

Democrat
EDUCATION FOR DEMOCRACY

Data Management Plan 1

Deliverable 1.2

Democrat

Education for Democracy

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Abbreviations

ARIA	Accessible Rich Internet Applications
DOI	Document Object Identifier
EfD	Education for Democracy
ESS	European Social Survey
EU	European Union
EVS	European Values Study
FAIR	FAIR Guiding Principles for scientific data management and stewardship (Findability, Accessibility, Inoperability and Reusability)
GDPR	EU General Data Protection Regulations
ICCS	International Civic Citizenship Education Study
ISP	International Social Survey Programme
LL	Living lab
LLL	Local living lab
LPP	Local pilot project
NGO	Non-governmental organisation
OA	Open Access
RDC	Responsible Democratic Citizenship
R&I	Research & Innovation
TLL	transnational living lab
UNCRC	UN Convention on the Rights of the Child

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Executive Summary

The Data Management Plan V1 describes the data that we will generate and acquire throughout the project, including how we manage, describe and store the data.

This data management plan provides a summary of the data that we will re-use and generate as well as a description of the types and formats of the data that we produce/ reuse. It also specifies the utility of this data beyond the consortium.

Operating within the FAIR framework we aim to make the data findable, accessible, interoperable, as well as increasing data re-use.

Specific attention is paid to ethics as the research will cooperate with adults and minors to obtain primary data. The data security based ethical principles are described in a specific section.

In the Annexes the templates of informed consent and the Joint Controllership Agreement can be consulted.

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1. Data summary

DEMOCRAT will strengthen Education for Democracy (EfD) and provide new tested tools to introduce innovative practices in schools and other education contexts. To achieve the project's objectives, DEMOCRAT will establish an International Living Lab and 6 national Living labs for the co-creation of the Competence Framework for Responsible Democratic Citizenship (RDC), a European Curriculum and the toolbox for Innovative Pedagogical Practices. It also includes the analysis of available anonymised statistical datasets and an online experience on identifying fake news. DEMOCRAT will test the Competence Framework and the Curriculum in 6 European countries through local projects in cooperation with schools, municipalities, public authorities, Non-Governmental Organisations (NGOs) and other stakeholders interested in EfD.

This implies to reuse of existing data sources, but also the generation of new data. Our data needs are well aligned with the research objectives, to reduce our data "footprint" to the absolute required minimum. Special attention must be to pay to the ethics of research with minors.

This section will explain which data will be used and collected and how they are affected by the regulation of Data protection. Other ethics issues of research will be discussed in the sections 7, in which particular attention will be paid to research with minors.

Under the definition of the EU EU General Data Protection Regulations (GDPR) (Regulation 2016/679), personal data means: "*any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person*" (article 4.1). Sensitive personal data or special categories of personal data refer to information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation (article 9).

1.1. Data re-use

1.1.1. Literature review

Data reuse firstly concerns the scoping literature review and existing contacts and networks of the consortium partners. The scoping literature review will be carried out to elaborate a report on DEMOCRAT's Vision of EfD and the RDC Competence Framework using peer-reviewed publications and grey literature including accumulated knowledge on EfD, civic education and similar educational approaches. It will use sources available in the languages used in the 6 countries, where Local Living Labs (LLL) will be set-up.

The management of these data does not involve the use of personal data. Therefore, no ethic problem has been identified. The data will be cited following the usual scientific standards of citations. The data will be controlled by those responsible for the respective tasks, e.g. in the case of the work Package 2 and the elaboration of the respective deliverable, the WP coordinator HSD will be the individual data controller. Also the work package 3 include literature analysis to a conceptual framework for further analysis of EfD strategies, curricula, learning approaches and pedagogical material and the outline of Outline of EfD curricula. In this case, the WP3 coordinator UH will be the data controller.

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The data will be stored in a shared folder in Nextcloud for access by all consortium members.

