HARMONITOR

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Initial Data Management Plan

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www.harmonitor.eu

REPORT

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0.1	First Internal draft
0.2	Second Internal draft
0.3	First Review draft
0.4	Final draft reviewed by all partners
1.0	Final

CONTENTS

INTRODUCTION

This Data Management Plan (DMP) was prepared using https://dmponline.dcc.ac.uk. It uses the DMP template as provided by the Commission for Horizon projects. The HARMONITOR DMP is a living document that is located on the dmponline.dcc.ac.uk website, where it is actively maintained as the project progresses.

In this format, the template text remains visible at the start of each section, in the form of a text box. Furthermore, the numbered heading in this document is the same as those in the template.

The current full draft version was downloaded from dmponline.dcc.ac.uk and converted to MS Word for review and completion by the Harmonitor partners. This can impact the layout of this draft version.

1 DATA SUMMARY

> **Provide a summary of the data addressing the following issues:**
>
> State the purpose of the data collection/generation
>
> Explain the relation to the objectives of the project
>
> Specify the types and formats of data generated/collected
>
> Specify if existing data is being re-used (if any)
>
> Specify the origin of the data
>
> State the expected size of the data (if known)
>
> Outline the data utility: to whom will it be useful

The data usage foreseen in the HARMONITOR project combines original data generated during the project with building on existing data from earlier work by partners and relevant published data. The type of data foreseen to be gathered includes Background information of existing European and International CSLs (Certification Schemes and Labels): qualitative data from open public consultation on existing CSL issues, qualitative data from interviews and meetings with CSL stakeholders, trade flow data of bio-based materials from Eurostat, Comext, STIX, or FAOSTAT, bio-based material product certification information and volumes, inventory of key aspects of CSLs, application of HARMONITOR system and indicators on CSLs, direct and Indirect costs to achieve, Cost Benefit Analysis Database. For all these foreseen types of data, the key tasks/WPs, key partners, data file types, file sizes for the whole HARMONITOR project are summarised in the table below.

In addition, HARMONITOR has two sister projects, with which collaboration is foreseen throughout the project, including the exchange of data sets. This includes, but is not limited to, the qualitative data from open public consultation on existing CSL issues and the development of Monitoring System.

Types of data used in HARMONITOR	Partners	WP/tasks	Data file type	Data file size
Background information of existing European and International CSLs: Certification practices and procedures, Trademarks, and marketing of the CSL, Material tracking practices, Environmental, social, and economic impacts, Governance systems	All	WP2, T4.1, T5.1	Text documents, spreadsheets	< 100MB
Qualitative data from open public consultation on existing CSL issues	UU, RINA-C, others	WP2	Text documents, spreadsheets	< 100MB
Qualitative data from interviews and meetings with CSL stakeholders: Experts, Producers, Consumers, Policy makers	UU, RINA-C, others	T2.2	Text documents, spreadsheets	< 100MB
Harmonitor platform		WP2, WP4, WP5	Text documents, spreadsheets	< 100MB
• Project methodology hub		T2.3	Text documents, spreadsheets	< 100MB
• Inventory of key aspects of CSLs		T2.1, T4.1-4.3, T5.2	Text documents, spreadsheets	< 100MB
• Comparative analyses of selected CSL	All	T4.2	Text documents, spreadsheets	< 100MB
• Project methodology hub		T2.3	Text documents, spreadsheets	< 100MB
• Application of HARMONITOR system and indicators on CSLs		T2.4, T5.2	Text documents, spreadsheets	< 100MB
• Development of Monitoring System		T5.1, T5.3	Text documents, spreadsheets	< 100MB
Trade flow data of bio-based materials from Eurostat, Comext, STIX, or FAOSTAT	BTG, UU, RINA-C	T3.1-3.4, T4.2, T5.2	Text documents, spreadsheets	< 100MB
Bio-based material product certification information and volumes		T3.3-3.4	Text documents, spreadsheets	< 100MB
Direct and Indirect costs to achieve:		T4.2, T6.1	Text documents, spreadsheets	< 100MB
• Direct costs of certification	Preferred by Nature, others	T4.2, T6.1	Text documents, spreadsheets	< 100MB
• Costs of meeting sustainability criteria	SRU, others	T4.2, T6.2	Text documents, spreadsheets	< 100MB
• Indirect costs and benefits	SRU, others	T6.3	Text documents, spreadsheets	< 100MB
Cost Benefit Analysis Database	SRU, others	T6.4	Text documents, spreadsheets	< 100MB

