collection. A Minor revision may include:

- renaming of data attribute
- correction of errors in existing data



- re-running a data generation model with adjustment of some parameters
- minor changes in upstream datasets.

3.1.3. Metadata & Search keywords

All datasets that will be openly available will be accompanied with metadata information which will render them findable by interested third parties. Search keywords will be defined and will be part of the related metadata for each dataset.

At this point the CERIF² metadata format will be used and in the course of the project, additional applicable formats may be identified and used.

3.2. Making data openly accessible

A number of datasets that will be used as part of the project will actually be provided by previous studies. Some of these datasets are already publicly available, while others are proprietary and have high commercial sensitivity. In the cases where private data are processed and aggregated (e.g. as part of a model, or functionality of a component) permission will be requested by the provider prior to making the altered data publicly available.

In reference to the nature of the user data involved, some of the results that will be generated by each project phase will be restricted to authorised users, while other results will be publicly available. As per the consortium's Ethics commitment during the negotiation phase of the project, data access and sharing activities will be rigorously implemented in compliance with the privacy and data collection rules and regulations, as they are applied nationally and in the EU.

Since the DMP is expected to mature during the project, the subsequent releases of the deliverable will specify the repositories where the data will be stored and go into more detail on how this data can be accessed by the wider research community.

3.2.1. Datasets

Datasets characterised as "openly accessible" will be published in the following open repositories in OpenAire³.

3.2.2. Scientific Publications

As required by the Grant Agreement, research publications will be made available through Green Open Access, where each publication needs to be made available at the MOVE2CCAM and Institutional portals. If applicable, Gold Open Access may be necessary, where the publication will be openly available through the publisher's website. The publications generated within the project will be disseminated through the project's dissemination and exploitation channels and follow the process described in the relevant project strategies.

3.2.3. Source code

It will be at the discretion of individual consortium members to decide whether the source code of their developed software is openly accessible. In such cases, different free and open-source software licenses will be investigated and the appropriate ones will be selected. Open source code from the MOVE2CCAM project will be made available through a common GitHub Repository.

² <https://www.eurocris.org/cerif/main-features-cerif>

³ <https://www.openaire.eu>



3.3. Making data interoperable

MOVE2CCAM partners will use metadata vocabularies when possible, to render the provided datasets interoperable. The formats that will be used will be described in later versions of the data management plan.

4. Allocation of Resources

Regarding the resources related to data management activities, the project includes a work package that is dedicated to managing the engagement activities with the project's satellites (WP2), and a work package for collecting data from organisations, citizens and other sources (WP3). WP4 is responsible for creating the infrastructure for securely storing data for the lifespan of the project, while the present task (T3.1) is dedicated to creating and updating the data management plan. The data management plan task is led by MOBYX who, together with all the partners, will handle the management of data relative to the technological aspects of the platform.

5. Data Security and Protection

The MOVE2CCAM platform will provide all required measures for secure data access with the usage of the latest encryption tools and protocols as well as data access control practices to prevent data misuse or manipulation. The data security mechanisms will be defined and implemented during the design and implementation of the MOVE2CCAM data warehouse (D3.3) and the implementation of the Impact Assessment Tool (D4.1 & D4.2). It is foreseen that the starting candidates will be TLSv3 protocol for secure data connections and OAuth for access control.

5.1. Storage of sensitive data

Data privacy and user data protection issues will strictly follow the "user decides" principle. End-users will always have the possibility (and only the user) to decide which personal or private data to be used and all user referenced data will always be grouped and combined via anonymization tools to avoid the possibility of breaking it down to one user. All personal data stored within the MOVE2CCAM project will be archived for the lifetime of the project only, and will be coded, stored and kept privately in a secure location. No information will be shared with any external to the MOVE2CCAM consortium party without the prior express permission of the user. Sensitive information will be stored in an encrypted form, and all data will be protected by password access.