1.1.2. Statistical data

DEMOCRAT will explore this issue of the containment of EfD by socio-economic, cultural and other factors by analysing existing major EU/international statistical sources such as the European Social Survey (ESS), the International Social Survey Programme (ISP), the European Values Study (EVS) and the International Civic and Citizenship Education Study (ICCS). These databases provide anonymised data. Where deemed necessary, the international dataset will be supplemented by duly anonymised national data sets.

The management of these data does not involve the use of personal data. The statistical analysis will only use anonymised data from publicly available datasets. Therefore, no ethic problem has been identified. The treatment of the data will follow the usual scientific procedures of statistical data analysis and citation standards. The data will be controlled by the responsible partners for this task: NOTUS. The data will be stored in a shared folder in Nextcloud for the access by all consortium members. All information collected will be deleted once the Nextcloud `project space is closed.

1.1.3. Gender bias analysis

DEMOCRAT will analyse social bias in the use of digital tools to support on-site learning exploring social biases using publica available dataset on education. Access to the anonymised data from the platform will allow analysis of the achievement of learning outcomes in terms of gender and socio-economic background. The results will provide valuable input not only for the design of digital learning tools, but also broader insights for teachers and practitioners in the selection and use of digital tools to support on-site learning in the field of education in general and EfD in particular.

The management of these data does not involve the use of personal data. The statistical analysis will only use anonymised data from one dataset. Therefore, no ethic problem has been identified. The treatment of the data will follow the usual scientific procedures of statistical data analysis and standards of citations. The data will be controlled by the responsible partner for this task: the UB. The data will be stored in a shared folder in Nextcloud for the access by all consortium members. All information collected will be deleted once the Nextcloud `project space is closed.

1.2. Data Generation

DEMOCRAT's research activity is not limited to the re-use of data. It will also generate new data through the following domains of activity:

1.2.1. Living Labs

Based on the principles of open social innovation and participatory approaches, DEMOCRAT will use living labs as the basic method to develop, implement and test the curricula. DEMOCRAT will set up six local living labs (LLLs) and one transnational living lab (TLL). LLL will be established in 6 countries: Estonia, Finland, Germany,

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Ireland, Poland and Spain. Relevant stakeholders in all countries have been identified and have committed to participate in the project, including non-profit organisations, local public authorities supporting local pilot project (LPP), and public authorities competent in education. The number of stakeholders will be expanded during the project and the LL activities. For the stakeholder data management see 1.2.4.

Each LL will adopt the most appropriate dynamic, combining the organisation of workshops with other co-creation methods such as semi-structured interviews. This will allow the design of the labs to be an iterative process with feedback loops based on the opinion of experts/ practitioners on specific issues, similar to the Delphi method. The methodological backbone is the series of national and international workshops.

Qualitative interviews with experts and practitioners or other methods, alongside the project process will provide input for the different rounds of local/transnational workshops. The aim is to gather the views of educational experts, practitioners in the field of EfD and sustainable education, teachers, parents, and learners (children, youth and adult groups), to have informed debates in the workshops. The debates of the national workshops will feed into the TLL workshops. Through this process the outcomes of the different stages of the R&I process will be informed and contrasted by the experience and knowledge of the practitioners in the field. It builds on existing learning initiatives that create educational innovations in the field of EfD, that are practice-oriented, flexible and adaptable in different educational contexts.

Depending on the concrete situation in each LLL countries, other means of data collection may be used, such as

- Open or semi-structured interviews with experts, practitioners, representatives of public authorities competent for education, local authorities among other stakeholders. In the case of semi-structure interviews, the questionnaire will be made available on the project website.
- Focus groups with experts/ practitioners. The anonymised minutes of the focus groups will be made available at the project website.
- Surveys with the same target groups: The survey questionnaire will be made available online via the *LimeSurvey installation or similar survey applications*. In the case of national surveys, they will be administered by the national partners. In the case of international surveys by the UB.
- any other means proposed by the LLL coordinators.