Communication, dissemination, outreach	All	WP7	Various document formats, audiovisual files	< 100MB
• Data Management Plan	SQ, others	T7.1	Text documents, spreadsheets	< 100MB
• Certification	Agrovet	T7.2	Text documents, spreadsheets	< 100MB

Re-use of existing data

The HARMONITOR project will generate original data (see the table above) and build on existing knowledge and data. A significant part of this data is available in the public domain, in which case data sources will be clearly referenced. Some existing data is confidential, was generated internally by partners or previous projects, or usage is limited due to licences. The following list contains the currently identifiable instances of existing data that are expected to be re-used in the project. When relevant, this list will be revised as the project progresses.

- SQ: HARMONITOR builds on work from Star-ProBio project, a Horizon 2020 funded project that SQ participated in, and expects to reuse some data from. SQ does not foresee any other reuse of existing data. Acquiring data or a licence is not foreseen.
- DBFZ: will use the inventory of the certification schemes and their criteria and indicators from the STAR-ProBio project, a Horizon funded project that DBFZ (and SQ and Agrovet) were a partner in. Acquiring data or a licence is not foreseen.
- BTG: in this project, will build on previous work, which has been published and will be duly cited. Key sources include the BTG-led JRC study ["Insight into the European Market for bio-based chemicals"](link), (which contains a longlist of bio-based products) and on the JRC technical report ["Bio-based value chains for chemicals, plastics and pharmaceuticals"](link)" which describes details of some interesting bio-based value chains.
- UU: does not foresee re-use of existing models and databases. UU will build on previous work in this project; this earlier work has been published and will be duly cited. Acquiring data or a licence is not foreseen. Trade flow data is important for WP3 but is planned to rely on open and free data access.
- RINA-C does not foresee any reuse or acquiring of existing data for the HARMONITOR project.
- RINA-S will exploit its previous experience with other research projects it has taken part to but does not expect to acquire or reuse existing data (all anticipated data is publicly available and/or requiring registration but free of charge) apart the latest version of specific ISO/EN Standards.
- Preferred by Nature: may use existing work from model benchmarking of some schemes against the Preferred by Nature Sustainability framework, and other associated and supply chain traceability and legality work. Acquiring data or a licence is not foreseen.
- AGROVET: HARMONITOR builds on work from the STAR-ProBio project, an earlier Horizon 2020 funded project, so AGROVET expects to reuse some data from it. Acquiring of data has not been decided yet: possibly the latest version of specific ISO/EN Standards are needed; costs per Standard approx. € 1.500,00 – 2.000,00.
- GRAS: does not foresee any reuse or acquiring of existing data for the HARMONITOR project.
- SRU: will not re-use existing work but will be working in parallel on another project where the same model (Exiobase) and underlying database are used. The focus will be on different topics, since the emphasis in the other project is on land use emissions, whereas in HARMONITOR several

different environmental and socio-economic impacts are considered. SRU does not expect to acquire data, as all anticipated data is publicly available and/or requiring registration but free of charge.

Identification and description of data sets

The original data that will be generated by the HARMONITOR project is listed in the first table of this section, as well as some key characteristics and who leads this work. As the project progresses, individual data sets will be identified, their key characteristics listed, and assessed whether they can be published, during the project or after an embargo period. The anticipated format and timing of data sharing will also be listed in the table above.