5.2. Provisions for sharing of data amongst partners

In terms of the collaboration among partners, a Consortium Agreement is signed by all partners of the Consortium. The purpose of this Consortium Agreement is to specify with respect to the Project the relationship among the Parties, concerning the organisation of the work between the Parties, the management of the Project and the rights and obligations of the Parties concerning inter alia liability, access rights, and dispute resolution. Specifically for the sharing of sensitive/personal information, data, and code, special provisions are made within the Consortium Agreement that will ensure the secure handling of the above, and the protection of confidentiality by terms of non-disclosure to third parties. These provisions are complementary to the *Data Sharing Agreement* and *Data Processing Agreement* that are already described in chapter 2.4.1.



5.3. Adherence to the General Data Protection Regulation

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679)⁴ concerns issues related to the protection of natural persons regarding the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). The regulation has been proposed and established by which the European Parliament, the Council of the European Union and the European Commission. It intends to strengthen and unify data protection for all individuals within the European Union (EU) and addresses issue related to the export of personal data outside the EU.

The GDPR aims primarily to give control to citizens and residents over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU. GDPR has been adopted on 27 April 2016, while it became enforceable from 25 May 2018, allowing a two-year transition period for member states. It is important to note that GDPR does not require national governments to pass any enabling legislation and is thus directly binding and applicable. The MOVE2CCAM consortium is taking measures so that any user and related personal data gathered from the project strictly respect required consent management and related GDPR compliancy process. More specifically, there are eleven main steps followed by the consortium, as they have also been proposed by the ICO organization (Information Commissioner's Office) in the UK⁵.

Step 1: Awareness. All partner organizations, corresponding decision makers and key persons within the MOVE2CCAM consortium have been informed of the GDPR enforcement and have been provided with related material in order to understand the impact of GDPR in their work. Partners will be requested to identify areas that could cause GDPR compliance issues and proceed with resolution actions if needed.

Step 2: Information held. The consortium, starting from this deliverable, is documenting the personal data that will be stored along with information related to where these data came from and with whom they will be shared with. Records of data processing activities will be maintained. The aforementioned actions will allow the consortium to comply with the GDPR's accountability principle, which requires organisations to be able to show how they comply with the data protection principles, for example by having effective policies and procedures in place.

Step 3: Communicating privacy information. The MOVE2CCAM plan for providing privacy notices already considers the GDPR guidelines. Users who will participate in the pilot surveys will be provided with all needed information, including the project's identity and how the consortium intends to use the collected information through privacy notices. End-users will also be informed of the legal basis for processing the data, the data retention period and their right to complain to MOVE2CCAM if they think there is a issue with the way their data are handled. All related information will be communicated to end-users in concise, easy to understand and clear language.

Step 4: Individuals' rights. The MOVE2CCAM consortium will provide procedures to cover all the rights individuals have, including personal data deletion as well as making data electronically available in a commonly used format. More specifically, the following rights for individuals are considered:

- the right to be informed;
- the right to access;
- the right to rectification;
- the right to erase;
- the right to restrict processing;
- the right to data portability;

⁴ <http://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX%3A32016R0679>

⁵ <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>



- the right to object;
- the right to refuse automated decision-making including profiling.

Step 5: Subject access requests. Handling data access requests in MOVE2CCAM considering the following points:

- Access requests are free of charge .
- Data access requests will be handled within one month maximum period.
- The project will reject requests that are proven to be manifestly unfounded or excessive.
- If a request is rejected, a clear justification will be provided and the individual will be informed of the right to complain to the supervisory authority and to a judicial remedy. Any justification will be provided within a maximum period of one month.

Step 6: Lawful basis for processing personal data. A lawful basis for data processing activities has been established and relies on consent for information and privacy notices.

Step 7: Consent. The information consent forms which will be provided to end-users will comply and meet the GDPR standards. The consent will be freely provided, specific, educated and unambiguous. Moreover, it will be separate from other terms and conditions, and will provide simple ways for users to withdraw from consent.

Step 8: Children. Although the involvement of underage pilot participants is not anticipated, the age of the users will be verified and parental or guardian consent for any data processing activity will have to be obtained for underage users.

Step 9: Data breaches. MOVE2CCAM establishes procedures to detect, report and investigate a personal data breach. Where a breach is likely to result in a high risk to the rights and freedom of individuals, these individuals will be notified directly.

Step 10: Data Protection by Design and Data Protection Impact Assessments. MOVE2CCAM implements a privacy by design approach. Both WP3 and WP6 are set out to handle all related aspects.