The data management includes personal data and data of minors. This implies the obligation to obtain the informed consent of all persons, who will participate in the LL activities. In the case of minors, informed consent should be sought from the legal guardians and the minors themselves. If photos or videos will be used to present the results, informed consent should be obtained from all participants who appear in the photos or videos. For this reason, a set of informed consent forms has been prepared (see Appendix). The use of personal data and the data of minors raised an ethical problem, which will be discussed in more details in the relevant section 6.

Informed consent to register to workshops and public events include the following aspects:

- A summary of the purpose of the workshop/event.
- Agreement on the collection of the participant's contact details, and information on how this data will be processed.
- Information on the Privacy Policy and the legal framework that regulates the storage and handling of the submitted information.
- Agreement on the capture of photographs during the event or video recording, if previewed.

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- If it is previewed to use photos, videos or parts of the video for publications, the informed consent. If the consent is not given, the photos, videos or parts of the video, where the participants appears will not be used.
- Explanation of the procedures to follow in case of a request for the deletion of the personal data and images.
- Agreement to make visible the participant's name and affiliation in the list of participants to inform the commission about the event.
- Expression of interest and consent to be contacted for other activities of DEMOCRAT.

For participation in online-related activities, the informed consent forms will be adapted.

The data generated by the LLLs will be controlled by their coordinators. The data generated by the TLL will be controlled by its coordinator: the UB. The personal data of the participants will be protected and kept anonymous. However, the confidentiality of the information provided can only be protected within the limits of the law. As participation in the LL and its activities is entirely voluntary, the participants can withdraw at any time, by contacting the data controller up until the beginning of the writing stage.

Only duly anonymised data will be made available to the consortium partners and used for publication Each of these partners will apply the criteria of anonymisation of their university in accordance with the European and their national legislation, so that the anonymised data can be made available to the other consortium partners and be integrated into the outputs.

The personal data will be stored securely in a password protected folder. Only researchers designated by the LL data controller will have access to the data. All information collected will be securely and permanently destroyed three years after the end of the project.

Although that the data collected will be controlled by the Living Lab coordinators and the anonymising (or pseudonyming) will make it unlikely that individuals, how have proportioned the data, can be re-identified, the nature of the project is such that all partners are considered to be jointly responsible. For this reason, the project partners will sign a joint controllership agreement assuring the application of the GDPR.

1.2.2. Agora

An essential tool for the work of the LL is the so-called Agora platform. It is a set of services to facilitate participation and engagement in the project development. It will have language-based subgroups linked to the LLLs. It will provide access to content, people and resources. It can be used for document preservation, curation, and as a repository. But first and foremost, it will be a way to working together and creating resources. It is a tool for sharing and collaborating with others. This is because DEMOCRAT is an open innovation process based on close collaboration with the education communities. By working together, with the education communities, series of contents will be created, for which the registered individual members will have the authorship. However, the administrators of the Agora – especially the project coordinator – will have the right to delete contents if they violate human rights, minority right and principles of democracy as defined by the project.

The Agora platform is composed by 6 national Agoras and 1 transnational Agora. Registration to each Agora is free of charge and implies the consent of the use of personal data only for purpose of the project. Registration to a national Agora does not imply the registration to other national Agoras or to the transnational Agora.

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The access of minors to social platforms such as Agora is regulated by the national legislation. In the case of Spain, the legislation allows the access from 14 years onwards without the permission of a parent or guardian. Therefore, the Agora registration always includes a question about the year of birth year as mandatory field, to prevent people under the legal age from registering.

The registration process includes the request to be conformed with the inclusion of personal data (name, surname, e-mail direction organisation and type of organisation) in the stakeholder database. Only in the case of consent, the data will be included in the stakeholder database. The personal data included in the stakeholder database will be used exclusively for management of the Agora website.

The data will be controlled by the national Agora administrators. In the case of the transnational Agora, the data will be controlled and managed jointly by the Agora administrator and the project coordinator. No personal data will be transferred from the Agora to the consortium. The personal data of participants will be protected and kept anonymous. However, the confidentiality of the information provided can only be protected within the limits of the law.