2 FAIR DATA

2.1 Making data findable, including provisions for metadata:

> Outline the discoverability of data (metadata provision)
>
> Outline the identifiability of data and refer to standard identification mechanism. Do you make use of persistent and unique identifiers such as Digital Object Identifiers?
>
> Outline naming conventions used
>
> Outline the approach towards search keyword
>
> Outline the approach for clear versioning
>
> Specify standards for metadata creation (if any). If there are no standards in your discipline describe what metadata will be created and how

Data discoverability

The primary focus of this section is on the HARMONITOR data sets that can be published. The HARMONITOR policy on publishing data sets follows the H2020 principle of "as open as possible, as closed as needed": make fully finalized datasets publicly available, unless there is a clear reason not to.

Regarding data discoverability, HARMONITOR has a multi-pronged approach:

- All HARMONITOR publications will be added to the HARMONITOR community on Zenodo: https://zenodo.org/communities/harmonitor/. Zenodo is the default repository for HARMONITOR, and the Community section for HARMONITOR allows Zenodo uses to easily find all other HARMONITOR publications.
- In addition, if a consortium partner typically uses a specific repository, then the HARMONITOR data sets will be deposited there as well, and per deliverable it will be checked if a topic- or sectoral repository exists (by consulting the experts involved in the data creation or http://rd-alliance.github.io/metadata-directory/), in which case that additional repository will be used. The list below includes examples and way be extended during the project:
  - Utrecht University will use their Yoda repository. Its primary advantages include:
    - Metadata using the DataCite v4 standard
    - Uses doi.org persistent identifiers

- In addition to being searchable on Yoda, data is indexed on DataCite.org
- Utrecht University has a large staff and student body that uses Yoda to find and build on colleagues' data or otherwise cooperate

- Lastly, the HARMONITOR website www.harmonitor.eu will list all types of project publications during and after the project.

Data identification

Meta data standard will be followed in order make files indexable, easy to find and clearly linkable to the HARMONITOR project. Several distinctions should be made, depending on the purpose of the file or data set:

- For files used internally within the Consortium, the Dublin Core standard is used to ensure all files have a required minimum metadata record, and so authors, titles, dates, descriptions, identifiers, and rights are known for each dataset.

- For all published files and data sets, the DataCite v4 standard is used as it is the metadata standard of Zenodo and Utrecht University's Yoda platform. DataCite metadata is an interoperable and established format that can be handled by many data indexing services.

- Each published HARMONITOR dataset will have a unique Digital Object Identifier (DOI) attributed to it. Unless a different platform is deemed more appropriate (such as in the case of scientific publications, which have a DOI provided by the publisher), the DOI is generated using the HARMONITOR community on the Zenodo repository.

File naming convention and versioning

In order to ensure transparency of file contents and versioning, the Readme.txt file that accompanies each data set should explain the file naming and versioning approach that was used. Each data set may have somewhat different requirements, but the basic parts of HARMONITOR file names should include, where relevant:

HARMONITOR	Project name, fixed
D[x.y]	Deliverable identifier, if relevant
[Short Title]	Short descriptor for easy identification, maximum 40 characters
V[Version]	Version number in x.y format, should match a version number with a short description inside the document, such as the Document History table in the beginning of the HARMONITOR report template
[Type]	Describes the type of data (e.g. publication, inventory, etc.)
[Date]	Date in format YYYY-MM-DD

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[Status]	Draft, Final, Public, Restricted, Confidential
optional	Free text field for internal communication purposes, at the end of the file name, immediately before the extension (e.g., initials of reviewer). This field should not be included in the name of published files.

Example: "HARMONITOR D7.2 Initial Data Management Plan v0.3 Report Draft.docx"

For further advice on naming conventions, the ["An Elevator Pitch for File Naming Conventions"](#) article is a helpful starting point.

Approach towards keywords

For each data set, the responsible beneficiary has to indicate a set of selected keywords, one to four words per keyword, aiming to maximise findability. The keywords are included whenever a data set is uploaded to the HARMONITOR repository on [Zenodo](#), as well as any other repository used. Keywords will be used to summarise main themes of a dataset, the individual CSLs that are being evaluated or considered in a dataset, countries and other geographies, methods of evaluation used, and other relevant words or phrases.