Step 11: Data Protection Officers. The responsibility for data protection compliance falls under the Data Protection Officers of the partners involved in sensitive data handling, who have the knowledge, support and authority to ensure that the project, its procedures and outcomes adhere to GDPR.

6. Ethical Aspects

Given that MOVE2CCAM intends to involve citizens in surveys, it is necessary that a governance and ethics framework is embedded within the project. Ethical aspects related to the activities of the project will be managed within T6.5 “Ethics management and Security”. This work package establishes an effective ethical management, rooted in the project, with a thorough understanding of both the underlying science as well as the associated ethical principles. It covers the management of the project ethical issues related to user studies ensuring the adherence to relevant regulations. It also includes the provision of consent forms, information sheets and anonymity to participants in the different surveys, while it foresees the monitoring of data sharing frameworks, privacy and information laws.

6.1. Informed Consent

Participation of persons will be entirely voluntary and MOVE2CCAM related initiatives will need to obtain (and clearly document) informed consent from users in advance of their involvement in the MOVE2CCAM project. The informed consent form with information sheets will be in a language and in terms fully understandable to participants, describing the aims, methods and implications of the research, the nature of the participation, the amount and nature of the data being stored, any benefits, risks or discomfort that might be involved and the nature of any resulting dissemination. Consent forms



will explicitly state that participation is voluntary and that anyone has the right to refuse to participate and to withdraw their participation, samples or data at any time, without any consequences. The consortium will indicate what procedures will be implemented in the event of unexpected or incidental findings and will ensure that the potential participant has fully understood the information and does not feel pressured or forced to give written consent. Templates of the informed consent/assent forms and information sheets covering the voluntary participation and data protection issues (in language and terms intelligible to the participants, similar to the one submitted in the proposal), will be kept on file and will be submitted upon request.

6.2. Exchanging, archiving and preservation of data

The consortium, within its competences and available infrastructure, will insure secure storage, delivery and access of personal information, as well as managing the rights of the users. In this way, there is complete guarantee that the accessed, delivered, stored and transmitted content will be managed by the right persons, with well-defined rights, at the right time. State-of-the-art firewalls, network security, encryption and authentication will be used to protect collected data (specific details will be developed in the course of the project, within WP3 and WP4, during the design and implementation of the data warehouse and the IAMT. Firewalls prevent the connection to open network ports, and exchange of data will be through consortium known ports, protected via IP filtering and password. Where possible (depending on the facilities of each partner) the data will be stored in a secured server, and all identification data will be stored separately. Intrusion Detection systems will monitor anomalies in network traffic and activate restraint policy if needed. A metadata framework will be used to identify the data types, owners and allowable use.

This will be combined with a controlled access mechanism and in the case of wireless data transmission with efficient encoding and encryption mechanisms. Data security will be implemented across all the research sites, and will cover procedures for storage, encryption and transmission of personal data in addition to any national data protection jurisdiction.

The collected data will be stored in a secure server, only visible to the research site network. Anonymous and identifiable data will be stored separately, and only the project authorized person(s) will have access to the stored data. Anonymity will be guaranteed by separating identifiable data from anonymous data. Anonymous data will be available to researchers. If any identifiable data is required for the research purposes, access and distribution to it will be granted only after explicit authorisation and after consent of the data holders (participants providing the data). Authentication will be required to access stored data on the research site.

Authorized researchers will have access to the recorded anonymous data after authentication with a centralized server and on a need-to-know basis. Researchers will have access rights to add data to the identity database. No editing or reading rights will be granted to them to prevent alteration/disclosure of private data, if a specific permission is not granted by the data holder.

Those researchers handling and processing personal and sensitive data within the project will be required to sign a statement that they are familiar with and abide by the contractual obligations of the consortium. If not included in this obligation, they will sign a statement that commits them to make sure project data are not provided to persons outside the project consortium.

When conducting research with vulnerable people and groups honouring and protecting anonymity and confidentiality is especially important. Potential physical, emotional and social dangers to which participants could be exposed through participation will be highly discussed and taken into account. The project consortium will ensure the avoidance of inadvertent reinforcement of negative social stereotypes concerning particular groups and unfair exploitation of vulnerable research participants.