Only duly anonymised data will be available to the consortium partners and used for publication. Each of these partners will apply the criteria of anonymisation of their university in accordance with European and their national legislation, so that the anonymised data can be made available for the other consortium partners and be integrated into the outputs.

The personal data will be stored securely in a password protected folder. Only researchers designated by the data controller of the Agoras will have access to the data. All information collected will be securely and permanently destroyed three years after the completion of the project. As participation in the living lab and its activity is entirely voluntary, the participants can withdraw at any time, by contacting the data controller up until the beginning of the writing stage. In that case the personal data will be deleted.

The Agora is based upon the “Terms of Use”, “Cookie Policy” and “Privacy Policy” in accordance to the GDPR regulation. Users will have to agree to these terms and conditions when creating an account in the National or Transnational Agora. Its design allows the accessibility for disabled people using the ARIA functionalities.

A Private Policy and Legal notice included in the Agoras will explain how personal data collected through the contact form will be processed, in accordance with the GDPR.

When registering, users are asked for their age. If the age is above the national legal limit, a parent's or guardian's consent will be requested.

The users are free to create a profile. This profile may include diverse information such as education, work experience, a photograph, the city or location or other information. Users can decide if they want to include sensitive information in their profiles, and if they want that information to be public. The information included in the profile will not be used for research or commercial goals.

Agora will use only functional cookies and will no use tracing cookies.

Despite the data collected will be managed by the Agora coordinators and the anonymising (or pseudonyming) will make it unlikely that registered individuals can be re-identified or that individuals who have proportioned the data can be re-identified, the nature of the project is such that all partners are considered to be jointly responsible. For this reason, the project partners will sign a joint controllership agreement assuring the application of the GDPR.

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1.2.3. Local Projects

To co-create the democratic competence framework, EfD curricula and toolbox based on a participatory approach, essential resources are the Local Pilot Projects (LPPs) through local transformative learning projects. As such, this educational analysis and co-creation will attempt to situate educational curricula and professional practices within the wider environment. The LPPs – experimental case studies - will be developed, implemented and reflected on in co-operation with the associated and other collaborating partners. These could include e.g. teachers' associations, local authorities, digital innovators, creative actors etc..

The design of the LPPs will be based on the following criteria:

- Developing transformative educational experiences, contents and practices (e.g. action learning, challenge learning, etc.) in different contexts and locations.
- Embedding in the local environment in the sense that the LPPs are linked to concrete political experiences in the field of sustainability, human rights, gender equality, non-discrimination of minorities, and demonstrate actions against political violence and extremism through which the values and norms of plural democracy can be learned.
- Engaging multiple actors for cooperation and co-development: pupils, parents, teachers, schools, NGOs, public administrations or institutions, entities from the creative sector going beyond the boundaries of the formal education system in the sense of Educating or Learning cities. The LPPs could address the formal education systems with schools as the central element or be designed as a local project, in which schools play a prominent but do not centre role.
- Using innovative and creative approaches inspired by the creative and cultural sector such as forum theatre, theatre of the oppressed, multimedia creation, game development.
- Using digital tools to enhance on-site learning.

The LPPs will be built around the LLLs bringing together a diverse group of children and young people (as national and/or global citizens), parents, teachers and social educators, academics (including EfD researchers, teachers educators from HEIs across the countries and Europe) government actors at different geopolitical levels (including represents of cities or local districts) and civil society actors (drawn from a network of organisations working in EfD and adjacent fields - development education, civic education and the defence of liberal democracy and its principles and values).

The data management involves personal data and data of minors. This implies the obligation to obtain informed consent of all persons, who will participate in the LPPs. In the case of minors, their legal guardians and the minors themselves should be asked for informed consent. For this reason, a set of informed consent forms has been prepared (see Appendix). Ethical issues related to working with minors in the LPPs will be treated in more detail in the section on ethics.