2.2   Making data openly accessible:

> Specify which data will be made openly available? If some data is kept closed provide rationale for doing so
>
> Specify how the data will be made available
>
> Specify what methods or software tools are needed to access the data? Is documentation about the software needed to access the data included? Is it possible to include the relevant software (e.g., in open-source code)?
>
> Specify where the data and associated metadata, documentation and code are deposited
>
> Specify how access will be provided in case there are any restrictions

As set out in the HARMONITOR Consortium Agreement, each beneficiary has the right to publish the outputs it generates. This also means that partners have to explicitly agree to the publication of datasets to which they have contributed. The HARMONITOR project applies the open access clause in the Grant Agreement and

the Horizon Europe principle of "as open as possible, as closed as needed." In practise, this means that the default approach is to make data sets public. Not publishing, or under embargo or other restrictions is allowed, but only if there are sufficient grounds to do so. The main example of such a case is commercially sensitive data, which are likely to be part to multiple of the HARMONITOR data sets, such as unpublished documents of certification scheme owners or certain trade flow data. Additionally, confidential, or sensitive data obtained from consultations or data gathered through interviews may need to remain confidential; via the HARMONITOR form for informed consent (see Annex I), the project guarantees anonymity to respondents. If anonymised data from an interview were to be made public via open access, each respondent would need to sign a second informed consent regarding this step.

It is the duty of the lead partner of a data set to:

- Determine if a data set can be made public

    - in its entirety or partially,

    - immediately or after an embargo period

- Explain the decision in later versions of this data management plan, independent of the decision taken.

Foreseen examples of data sets created within the HARMONITOR that cannot be published without restrictions:

- Interviews and other qualitative data are subject to the GDPR and will need to be anonymized before release

- Trade flow and volume data may be subject to intellectual property rights from other organizations and will not be able to be made available

At the time of writing, no data sets requiring specialised software or tools are foreseen. Likewise, use of embargo periods are not foreseen, except if the publisher of scientific articles demands it.

2.3 Making data interoperable:

> Assess the interoperability of your data. Specify what data and metadata vocabularies, standards, or methodologies you will follow to facilitate interoperability.
>
> Specify whether you will be using standard vocabulary for all data types present in your data set, to allow inter-disciplinary interoperability? If not, will you provide mapping to more commonly used ontologies?

It is essential that published datasets are unequivocally interpretable by third persons without any link to the project. Therefore, each dataset needs to be accompanied with a description of the methodology, sources, definitions, and scope of the data contained in it by default, by including such information in a readme.txt file, unless a more appropriate means of including such information is available.

Whenever possible, datasets should be structured in such a way that it can, in full or in part, be combined with another dataset, from the project or any other data source. For some fields of research specific definitions, metadata and/or vocabulary exists to enable this (see RDA's Metadata Standards). For each dataset, the responsible beneficiary needs to determine if this exists for the relevant field(s) of research and comply with the relevant standards.

In order to ensure good interoperability of datasets, it is imperative that standards and methods commonly applied in the same research field are used. Fairsharing.org is a valuable resource where researchers can identify relevant standards, as well as databases and repositories.

At the time of writing, the creation of data sets in research fields with established, dedicated metadata vocabularies, standards or methodologies is not foreseen, thus it is up to the lead partner of a data set to include adequate descriptions in the data set file package. Additionally, open data will be provided in FAIR and open data formats that provide the most functionality and most interoperability of the data. For documents they will be published as PDFs and Open Document Foundation Text documents (.odt). Spreadsheets will be provided as comma separated values (.csv) and Open Document Foundation Spreadsheet documents (.ods) as appropriate.

2.4 Increase data re-use (through clarifying licenses):

Specify how the data will be licenced to permit the widest reuse possible

Specify when the data will be made available for re-use. If applicable, specify why and for what period a data embargo is needed

Specify whether the data produced and/or used in the project is useable by third parties, in particular after the end of the project? If the re-use of some data is restricted, explain why

Describe data quality assurance processes

Specify the length of time for which the data will remain re-usable

HARMONITOR has chosen the Zenodo repository (https://zenodo.org/communities/HARMONITOR/) for making non-confidential datasets publicly and permanently available. Zenodo has a built-in mechanism to select the appropriate licence. Data created by the HARMONITOR project will be licensed under the Creative Commons Share Alike and Attribution license by default unless there is a specific reason to deviate from this approach.

