



BioRES - Sustainable Regional Supply Chains for Woody Bioenergy

DETAILED INFORMATION

RESPONDING TO ETHICS REQUIREMENTS

Deliverable 9.1 and 9.2

Grant agreement number: 645994
Project Acronym: BioRES
Project title: Sustainable Regional Supply Chains for Woody Bioenergy
Start date of the project: 01.01.2015
Duration of the project: 30 months, 01/2015-06/2017
Period covered by the report: 01/01/2015 to 31/03/2016

Work packages

Ethics Issue Category Ethics Requirement Description

PROTECTION OF PERSONAL DATA

9.1 Detailed information must be provided on the procedures that will be implemented for data collection, storage, protection, retention and destruction and confirmation that they comply with national and EU legislation.

9.2 OTHER ETHICS ISSUES

The applicant must provide a thorough analysis of the ethics issues raised by this project and the measures that will be taken to ensure compliance with the ethical standards of H2020.

Lead Partner: GIZ
March 2016



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1. Ethics issues table

The ethics issues table as provided in template by the European Commission for the design and implementation of H2020 projects is completed for BioRES as follows:

Ref. Ares(2014)3235491 - 01/10/2014

Ethics Screening Report

| | |
|------------------------|------------------|
| <i>Call Reference</i> | H2020-LCE-2014-3 |
| <i>Proposal Number</i> | 645994 |
| <i>Acronym</i> | BioRES |

Protection of personal data

Ethics Issues

| | |
|--|-----|
| Does your research involve personal data collection and/or processing? | Yes |
|--|-----|

Ethics Issues Comments

The partners will on a regular basis collect national market data for Bulgaria, Croatia and Serbia. Web platform for BLTCs will include a database module for the administration of customer and provider contacts. Researchers are not aware of data protection.

Ethics Requirements

Detailed information must be provided on the procedures that will be implemented for data collection, storage, protection, retention and destruction and confirmation that they comply with national and EU legislation.

Non-EU countries

Ethics Issues

| | |
|--|-----|
| Does your research involve non-EU countries? | Yes |
|--|-----|

Countries: Serbia

Ethics Issues Comments

Participant 8 is the National Association for Biomass Serbia (SERBIO).

Ethics Requirements

The applicant must confirm that the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.



General Comments and Requirements

| Comments |
|---|
| The partners will on a regular basis collect national market data for Bulgaria, Croatia and Serbia. Web platform for BLTCs will include a database module for the administration of customer and provider contacts. Researchers are not aware of data protection. |

| Ethics Requirements |
|--|
| The applicant must provide a thorough analysis of the ethics issues raised by this project and the measures that will be taken to ensure compliance with the ethical standards of H2020. |

| Ethics Review Outcomes | |
|---|-----|
| Conditional ethics clearance (subject to compliance with ethics requirements) | Yes |

| Recommendations | |
|-----------------|----|
| Recommendations | No |

| Ethics Check/Audit | |
|--|----|
| Is an ethics check/audit recommended for this project? | No |

According to the Grant Agreement the beneficiaries carry out all actions in compliance with: (a) ethical principles (including the highest standards of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct) and (b) applicable international, EU and national law.

The points of the ethics issues listed in the above ethics issues table that could be relevant for BioRES is related to the collection, storage and use of personal data. Therefore, the consortium's general data protection policy is elaborated more in detail in section 2.3.6 Ethics and Security as well as Article 34 in the Grant Agreement (GA).



2. The consortium's data protection policy

The consortium's and its partners' data protection policies are fully compliant with EU regulations and partner countries' national rules.

This means first of all that privacy concerns all data which, either alone or when linked to any other data, relate to an identifiable individual or group. Whenever the consortium partners in the context of BioRES collect and/or use such information, this data is recognized by all partners as being subject to the relevant EU data protection standards:

- The collection and use of individual data and more generally private information is reduced to a minimum on a "need to use basis" maintaining data confidentiality. Data are circulated between the participants only in so far as this is necessary to fulfil their obligations from the Grant Agreement.
- All participating partners and sub-contractors, if any, are committed to ensure compliance with legal requirements surrounding the use of private data according to EU rules and standards.
- As project coordinator, GIZ advises all partners to follow the consent and provisions obeying the Regulation (EC) N° 45/2001 of 18 December 2000 on the protection of individuals with regard to the processing of personal data and on the free movement of such data. For all consortium partners, privacy and maintaining data confidentiality is a value in itself.
- Moreover partners are advised to comply with the individual national law towards data protection. Partners outside EC Member States (Serbia) are particularly advised to comply with the Regulation (EC) No. 45/2001.
- GIZ is particularly stressing article 39 - Processing of Personal Data - of the grant agreement in the communication with the consortia partners.
- According to national law (German Federal Data Protection Act, §4) the Project Coordinator GIZ is equipped with a specialized data protection officer. For the handling of personal data GIZ has implemented a data protection management system which contains strict data protection guidelines for the elicitation, handling, proceeding, storage and publication of data and data processing results were developed.

These guidelines are mandatory for GIZ and are reflected in partner agreements of the consortia. The guidelines were developed under accordance with the national and supranational legal regulations mentioned above.

The GIZ data protection guidelines, which are adopted by all partners for the implementation of the BioRES project include the following principals:

- Collection and Recording of personal data



- Deletion of personal data
- Retention of Collections of personal data
- Authorization system for the access to personal data
- Data security
- Transfer to third parties
- Processing of data by others on behalf of GIZ (outsourcing)
- Obligation of confidentiality

3. Specific issues related to practical implementation of the consortium's data protection policy in the context of the BioRES project

3.1 Clarification to whether personal data are going to be collected

No sensitive personal data will be collected at all.

Personal data will be collected and stored only in so far as this is necessary to identify an expert or stakeholder in his or her official or professional role:

- Name
- Country of residence
- Represented institution
- Role in this institution (e.g. General Manager, project manager or similar)
- Phone number
- Email-address

This is the information which is usually provided on the experts or stakeholders business cards and which is usually accessible in the public space, or e.g. on their institutions' websites.

3.2 Description of the recruitment process for the engagement of stakeholders (including inclusion/exclusion criteria for all the surveys and consultations)

The involvement of stakeholders from all partner countries as well as from other countries in the EU and its Eastern neighborhood, from all relevant sectors, and at all relevant levels of decision making is an important element of this project.

The partners will actively contact stakeholders for the purposes of this project, which they can approach through their own and other existing networks of experts and stakeholders in these countries.

All other Stakeholders, which are initially not actively contacted by the partners, but notify one of their partners of their request to be involved in this project, will be involved accordingly



No interested stakeholder will be excluded. All interested stakeholders will be included in this project.

If there should be any language barrier which has to be overcome, or any specific need to be provided in order to cater for the involvement of an interested stakeholder requesting to be included, the partners will jointly undertake to overcome these barriers and to ensure her or his involvement without any discrimination.

3.3 Clarification to the data protection policy: the procedures that will be implemented for data collection, storage, access, sharing policies, protection, retention and destruction;

The consortium partners' data protection policy, which is based on the internationally and European-wide applied and well-approved data protection policy of GIZ (P1), and which is presented in section 2 is implemented for data collection, storage, access, sharing policies, protection, retention and destruction.

All partners have full access to all documents describing the data protection policy of GIZ and will be supported by the GIZ data protection officer, upon their request, in any case of doubt.

3.4 Approach to the informed consent procedure

The data protection policy of the consortium (section 2.) and this detailed statement will be presented to the public on the project website for free download. Each of the contacted stakeholders will be provided with an electronic copy (email) or a printout of this data protection policy upon his or her request.

Each of the experts and stakeholders will be informed and asked for her or his prior written consent (e.g. by mail) before any data are stored in any of the partners' data bases. Without any prior written consent, these data will not be stored.

Stored data will be only used for the purpose of this project and exchanged only between the partners as far as this is necessary for the implementation of this project.

3.5 Clarification whether the proposed data collection requires permission from competent local/national ethical/legal bodies

As there is no sensitive personal data collected and stored at all, by any of the partners, in this project there are no permissions from competent local/national ethic/legal bodies required.

4. Final statement

All partners have been involved in the compilation and review of this detailed information and are committed to thoroughly implement the data protection policy presented in section 2 and the specific issues elaborated in section 3.