No personal data other than that of the teachers, parents and pupils participating in the local pilot project will be requested. European legislation does not allow the schools or other entities to share personal data with other parties. The control of these personal data is in the hand of the schools or other educational organisations. For the description of the schools duly anonymised data will be requested based on criteria defined by the project consortium. Only duly anonymised data will be transferred from the schools or other collaborating organisations to the national partner.

For each LLP, a protocol will be drawn up between the educational organisation and the national coordinators for the data transfer (which data and when) and the cooperation in general. The protocol will state that the

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data will be controlled by the national partner responsible for the LPP and that only duly anonymised data will be transferred to other consortium partners or used for publications. Each of these partners will apply the anonymisation criteria of their university in accordance with European and their national legislation, so that the anonymised data can be made available to the other consortium partners and be integrated into the outputs.

The data will be controlled by the LLL coordinator. In the case of the TLL, the data will be controlled and managed by the project coordinator. No personal data will be transferred from one local project to another or to the consortium. The personal data of the participants will be protected and kept anonymous. However, the confidentiality of the information provided can only be protected within the limits of the law.

Only duly anonymised data will be made available to the consortium partners and used for publication Each data controller will apply the anonymisation criteria of their university in accordance with European and their national legislation, so that the anonymised data can be made available to the other consortium partners and be integrated into the outputs.

The personal data will be stored securely in a password protected folder. Only the researchers designated by the LLPs data controller will have access to the data. All information gathered will be securely and permanently destroyed three years after the end of the project. As participation in the LPPS and its activity is entirely voluntary, the participants can withdraw at any time, by contacting the data controller up until the beginning of the writing stage. In this case, the personal data will be deleted.

Despite the data collected will be managed by the Local Project coordinators and the anonymising (or pseudonyming) will make it unlikely that individuals can be re-identified, the nature of the project is such that all partners are considered to be jointly responsible. For this reason, the project partners will sign a joint controllership agreement assuring the application of the GDPR.

1.2.4. Competence Assessment

DEMOCRAT will measure the effectiveness of the different local EfD pilot projects using ex-ante and ex-post tools to measure learners' levels of commitment to democratic values and the acquisition of related RDC competences. Particular attention will be paid to the assessment of digital literacy. Assessment surveys and experiments will be combined with semi-structured interviews with selected learners, practitioners and other participants in the LLPs such as parents, school administrators and policy makers. Surveys and semi-structured interviews will have a common design to allow comparative analysis across LLPs.

Data management involves personal data and data of minors. This implies the obligation to obtain informed consent of all persons, who will participate in the competence assessment. In the case of minors, informed consent should be sought from the legal guardians and the minors themselves. For this reason, a set of informed consent forms has been prepared (see the Appendix). Ethical issues related to working with minors will be treated in more detail in the section Ethics.

No personal data other than that of the teachers, parents and pupils participating in the local pilot project will be requested. European legislation does not allow the schools or other entities to facilitate personal data to other parties. The control of these personal data is in the hands of the schools or other educational organisations. For the description of the schools duly anonymised data be requested on the basis of criteria

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defined by the project consortium. Only duly anonymised data will be transferred from the schools or other collaborating organisations to the national partner.

The data of the competences assessment will be controlled by the consortium partner responsible for the LPPs. Only anonymised data will be made available to the consortium partners and used for publications. Each of these partners will apply the anonymisation criteria of their university in accordance with European and their national legislation, so that the anonymised data can be made available for the other consortium partners and be integrated into the outputs.

No personal data will be transferred from on local project to another or the consortium. The personal data of participants will be protected and kept anonymous. However, the confidentiality of the information provided can only be protected within the limits of the law.

The personal data will be stored securely in a password-protected folder. Only researchers designated by the data controller will have access to the data. All information collected will be securely and permanently destroyed three years after the completion of the project. As participation in the competence assessment is entirely voluntary, the participants can withdraw at any time, by contacting the data controller up until the beginning of the writing stage. In that case the personal data will be deleted.