Data sets published on Zenodo will remain available indefinitely. At the time of writing, no HARMONITOR data set has been identified for which defining an end date to its public availability may be appropriate, except in the case of scientific articles in a journal for which the publisher demands an embargo period, of maximum 6 to 12 months.

3 ALLOCATION OF RESOURCES

> **Explain the allocation of resources, addressing the following issues:**
>
> > Estimate the costs for making your data FAIR. Describe how you intend to cover these costs
> >
> > Clearly identify responsibilities for data management in your project
> >
> > Describe costs and potential value of long-term preservation

Public project deliverables and datasets will be published on the Zenodo repository; therefore, no additional costs are foreseen. The HARMONITOR website can host deliverables and data sets, or their links. The Teams site of the project is hosted by partner WFBR. No additional financial resources for storage, cloud, hosting, IT infrastructures etc. are required specifically for research data management or publication.

Work Package 7 leader SQ Consult's Sjors van Iersel acts as Data Manager for the HARMONITOR project, in cooperation with Utrecht University Data Steward Garrett Speed. Sjors van Iersel is the primary contact point regarding implementation of the Data Management Plan, as well as the lead author of the data management plan and its updates. The compilation of individual data sets is an integral part of the data collection work, as such no resources are allocated specifically to this part of the work.

Per consortium partner, one person has been appointed as the contact person for data management and data set coordination questions:

Number	Short name	Data contact
1	SQ	Sjors van Iersel
2	DBFZ	Stefan Majer, data curator Kai Radke
3	BTG	Martijn Vis
4	UU	Martin Junginger, data steward Garrett Speed
5	RINA-C	Andrea Leoncini
5.1	RINA-S	Stefano Lauro
6	Preferred by Nature	Ciara McCarthy
7	AGROVET	Gernot Unger
8	GRAS	Pia Rothe
9	SRU	Birka Wicke

4 DATA SECURITY

> **Address data recovery as well as secure storage and transfer of sensitive data**
>
> **Prevention of data loss and data recovery**

Regarding secure data storage, a distinction can be made between data used during the execution of the project and data published by the HARMONITOR project. Regarding the latter, published data sets are uploaded to Zenodo. They are stored in CERN's EOS service in an 18 petabytes disk cluster, with each file having two replicas located on different disk servers with 12-hourly backup cycle with one backup sent to tape storage once a week.

Regarding data security during the execution of the project and beyond, each partner is responsible for implementing a policy to prevent loss of results and resources from data loss due to equipment failure, digital or physical theft, ransomware, natural disasters, etc. The project recommends a maximum time that only one copy of any research data exists as 48 hours. Within that period, the data must be backed up somewhere, even while working outside the office or traveling. Data must be stored in a structured and traceable way, so that in case one or more people in a partner's team leave or are unreachable, other partner personnel with the right credentials can access it. HARMONITOR does not impose any specific backup or cloud solution to its partners. In the subsections below, a short summary of each partner's approach to data storage and prevention of data loss are given:

- SQ relies on Dropbox for storing files in shared folders, co-editing documents, cloud storage and recovery of accidentally deleted or overwritten files. This allows to share folders only upon invitation to specific persons.

- DBFZ uses an institutional data management plan, and an internal repository structure, which has regular automated backups. To share information with external partners and consortium members, the DBFZ is using an edms SharePoint with an account-based permission system, which restricted to only members of the consortium that need access to the data. DBFZ will also store data on the internal SharePoint storage system, which has access control for data, and automated data backup.

- BTG makes use of a SharePoint drive, which has automated backups. The project information is only accessible for BTG Consultancy staff.

