



D 2 PODP – Requirement No. 2

Project acronym	GENDERACTION
Project name	GENDER equality in the ERA Community To Innovate policy implementation
Grant Agreement no.	741466
Project type	Coordination and Support Action
Start date of the project	01 / 04 / 2017
End date of the project	31 / 03 / 2020
Contributing WP	1 Ethics
WP lead partner	1 ISAS – Marcela Linkova
Other partners involved	
Deliverable identifier	D2
Contractual delivery date	31 / 08 / 2017
Actual delivery date	31 / 08 / 2017
Deliverable type	ETHICS
Dissemination level	CO



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 74166.

Disclaimer: The views and opinions expressed in this document are solely those of the project, not those of the European Commission.

Executive Summary

The purpose of this Deliverable 2 is to 1) demonstrate compliance with EU and national legislation on personal data protection, 2) provide detailed information on the procedures that will be implemented for data collection, storage, protection, retention and destruction, 3) address data publication.

Revision history			
Version	Date	Created/Modified by:	Comments
0.0	24. 4. 2017	Marcela Linkova, ISAS	Email exchange with ISAS Deputy Director and ISAS head of the Sociological Data Archive re national legislation and requirements and ISAS compliance
	3. 7. 2017	Marcela Linkova, ISAS	Consultation with staff member responsible for data management and protection at ISAS Sociological Data Archive
0.1	10. 8. 2017	Marcela Linkova, ISAS	First outline of deliverable report
0.2	16. 8. 2017	Marcela Linkova, ISAS	Deliverable report elaboration, telephone consultation with the national authority, the Office for Personal Data Protection and agreement of further course of action
0.3	17. 4. 2017	Marcela Linkova, ISAS Angela Wroblewski, IHS	Skype consultation with the subcontractor carrying the work under WP 3
0.4	21. 8. 2017	Angela Wroblewski, IHS	Draft modified to include the opinion of the institutional Data Protection Officer and additional information provided on procedures taken
0.5	21. 8. 2017	Marcela Linkova, ISAS	Draft finalized and sent through an electronic box for consultation to the national Office for Personal Data Protection
1.0	31. 8. 2017	Marcela Linkova, ISAS	Submission through the Participant Portal

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1. POPD in GENDERACTION: Summary

GENDERACTION is a Coordination and Support Action (CSA) and not a Research and Innovation Action (RIA). As such, the project does not involve an on-going research study.

The project foresees tasks within Work Package 3 ERA Roadmap Priority 4 Benchmarking where **information is requested from representatives of national authorities, on the adoption and implementation of ERA National Action Plans and Strategies, with a focus on Priority 4**. These persons will participate in the ERA Roadmap Priority 4 benchmarking in order to provide information **in their professional capacity** through a survey and (telephone) interviews. As such, they will reflect the official opinion of the national authority. The information requested at the data collection stage will be the respondents' first name and surname; email address will be made known too, on account of the completed questionnaire being sent as a PDF document by email. No other personal data will be collected in WP 3.

The Work Package leader is ISAS and a third party, the Institute for Advanced Studies, is subcontracted in line with the Grant Agreement to carry out the relevant tasks 3.1 and 3.2 in the WP.

2. Ethical standards in the project

The Institute of Sociology of the Academy of Sciences of the Czech Republic (ISAS) is a properly **registered entity at the Office for Personal Data Protection** (<http://www.uoou.cz>) under registration no. 00009355 to process personal data sensitive in nature within the scope provided in informed contents forms for research purposes.

Handling personal data is addressed in an **internal regulation, Director's Order No 2 / 2005**. This regulation complies with the Czech Act on Personal Data Protection (Act No 101/2000 Coll. as amended), which complies with the relevant EU Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

ISAS is recognized for its high ethical standards; it has procedures in place to handle data collection, storage, protection, retention, destruction and use, and to protect data safety against unforeseen usage or disclosure which are in line with the national and EU legal regulation.

The Institute for Advanced Studies (IHS) is properly **registered at the national data protection authority (Datenverarbeitungsregister, no 0003921)**¹. To ensure compliance with the EU Directive 95/46/EC and national data protection law **an internal data protection officer is appointed**. The institute has procedures in place to handle data collection, storage, protection, retention, destruction and use, and to protect data safety against unforeseen usage or disclosure which are in line with the national and EU legal regulation.