A Data Protection Officer (DPO) will be appointed by all partners involved in personal data handling and the contact details of the DPOs will be made available to all data sets involved in the research.

As part of follow-up activities and for the preparation of the next version of this initial DMP long term a data preservation mechanism will be explored. The intention is to preserve non-sensitive data for a predetermined period after the completion of the project. Furthermore, the consortium will identify appropriate archiving institutions that might serve as long term data preservation entities, so that the data produced as part of MOVE2CCAM are accessible by the research community in the long term.

7. Conclusions

This first version of the Data Management Plan provides an initial overview of the identified datasets based on the foreseen data requirements for the execution of the project, and an overview of the data sharing agreements that have been put in effect over the course of the project in order to adhere to the GDPR regulations for primary data generated by the MOVE2CCAM surveys. This document will be updated at M18 by D3.2 and then finalised by the end of the project into a final version (D3.6) that will be produced at M30.

MOVE2CCAM remains focused on FAIR usage of the data being collected by the research community. In addition, the data security and ethical considerations, as well as the resources available for managing data as part of the project continue to apply.



ANNEX I: Data from Satellite Engagement Activities

1. CCAM use cases, scenarios and KPIs co-design – Organizations

MOVE2CCAM Work package and month	M5-M6; relates to WP1+WP3
MOVE2CCAM activity number (if data will be collected as part of activity) – please refer to the Activities plan in the Activities folder)	1
Activities involved	<i>4 physical workshops: 1 in each of the 3 prototypical regions + 1 online pan-European</i>
Audience size	<i>40 org. in each region + at least 120 pan-European (total: 240 org. at least)</i>
Methods used for data generation	<i>use case design, design thinking</i>
Data used/collected	<i>text, photos</i>
Brief description of the data	
Is the data primary or secondary?	
(If secondary data is used/collected) Has consent for secondary use been obtained?	
Who is the creator of the data?	
Who is the owner of the data?	
Time period of data collection	
Location of data collection	
Detailed description of variables or records	-
Where will the data be stored?	
Who is the responsible partner for managing the data (collection, processing, storage, backups, GDPR etc.)?	
Will the data be publicly available?	
Describe the procedure(s) for safely storing and securing the data	
Does the data include personal information? (e.g. name, email)?	
Does the data include sensitive personal data (e.g. health, ethnicity, political opinion, sexuality, religion) ?	
Does the data involve tracking, observation, or localisation of participants?	
Does the data involve further processing of previously collected personal data ('secondary use')?	
Will Informed Consent Forms be used?	
How will the identity of participants be protected if required (e.g. via anonymization)?	



Does a Data Protection Certificate exist (i.e. including rules for protection, retention, destruction etc.)?	
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2. CCAM use cases, scenarios and KPIs co-design – Citizens

MOVE2CCAM Work package and month	M5-M6; WP1+WP3
MOVE2CCAM activity number (if data will be collected as part of activity) – please refer to the Activities plan in the Activities folder)	2
Activities involved	<i>face to face dialogues and focus groups in the 3 prototypical regions a total of 5 online dialogues in CY, DE, SP, FR, UK</i>
Audience size	<i>30 people in each country (total: 240 people)</i>
Methods used for data generation	<i>use case design, design thinking; Data: text, photos, numeric</i>
Data used/collected	
Brief description of the data	
Is the data primary or secondary?	
(If secondary data is used/collected) Has consent for secondary use been obtained?	
Who is the creator of the data?	
Who is the owner of the data?	
Time period of data collection	
Location of data collection	
Detailed description of variables or records	-
Where will the data be stored?	
Who is the responsible partner for managing the data (collection, processing, storage, backups, GDPR etc.)?	
Will the data be publicly available?	
Describe the procedure(s) for safely storing and securing the data	
Does the data include personal information? (e.g. name, email)?	
Does the data include sensitive personal data (e.g. health, ethnicity, political opinion, sexuality, religion) ?	
Does the data involve tracking, observation, or localisation of participants?	
Does the data involve further processing of previously collected personal data ('secondary use')?	
Will Informed Consent Forms be used?	
How will the identity of participants be protected if required (e.g. via anonymization)?	