- UU will store data on the institutional repository Yoda, which has automated backups following the 3-2-1 data protection rule. Yoda restricts access to data with an account-based permission system and will be restricted to only members of the consortium that need access to the data. UU will also store data on the university's SharePoint storage system, which has access control for data, and automated data backup. UU can also use a local network drive (O-drive) which is backed up daily, and only members of the department can access this drive. So far, the O-drive has not been used for

the project and the UU team expects rely on Yoda/SharePoint storage only. Email correspondence is also securely stored for the long term.

- RINA-C and RINA-S rely on Microsoft SharePoint for the safe management of project documentation which ensures automated data backup and prevents unauthorized access to data.

- Preferred by Nature uses OneDrive and MS SharePoint for file management. Communication is typically via MS Teams which additionally has the function for file share and collaboration. The back-up of project files is on a cloud-based server that is password secured and protected, requiring a double identification process to log-in.

- AGROVET relies on "EASY CERT GROUP" for data backup. All data is stored on a redundant storage systems and backups are performed daily. A full backup is stored weekly on USB disks as an offline backup. Permissions are managed via groups in Active Directory. Each employee gets only the specifically needed permissions (read/write. Without the correct Windows/Active Directory login data, there is thus no possibility of access. Data for external people is shared via Owncloud with a password protected link.

- GRAS uses Microsoft Teams for sharing files and co-editing documents. It requires a password to access the files and allows only authorised users to access the content. A backup of the project files and information is done locally on a server which is password-secured and protected against external access.

- SRU data will be stored on the Radboud Data Repository of the project where data can be published, safely archived if data cannot be publicly shared, made available to collaborate inside and outside Radboud University, made findable by assigning a digital object identifier, and managed to provide access to view and/or edit data. The Radboud Data Repository complies with data management policies of Radboud University's policy on findability, accessibility, interoperability, and reusability (FAIR) of research data. Radboud University will also store raw and processed intermediate data on the science faculty's server, where data is regularly backed-up and access can be controlled.

Secure storage and transfer of sensitive data
The HARMONITOR project recommends the following restrictions to the storage and transfer of sensitive data. Each partner is responsible for implementing and executing safe practices for sensitive data.

- For information in digital format:

  - Must be stored only on hard drives with encryption, such as BitLocker

  - Transfer of sensitive data to occur only via Microsoft SharePoint, by encrypted email, or equivalently safe transfer method

- For information in paper format:

  - To be stored in a locked cabinet or office, with only a restricted, known number of people have access to it

- Once the information has been processed and the storage of raw data is no longer required, appropriate long-term storage or destruction measures need to be taken.

5 ETHICAL ASPECTS

To be covered in the context of the ethics review, ethics section of DoA and ethics deliverables. Include references and related technical aspects if not covered by the former

The HARMONITOR grant agreement foresees interactions with external people. The general policy is not to identify individual names and organisations in the research. If individuals agreed to be quoted, researchers will verify the accuracy of quotes with the individual before they are used.

In some cases, such as interviews, consultations, meetings with experts or external advisory board, personal information and views will be recorded. In such cases, individuals need to be asked to sign the HARMONITOR informed consent form, see Annex I for the template. The template may be adapted as needed.

The HARMONITOR project complies with the ethical principles and applicable international, EU and national law in the implementation of research activities. Compliance with ethical principles and relevant legislations of research activities not originally envisaged (or not described in detail in the project's Description of Action) will also be ensured. Any ethical concerns raised by those activities will be handled by rigorously following the recommendations provided in the European Commission Ethics Self-Assessment Guidelines.

Individual partners each have their own policies regarding ethics and data confidentiality. These are included in Section 6 below, as part of the key data management policy aspects per partner.

6 OTHER

> **Refer to other national/funder/sectorial/departmental procedures for data management that you are using (if any)**

Data management policies and procedures

The HARMONITOR consortium is made up of a complementary, disciplinary set of partners, with varying backgrounds and organisational structures, ranging from small private companies to large research organisations. Per partner, the key aspects of their individual data management policies and procedures are listed below:

1. SQ: SQ Consult has an Information security policy, a company privacy policy and an anti-bribery and anti-corruption policy. Furthermore, employment contracts contain clauses with explicit arrangements regarding cover confidentiality and integrity. In addition, SQ Consult personnel follows the GDPR.