¹ <https://dvr.dsb.gv.at/at.gv.bka.dvr.public/>

3. Data protection and anonymization procedure in the project

The Project does not collect personal data, save to the extent that personal data is required from respondents in the survey and interviews carried out in Work Package 3 for administrative purposes (name, surname, contact details).

Information will be collected from appointed national representatives (national authorities such as ministries) in the Standing Working Group on Gender in Research and Innovation (SWG GRI), which constitutes the target sample for this analysis. The Coordinator has access to the list of these SWG GRI members because she is a member of the SWG GRI.

Information will be sought from the target sample in two stages: 1) a questionnaire survey among members of SWG GRI; 2) follow-up (telephone) interviews with selected representatives of national authorities.

3.1 Questionnaire survey

With respect to the questionnaire survey, the ISAS will send a dynamic PDF form programmed by the sub-contractor, the IHS, to the SWG GRI members who will return the completed questionnaires to the ISAS.

On contact, the respondents will be presented with an informed consent sheet (see Annex 1) which they will be asked to read and sign prior to the completion of the questionnaire, to guarantee their free and fully informed participation. The data collection will be voluntary and will be carried out for a clearly defined purpose and objective. The individual informed consent forms will be available upon request from the Coordinator.

The objective of the tasks in WP 3 is not to collect personal data. The first name and surname of the respondent will be known to ISAS and IHS. The Informed Consent Form specifically stipulates that the information is solicited in a professional capacity and respondents are alerted to the fact that if institutional approval is necessary before they submit their responses, they are responsible for obtaining such an approval from their superior. For this purpose, the survey has been designed as an easily-printable dynamic PDF document.

Furthermore, the informed consent document stipulates that while the name of the respondent will not be published in any document (such as deliverable report), their identity may be identified by individuals who are familiar with the distribution of responsibilities and staff at the relevant national authority.

The completed questionnaires will be sent to the ISAS where they will be stored for the duration of the project at designated data storage safe at the Sociological Data Archive (<http://sda.soc.cas.cz/en>) the access to which is subject to special regime and is under lock. A data access log is kept to monitor the use of such protected data. The questionnaires will be destroyed upon the termination of the project.

ISAS will provide the questionnaires to IHS, the third party responsible for the analysis of the questionnaires. IHS will draft an analysis which will be delivered in Deliverable Report 3.1 in month 10. The deliverable report may refer to particular countries and their practices; no names of respondents shall be referred to.

3.2 Interviews

In a follow-up analysis to the questionnaire survey, interviews will be carried out with selected representatives of national authorities, with a view to gaining a deeper understanding of the processes and procedures of the NAPS implementation at national level.

Interviewees will get a list of topics relevant for the interview together with the interview request as well as an informed consent form (see Annex 2). Interviewees will be asked to read and sign prior to the launch of the interview, to guarantee their free and fully informed participation. The data collection will be voluntary and will be carried out for a clearly defined purpose and objective. The individual informed consent forms will be available upon request from the Coordinator. After the interview the interviewees will get the protocol of the interview for their approval.

As with the survey, the information is solicited in a professional capacity, and the same safeguards and alerts are addressed there.

The interviews will be carried out and audio-recorded by IHS staff member, Dr. Angela Wroblewski. Upon completion of interview, the audio file will be saved by Dr. Wroblewski in an anonymised manner, identifying the country but not the name of the interviewee in the audio file name. The audio file will be transcribed by IHS members who are trained in data protection issues and instructed regarding confidentiality. The transcripts will be saved as the audio files, identifying the country but not the name of the interviewee. After analysis performed by IHS, the transcripts will be stored in the designated data storage safe at ISAS, and will be destroyed upon the completion of the project.

4. Opinion of the institutional Data Protection Officer (IHS)

The data protection officer was informed about the project and the tasks the IHS is involved in. As collected personal data is anonymised as soon as possible and the research results will not cover personal data a special registration procedure at the national data protection authority is not required due to national law (DSG 2000 §46).