Does a Data Protection Certificate exist (i.e. including rules for protection, retention, destruction etc.)?	
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3. CCAM prototype business models – Organisations

MOVE2CCAM Work package and month	M7-M8; relates to WP1
MOVE2CCAM activity number (if data will be collected as part of activity) – please refer to the Activities plan in the Activities folder)	3
Activities involved	<i>1 physical workshop in each of the 3 prototypical regions + 1 hybrid pan-European (total: 4)</i>
Audience size	<i>40 org. in each region + at least 120 pan-European (total: 240 org. at least; same org. as #1)</i>
Methods used for data generation	<i>design thinking and discussions; Data: text, photos, numeric</i>
Data used/collected	
Brief description of the data	
Is the data primary or secondary?	
(If secondary data is used/collected) Has consent for secondary use been obtained?	
Who is the creator of the data?	
Who is the owner of the data?	
Time period of data collection	
Location of data collection	
Detailed description of variables or records	-
Where will the data be stored?	
Who is the responsible partner for managing the data (collection, processing, storage, backups, GDPR etc.)?	
Will the data be publicly available?	
Describe the procedure(s) for safely storing and securing the data	
Does the data include personal information? (e.g. name, email)?	
Does the data include sensitive personal data (e.g. health, ethnicity, political opinion, sexuality, religion) ?	
Does the data involve tracking, observation, or localisation of participants?	
Does the data involve further processing of previously collected personal data ('secondary use')?	
Will Informed Consent Forms be used?	
How will the identity of participants be protected if required (e.g. via anonymization)?	



Does a Data Protection Certificate exist (i.e. including rules for protection, retention, destruction etc.)?	
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4. Final CCAM scenarios and KPIs & CCAM impact – Organisations

MOVE2CCAM Work package and month	M10; WP1+WP3+WP4
MOVE2CCAM activity number (if data will be collected as part of activity) – please refer to the Activities plan in the Activities folder)	4
Activities involved	<i>1 physical workshop in each of the 3 prototypical regions + 1 online pan-European (total: 4)</i>
Audience size	<i>40 org. in each region + at least 120 pan-European (total: 240 org. at least) – same as 2.3.1</i>
Methods used for data generation	<i>systems thinking, scenario exploration</i>
Data used/collected	<i>text, photos</i>
Brief description of the data	
Is the data primary or secondary?	
(If secondary data is used/collected) Has consent for secondary use been obtained?	
Who is the creator of the data?	
Who is the owner of the data?	
Time period of data collection	
Location of data collection	
Detailed description of variables or records	-
Where will the data be stored?	
Who is the responsible partner for managing the data (collection, processing, storage, backups, GDPR etc.)?	
Will the data be publicly available?	
Describe the procedure(s) for safely storing and securing the data	
Does the data include personal information? (e.g. name, email)?	
Does the data include sensitive personal data (e.g. health, ethnicity, political opinion, sexuality, religion) ?	
Does the data involve tracking, observation, or localisation of participants?	
Does the data involve further processing of previously collected personal data ('secondary use')?	
Will Informed Consent Forms be used?	
How will the identity of participants be protected if required (e.g. via anonymization)?	



Does a Data Protection Certificate exist (i.e. including rules for protection, retention, destruction etc.)?	
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5. Final CCAM scenarios, KPIs & CCAM Impact – Citizens

Dialogues

MOVE2CCAM Work package and month	M11-M14; WP1+WP3+WP4
MOVE2CCAM activity number (if data will be collected as part of activity) – please refer to the Activities plan in the Activities folder)	5
Activities involved	i.online dialogues in 8 countries ii.face to face dialogues in 8 countries
Audience size	i.32 in each country (8X32= 256 people), ii.18 in each country (8X18= 144 people),
Methods used for data generation	<i>mixed dialogues</i>
Data used/collected	<i>text, images, videos, numeric</i>
Brief description of the data	
Is the data primary or secondary?	Primary
(If secondary data is used/collected) Has consent for secondary use been obtained?	
Who is the creator of the data?	
Who is the owner of the data?	
Time period of data collection	
Location of data collection	
Detailed description of variables or records	-
Where will the data be stored?	
Who is the responsible partner for managing the data (collection, processing, storage, backups, GDPR etc.)?	
Will the data be publicly available?	
Describe the procedure(s) for safely storing and securing the data	
Does the data include personal information? (e.g. name, email)?	
Does the data include sensitive personal data (e.g. health, ethnicity, political opinion, sexuality, religion) ?	
Does the data involve tracking, observation, or localisation of participants?	
Does the data involve further processing of previously collected personal data ('secondary use')?	
Will Informed Consent Forms be used?	