2. DBFZ: The DBFZ has introduced a data policy with guidelines on research data management:
   https://www.dbfz.de/fileadmin/user_upload/Download/Extern/Data-Policy_EN.pdf
   The use of a data management plan is encouraged, and a template is offered, in addition to instructions, process descriptions and e.g., a checklist regarding data protection.

3. BTG: BTG follows Dutch and EU regulations on data protection, including GDPR/AVG.

4. UU: Utrecht University has policies for data management, oversight, and integrity:

   o A list of data policies is listed on this webpage: Policies, codes of conduct and laws - Research Data Management Support - Utrecht University (uu.nl)

      ▪ Code for Scrupulous Academic Practice and Integrity (UU)
      ▪ University Policy Framework for Research Data (UU)
      ▪ Information Security Policy (UU)
   o In addition, UU researchers follow Dutch and EU regulations including:

      ▪ The GDPR and its Dutch implementation the AVG
      ▪ The Netherlands Code of Conduct for Research Integrity (VSNU, 2018)
5. RINA-C and RINA-S: Information security controls are implemented within RINA's Corporate ICT services in line with the Information Security Management System whose principles, guidelines and rules are articulated according to the structure suggested by Annex A of ISO/IEC 27001.

Accordingly, RINA-C has in force policies, codes, and procedure for data management, among which:

- Code of Ethics
- Organizational Privacy and Data Protection Model
- Security Policy
- Information Security Manual
- Information Security Controls Manual
- In addition, RINA-C refers also to external references, in particular to GDPR and national legislations.

6. Preferred by Nature: Preferred by Nature has the following policy and procedures in place for all staff members in relation to data management.
   - Contracts (internal and external) referencing explicit requirements for conduct including data management.
   - Staff training on system management
   - Technology risk assessment procedures

7. AGROVET:
   1. A list of data policies is listed on this webpage: ABG, agroVet - Datenschutzerklärung (bio-garantie.at)
   2. In our SharePoint you can find the official GDPR-Regulations and the name of the data Austrian authority regarding data protection: Startseite - Datenschutzbehörde (dsb.gv.at)
   3. agroVet is member of EASY-CERT group AG (ECG): ECG has a signed Intra group data transfer agreement.
   4. Contracts (employment contracts, contracts with clients and partners contain clauses with explicit arrangements regarding cover confidentiality and integrity.
   5. In addition, our personnel follow the Guidelines regarding data protection: https://intranet.easy-cert.com/qm/Shared%20Documents/2000238EN.docx Guideline regarding data protection
   6. There are also internal Regulations and trainings regarding data leaks in our company.

8. GRAS: GRAS employees are dedicated to data security and confidentiality throughout their work contracts and additional explicit contract supplements. Every employee is trained regarding the GDPR and follows its requirements.

9. SRU: Radboud University has policies for data management, oversight, and integrity:
   - Data policies are listed on the Radboud University Research Data website https://www.ru.nl/rdm/vm/policy-documents/ and include
     - General research data management policy
     - Findability, accessibility, interoperable and reusable of research data
   - The Radboud Institute of Biological and Environmental Sciences also has an additional, more specific research data management policy, which guides research data management of Radboud University employees in this project. https://www.ru.nl/ribes/organisation/data-management/
   - Radboud University researchers follow Dutch and EU regulations including:
     - The GDPR and the Dutch GDPR Implementation Act
     - The Netherlands Code of Conduct for Research Integrity (VSNU, 2018)

Annex I: HARMONITOR form for informed consent

The informed consent form template follows on the next pages. The sections highlighted in yellow will be completed prior to use and the template may need to be revised depending on the specific activity for which it will be used.