Despite the data collected will be managed by the Local Project coordinators and the anonymising (or pseudonyming) will make it unlikely that individuals can be re-identified, the nature of the project is such that all partners are considered to be jointly responsible. For this reason, the project partners will sign a joint controllership agreement assuring the application of the GDPR.

1.2.5. Fakenews experience

The handling of fake news will be based on an experimental design. The aim is to use mediation analysis to study who believes and shares fake news, taking into account socio-economic and educational background. It will explore how people learn to distinguish fake news, and how such characteristics differ between secondary school students and adults. It will be done by exploiting the variation of treatments and the set of news items presented to the subjects. This will allow us to causally isolate and quantify the effect of motivated memories on the subjects' ability to identify fake news from all potential confounds. The survey will be conducted online and will use a representative sample of each of the selected countries. It will include inputs to evaluate the impact on fake news on the population in relation to the socio-economic and educational background, but it will also include inputs to calibrate the relevance of digital literacy for responsible democratic citizenship and to design the learning outcome assessment of the demonstration activities. The data obtained will be duly anonymised.

The realisation of the experience will be subcontracted. For the use personal data, the task leader UB will formalise a protocol with the subcontractor on the treatment of personal data in accordance to the Art. 26 of the General Data Protection Regulation (GDPR) of the European Union (EU).

The analysis of the experience will be carried out in an anonymised way. Only pre-defined socio-economic data will be used, which will not allow the respondent to be traced. At the beginning of the experience, the respondent will be asked to sign an informed consent form, after receiving previously information about the experience and the data management. The experience will be conducted with adults only, so there will be no

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ethical issue. The data will be controlled by the coordinator of the experience: the UB. Only anonymised data will be shared with the consortium partners.

No personal data will be transferred from one local project to another or the consortium. The personal data of participants will be protected and kept anonymous. However, the confidentiality of the information provided can only be protected within the limits of the law.

The personal data will be stored securely in a password-protected folder. Only researchers designated by the data controller of the Fakenews experience will have access to the data. All information gathered will be securely and permanently disposed of three years after the completion of the project.

1.2.6. Stakeholder database

Democrat Experts + Stakeholders' database includes a typology of organisations (Public authorities, local authorities, school, NGOs etc.) and people (national and thematic experts, practitioners, policy makers, etc.) and strives to create a database for their future participation in project activities, from the recruitment of experts for each national or transnational workshop (LLS), to participation in the 1st and 2nd Conference (M13 and M34) or in surveys in the course of the LL's activities.

The stakeholder database is divided into national and transnational sections. The data for the national sections will be collected and managed by the national partners, while the collection and management of the transnational data will be the responsibility of the project coordinator.

The databases will store information on the following types of R&I organisations: higher education institutions, public research performing organisations, private companies engage in R&I, non-profit research organisations, and research funding organisations as well as networks and consultancies. The information stored includes names and professional contact details.

The databases will be mainly but not exclusively populated by the:

- **Expert and practitioners:** The LL's activities should include as minimum 5 national and 5 transnational workshops. In addition, national partners can use other methods such as individual interviews, focus groups or surveys among practitioners and experts to strengthen the co-creation process. For each methodological attempt, the responsible partner will create a database of participating stakeholders and store it adequately. The participants in workshops and other LLs activities should give their informed consent to be included in the stakeholder databases.
- **Existing consortium network contacts** and new contacts made though DEMOCRAT outreach activities and dissemination events will be integrated into the databases.
- **AGORA**: Members of organisations and individuals registered by the LLLs will not have automatically access to the TLL. They will have to register specifically with the transnational lab. Their registered contact details will be stored in the different databases. The registration should include the informed consent for the use of contact details to keep them informed about the project development.

The stakeholder databases will enable the recruitment of Living labs members and provide the basis for inviting participants to national and transnational workshops and other events (conferences). The national

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databases will be controlled and managed by each Living Lab coordinator. The transnational database will be controlled by its coordinator.