How will the identity of participants be protected if required (e.g. via anonymization)?	
Does a Data Protection Certificate exist (i.e. including rules for protection, retention, destruction etc.)?	

Virtual reality games

MOVE2CCAM Work package and month	M11-M14; WP1+WP3+WP4
MOVE2CCAM activity number (if data will be collected as part of activity) – please refer to the Activities plan in the Activities folder)	5
Activities involved	Virtual reality experiment in 3 countries (NL, PL, UK) 5)
Audience size	32 participants in each country (3X32= 96 people),
Methods used for data generation	<i>virtual reality experiment, electroencephalography data capture using headsets, questionnaire</i>
Data used/collected	<i>text, images, videos, numeric</i>
Brief description of the data	<ul style="list-style-type: none"> • Electroencephalography data, recording electrical activity of the brain • Data from questionnaire filled in by participants before/after the experiment • Notes taken by researchers during the experiment
Is the data primary or secondary?	Primary
(If secondary data is used/collected) Has consent for secondary use been obtained?	Not applicable
Who is the creator of the data?	UCL
Who is the owner of the data?	UCL
Time period of data collection	October 2023
Location of data collection	Helmond (Netherlands), GZM region (Poland), London (UK)
Detailed description of variables or records	<ul style="list-style-type: none"> • Electroencephalography data, recording electrical activity of the brain • Questionnaire data variables: demographics, travel behaviour, health and wellbeing, perceptions and attitudes about connected/automated vehicles, questions about the virtual reality experiment • Notes taken by researchers during the experiment
Where will the data be stored?	UCL secured machines
Who is the responsible partner for managing the data (collection, processing, storage, backups, GDPR etc.)?	UCL



Will the data be publicly available?	No
Describe the procedure(s) for safely storing and securing the data	Data files secured with passwords in a laptop also secured with a password.
Does the data include personal information? (e.g. name, email)?	No. Emails will only be collected for recruitment purposes and then securely deleted from the dataset.
Does the data include sensitive personal data (e.g. health, ethnicity, political opinion, sexuality, religion) ?	Health and wellbeing
Does the data involve tracking, observation, or localisation of participants?	Observation
Does the data involve further processing of previously collected personal data ('secondary use')?	No
Will Informed Consent Forms be used?	Yes
How will the identity of participants be protected if required (e.g. via anonymization)?	<ul style="list-style-type: none"> • Emails will only be collected for recruitment purposes and then securely deleted from the dataset. • No information will be collected in the survey than can allow, individually, or through combining several variables, allow the identification of the participant • If photos or videos are captured of the experiment, participants will be asked for their consent
Does a Data Protection Certificate exist (i.e. including rules for protection, retention, destruction etc.)?	No

Autonomous Vehicle demo

MOVE2CCAM Work package and month	M11-M14; WP1+WP3+WP4
MOVE2CCAM activity number (if data will be collected as part of activity) – please refer to the Activities plan in the Activities folder)	5
Activities involved	AV demonstration in Helmond, NL
Audience size	32 participants in Helmond, NL (1X32= 32 people)
Methods used for data generation	<i>Demonstration, questionnaire</i>
Data used/collected	<i>text, images, videos, numeric</i>
Brief description of the data	<ul style="list-style-type: none"> • Data from questionnaire filled by participants before/after the experiment • Notes and photos/videos taken by researchers during the experiment
Is the data primary or secondary?	Primary
(If secondary data is used/collected) Has consent for secondary use been obtained?	Not applicable
Who is the creator of the data?	UCL
Who is the owner of the data?	UCL
Time period of data collection	October 2023