Participants will be informed of their rights, how to exercise their rights, who is conducting the research, the purposes of the research, the data that will be collected, and outlets where the research will be published through an informed consent form. Participants will not be coerced into participating and will be able to withdraw their personal data upon request. Informed consent forms will be created with the input of privacy professionals from consortium partners. The need for signatures from participants to confirm consent will be evaluated for each data collection process. If signatures are collected, the forms will be stored in a secured manner in a locked container. Further information on our approach to informed consent is available on https://geo-data-support.sites.uu.nl/personal-data/assessing-consent/.

Informed consent form

HARMONITOR - Harmonisation and monitoring platform for certification schemes and labels to advance the sustainability of bio-based systems

I am being asked to participate in the Circular Bio-based Europe Joint Undertaking (CBE JU)-funded HARMONITOR research project conducted by NAME of ORGANISATION. I am aware that the purpose of this research is to improve the effectiveness of certification schemes and labels in different sectors of the EU Bioeconomy and strengthen their use as a co-regulation instrument. The research may be disseminated more widely, e.g., in academic papers, briefing papers, media, etc.

This research will involve an interview/focus group lasting up to 1 hour where I will be invited to discuss my knowledge of this area with particular reference to the experience of my organization.

I understand that I am participating in this research voluntarily and that I am free to terminate my participation at any time. I am also aware that I am free to refuse to answer any questions that I feel are commercially or institutionally sensitive or relate to topics that I do not wish to discuss. I understand that I have the right to ask questions and receive understandable answers before making any decision.

I understand that I will only be asked to provide professional, not personal, information and that if I wish, the record of my involvement in the research will be kept confidential. I have been informed that everything I say will be anonymous and if I wish, I can remain anonymous in future published material. The interview data will be recorded via paper notes/tape recorder, and I understand that I can request a copy of the notes/transcript to review if I wish. I understand that I am also allowed to delete or make any changes to the notes/transcript if I feel my answers could be improved or clarified. I understand that this research will be used to help the project scientists to develop sustainable, circular, bio-based alternatives to fossil-based polymers that will meet the performance demands from the market.

I understand that the inputs I provide will be aggregated with those of other participants, and that the aggregated data can be used in project activities, possibly including public reports and other publications. I understand that disaggregated to the level of my input, or any direct quotations of statements I made as part of my input could be made public only after I agree to this in a second informed consent regarding this step.

I understand that this research conforms to European Commission guidelines. Finally, I have been given the contact details of the research team and I have been informed that I am free to contact ADD CONTACT PERSON HERE (ADD ROLE HERE) ADD EMAIL ADDRESS HERE about any queries relating to my data or the project itself.

Informed consent form – HARMONITOR Project

This form is for you to state that you agree to take part in the research. Please answer every question by adding your initials in the box if you agree with the statement. If there is anything you do not understand, or if you need more information, please ask the lead researcher.

Lead researchers: <mark>Insert name of person conducting the research activity</mark>

Participant Identification Number for this project: **Please initial box**

1. I confirm that I have read and understand the participant information sheet explaining the research project.

2. I have had the opportunity to ask questions about the project.

3. I understand that my participation is voluntary and that I am free to withdraw at any time without giving any reason and without there being any negative consequences. In addition, should I not wish to answer any particular question or questions, I am free to decline.

4. I understand that my responses will be recorded and processed, but not published unless aggregated in a way in which individual responses can no longer be matched to individual persons, or unless I explicitly consent to publication of my individual responses.

5. I give permission for members of the research team to have access to my anonymised responses. I understand that my name will not be linked with the research materials, and I will not be identified or identifiable in the report or reports that result from the research.

6. I agree for the data collected from me to be used in future research

7. I agree to take part in the above research project.

_____   _____
_____

Name of Participant   Date   Signature

(*or legal representative*)

_____

_____

Name of person taking consent   Date   Signature

(*if different from lead researcher*)

_____

_____

 Lead Researcher   Date   Signature

Copies:

Once this has been signed by all parties the participant should receive a copy of the signed and dated participant consent form, the information sheet and any other written information provided to the participants. A copy of the signed and dated consent form should be placed in the project's main record (e.g., a site file), which must be kept in a secure location.