5. The Czech Office for Personal Data Protection (ISAS)

The national authority was consulted by telephone by the coordinator. The national authority does not provide confirmations. In the telephone consultation detailed information was requested on data collection involved and it was stated that the task at hand does not involve the collection of personal data. It was agreed that the Coordinator would send the draft report and detailed description of data collection via the electronic box to the national authority.

Annex 1. Informed consent form for the NAPS survey

INFORMED CONSENT FORM

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Introduction

Before making a decision on whether you wish to participate or not, please read this document carefully. Please feel free to ask any questions to ensure that you fully understand the purpose and proceedings of this study, including risks and benefits. As the study is carried out in a language that is not your mother tongue, this informed consent document may include words that you do not understand. If this is the case, please ask the responsible researcher to fully explain the meaning of the word or piece of information you do not fully understand.

Compliance with legal and ethical regulations

We assure full compliance with relevant legislation on data protection and ethical standards.

Purpose of the study

You have been invited in your professional capacity to take part in a study of the implementation of ERA National Action Plans in the objective 4 Gender mainstreaming and gender equality carried out within the framework of the H2020 project GENDERACTION funded by the European Commission.

The objective of the project is to create an innovative policy community for the implementation of the gender priority in the European Research Area by setting up a network of national representatives from EU Member States and Associated Countries. GENDERACTION supports Member States and Associated Countries by providing networking opportunities for relevant national authorities who have the task of pushing for implementation of ERA priority 4.

Involvement

If you agree to participate in the study, you are invited to participate in a survey carried out as part of Work Package 3 of on the preparation, adoption, and implementation of actions in Priority 4 contained in your ERA National Action Plan.

Benefits

Your participation in this study will contribute to the analysis of the implementation of ERA National Action Plans in Priority 4 Gender mainstreaming and gender equality, to sharing experience and mutual learning among Member States in the EU. You will benefit from the study by being able to learn about examples of practices and procedures in other countries that may serve as an example; the analysis will also serve as a basis for discussions in mutual learning workshops to which you will be invited. The survey and its results may also contribute to your work as a member of the Standing Working Group on Gender in Research and Innovation. Lastly, you will be able to use the responses to this questionnaire as a basis for the 2018 ERA Progress Report input.

Risks

There are no risks associated with this study because the data is collected from you in your professional capacity, and is not to reflect your personal opinions. No personal information will be requested. The opinions expressed should reflect the position of your national authority and you may consult your superior as relevant. Please take care that if an official approval of your superior is required to provide answers, you are responsible to ensure such an approval.

Privacy and confidentiality

The results of this study will be published but this publication will not refer to you by your name. The results may be reported by country. In this sense, you may be identified as the respondent, given the remit of your position and your membership in the Standing Working Group in Research and Innovation. You may then be identifiable to persons who are knowledgeable of the responsible staff within your national authority.

Voluntary nature of the study

Participation in this study is completely voluntary. Even if you decide to participate now, you may change your mind and stop at any time.

Contact person

If you wish to learn more about the project or this study please contact the project coordinator, Dr Marcela Linkova, Institute of Sociology of the Czech Academy of Sciences, e-mail: marcela.linkova@soc.cas.cz, telephone: 00 420 210 310 322.

Study result

Your participation in the study will feed the analysis of the implementation of objective 4 of ERA National Action Plans. A report will be drafted, which will be supplied to you.

Consent

By signing this document, you are agreeing to take part in the study. You shall retain one copy of this document for your records and one copy will be kept by the project coordinator with the study records. Be sure that questions you have about the study have been answered and that you understand what you are being asked to do. You may contact the responsible researcher if you think of a question later.

I agree to participate in the study.

This consent form is made pursuant to the relevant national, European and international data protection laws and regulations and personal data treatment obligations. Specifically this consent document complies with the EC Data Protection Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

.....

Name and surname of participant

.....

Place, date and signature of participant

Statement of investigator’s responsibility: I have explained the nature and purpose of this research study, the procedures to be undertaken and any risks that may be involved. I have offered to answer any questions and fully answered such questions. I believe that the participant understands my explanation and has freely given informed consent.

.....

Name and surname of the researcher

.....

Place, date and signature of the researcher

Annex 2. Informed consent form for an interview

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Name and surname of the researcher

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Place, date and signature of the researcher