Location of data collection	Helmond (Netherlands)
Detailed description of variables or records	<ul style="list-style-type: none"> Questionnaire data variables: demographics, travel behaviour, health and wellbeing, perceptions and attitudes about connected/automated vehicles, questions about the experience in the demonstration Notes and photos/videos taken by researchers during the experiment
Where will the data be stored?	UCL secured machines
Who is the responsible partner for managing the data (collection, processing, storage, backups, GDPR etc.)?	UCL
Will the data be publicly available?	No
Describe the procedure(s) for safely storing and securing the data	Data files secured with passwords in a laptop also secured with a password.
Does the data include personal information? (e.g. name, email)?	No. Emails will only be collected for recruitment purposes and then securely deleted from the dataset.
Does the data include sensitive personal data (e.g. health, ethnicity, political opinion, sexuality, religion) ?	Health and wellbeing
Does the data involve tracking, observation, or localisation of participants?	Observation
Does the data involve further processing of previously collected personal data ('secondary use')?	No
Will Informed Consent Forms be used?	Yes
How will the identity of participants be protected if required (e.g. via anonymization)?	<ul style="list-style-type: none"> Emails will only be collected for recruitment purposes and then securely deleted from the dataset. No information will be collected in the survey that can , individually, or through combining several variables, allow the identification of the participant Photos/videos will be captured of the experiment, participants will be asked for their consent
Does a Data Protection Certificate exist (i.e. including rules for protection, retention, destruction etc.)?	No

6. Pan-European citizens survey: CCAM requirements and impact

MOVE2CCAM Work package and month	M16, WP3+WP4
MOVE2CCAM activity number (if data will be collected as part of activity) – please refer to the Activities plan in the Activities folder)	6



Activities involved	<i>1 online survey in 8 countries</i>
Audience size	<i>1,000 in each country (total: 8,000 people)</i>
Methods used for data generation	<i>online questionnaires</i>
Data used/collected	<i>Numeric</i>
Brief description of the data	Survey data
Is the data primary or secondary?	Primary
(If secondary data is used/collected) Has consent for secondary use been obtained?	Not applicable
Who is the creator of the data?	UCL
Who is the owner of the data?	UCL
Time period of data collection	December 2023
Location of data collection	Online (8 European countries)
Detailed description of variables or records	<ul style="list-style-type: none"> • Questionnaire data variables: demographics, travel behaviour, health and wellbeing, perceptions and attitudes about connected/automated vehicles • Ratings, rankings, and choices made by participants in stated preference experiments
Where will the data be stored?	UCL secured machines
Who is the responsible partner for managing the data (collection, processing, storage, backups, GDPR etc.)?	UCL
Will the data be publicly available?	No
Describe the procedure(s) for safely storing and securing the data	Data files secured with passwords in a laptop also secured with a password.
Does the data include personal information? (e.g. name, email)?	No. Emails will only be collected for recruitment purposes and then securely deleted from the dataset.
Does the data include sensitive personal data (e.g. health, ethnicity, political opinion, sexuality, religion) ?	Health and wellbeing
Does the data involve tracking, observation, or localisation of participants?	No
Does the data involve further processing of previously collected personal data ('secondary use')?	No
Will Informed Consent Forms be used?	Yes
How will the identity of participants be protected if required (e.g. via anonymization)?	<ul style="list-style-type: none"> • Emails will only be collected for recruitment purposes and then securely deleted from the dataset. • No information will be collected in the survey than can allow, individually, or through combining several variables, allow the identification of the participant
Does a Data Protection Certificate exist (i.e. including rules for protection, retention, destruction etc.)?	No

7. Mixing Citizens & Organisations: CCAM Impact



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MOVE2CCAM Work package and month	M15; WP3+WP4
MOVE2CCAM activity number (if data will be collected as part of activity) – please refer to the Activities plan in the Activities folder)	7
Activities involved	<i>1 physical workshop in each of the 3 regions + 1 online pan-European</i>
Audience size	<i>20 organisations + 20 citizens (all reconverted; total: 160)</i>
Methods used for data generation	<i>scenario exploitation, social simulation experiments</i>
Data used/collected	<i>text, images, numeric</i>
Brief description of the data	
Is the data primary or secondary?	Primary
(If secondary data is used/collected) Has consent for secondary use been obtained?	
Who is the creator of the data?	
Who is the owner of the data?	
Time period of data collection	
Location of data collection	
Detailed description of variables or records	-
Where will the data be stored?	
Who is the responsible partner for managing the data (collection, processing, storage, backups, GDPR etc.)?	
Will the data be publicly available?	
Describe the procedure(s) for safely storing and securing the data	
Does the data include personal information? (e.g. name, email)?	
Does the data include sensitive personal data (e.g. health, ethnicity, political opinion, sexuality, religion) ?	
Does the data involve tracking, observation, or localisation of participants?	
Does the data involve further processing of previously collected personal data ('secondary use')?	
Will Informed Consent Forms be used?	
How will the identity of participants be protected if required (e.g. via anonymization)?	
Does a Data Protection Certificate exist (i.e. including rules for protection, retention, destruction etc.)?	

8. IAMT prototype demo and feedback

MOVE2CCAM Work package and month	M21; WP4
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MOVE2CCAM activity number (if data will be collected as part of activity) – please refer to the Activities plan in the Activities folder)	8
Activities involved	<i>1 physical workshop in each of the 3 prototypical regions + 1 hybrid pan-European (total: 4)</i>
Audience size	<i>40 org. in each region + at least 120 pan-European</i>
Methods used for data generation	
Data used/collected	
Brief description of the data	
Is the data primary or secondary?	
(If secondary data is used/collected) Has consent for secondary use been obtained?	
Who is the creator of the data?	
Who is the owner of the data?	
Time period of data collection	
Location of data collection	
Detailed description of variables or records	-
Where will the data be stored?	
Who is the responsible partner for managing the data (collection, processing, storage, backups, GDPR etc.)?	
Will the data be publicly available?	
Describe the procedure(s) for safely storing and securing the data	
Does the data include personal information? (e.g. name, email)?	
Does the data include sensitive personal data (e.g. health, ethnicity, political opinion, sexuality, religion) ?	
Does the data involve tracking, observation, or localisation of participants?	
Does the data involve further processing of previously collected personal data ('secondary use')?	
Will Informed Consent Forms be used?	
How will the identity of participants be protected if required (e.g. via anonymization)?	
Does a Data Protection Certificate exist (i.e. including rules for protection, retention, destruction etc.)?	

9. IAMT tool presentation

MOVE2CCAM Work package and month	M26; WP4
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MOVE2CCAM activity number (if data will be collected as part of activity) – please refer to the Activities plan in the Activities folder)	9: Impact Assessment Tool presentation
Activities involved	<i>1 physical in each of the 3 prototypical regions + 1 hybrid pan-European (total: 4)</i>
Audience size	<i>40 org. in each region + at least 120 pan-European = 3X40+120 = 240 participants</i>
Methods used for data generation	n/a
Data used/collected	models, datasets used by models
Brief description of the data	
Is the data primary or secondary?	
(If secondary data is used/collected) Has consent for secondary use been obtained?	Consent for secondary data will be obtained during the integration of all models
Who is the creator of the data?	Users, volunteers, partners
Who is the owner of the data?	MOVE2CCAM consortium
Time period of data collection	During activities 1-6
Location of data collection	3 prototypical areas
Detailed description of variables or records	Not available currently
Where will the data be stored?	On the cloud, where the data warehouse is hosted
Who is the responsible partner for managing the data (collection, processing, storage, backups, GDPR etc.)?	MobyX
Will the data be publicly available?	
Describe the procedure(s) for safely storing and securing the data	
Does the data include personal information? (e.g. name, email)?	
Does the data include sensitive personal data (e.g. health, ethnicity, political opinion, sexuality, religion) ?	
Does the data involve tracking, observation, or localisation of participants?	
Does the data involve further processing of previously collected personal data ('secondary use')?	
Will Informed Consent Forms be used?	
How will the identity of participants be protected if required (e.g. via anonymization)?	
Does a Data Protection Certificate exist (i.e. including rules for protection, retention, destruction etc.)?	





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