No personal data will be transferred from one national stakeholder database to another or to the consortium. The personal data of participants will be protected and kept anonymous. However, the confidentiality of the information provided can only be protected within the limits of the law. Only duly anonymised data will be shared with the consortium partners and used for publication Each of these partners will apply the anonymisation criteria of their university in accordance with European and their national legislation, so that the anonymised data can be made available for the other consortium partners and be integrated into outputs.

The personal data will be stored securely in a password protected folder. All information collected will be securely and permanently destroyed three years after the end of the project. As participation in the living lab and its activity is entirely voluntary, the participants can withdraw at any moment, by contacting the administrator up until the beginning of the write up stage. In that case the personal data will be deleted.

1.3. Support and dissemination activities

1.3.1. Project web

Democrat will create a project website offering basic information about the project, access to deliverables and other project outcomes, and links to the Agoras. The access to the web is open offering only contact form, which does not ask for personal data. Therefore, no data management is required However, it includes a Private Policy and Legal notice how personal data collected through the contact form will be processed. The design of the web allows the accessibility for disabled people using the ARIA functionalities.

1.3.2. Conference

Two international conferences are planned:

- 1st Conference: Project presentation to a wider audience; presentation of the preliminary RDC competence framework and outline of EfD curricula, including speakers from outside the project to discuss learning programmes for democracy and learning approaches.
- 2nd Conference: Evaluation and lessons learnt. The final conference will be devoted to presenting the final RDC framework, the EfD curricula, their relation to national/ regional praxis, the potential impact on learners' competences and democratic processes, the main lessons learnt and the toolbox to support the implementation of transformative EfD in other educational settings, including guidelines for embedding EfD in formal education and training systems at national/EU level, and local approaches to learning programmes for democracy.

The conferences will generate a range of data including written summaries (blog posts), proceedings, etc. videos. The conference organisers will be responsible for the collected data. Detailed informed consent procedures as well as authorization protocols for use of images/ video material will be used (see sections 6. Ethical aspects and Annexes). All conference outputs (data, publications, tools, etc.) will be licensed under a Creative Commons BY-NC-SA (https://creativecommons.org/licenses/by-nc-sa/4.0/), to encourage free re-usage, copying and distribution of content. This licence allows to distribute, remix, adapt, and build upon the

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material in any medium or format for non-commercial purposes only, and only so long as attribution is given to the creator and the re-mixed content is also shared under CC-BY-NC-SA.

The data will be controlled jointly by the conference organiser in the case of the 1st conference and the project coordinator alone in the case of the 2nd conference, who organise the conference. For both conferences, the participants will be asked for consent to use photos and to tape the conference. The speakers will be asked for informed consent to videotape their speeches and to upload them to the transnational Agora and the national Agora. In the case, that video-interviews with experts, stakeholders or practitioners will be realized, the Interviewees will be asked for informed consent to upload the interview to the transnational Agora and the national Agora. In both cases, the speakers or interviewees will also be asked for their consent to translate the speeches and interviews. If no informed consent has not been obtained no photos or video of these participants will be used. In the case of minors, informed consents should be signed following the internal procedures by the minors and their guardians.

No personal data will be shared with the consortium. Only duly anonymised data will be shared with the consortium partners and used for publication. The participants will be protected and kept anonymous, except they have given their informed consent to publish their name and affiliation for instance for the publication of video-taped speeches and interviews. However, the confidentiality of information provided can only be protected within the limits of the law.

The personal data will be stored securely in a password protected folder. All information collected will be securely and permanently destroyed three years after the completion of the project. As participation in the conference its activity is entirely voluntary, the participants can withdraw at any time, by contacting the date controller of the conferences up until the beginning of the writing stage. In that case the personal data will be deleted.

Despite the data collected will be managed by the Conference organisers and the anonymising (or pseudonyming) will make it unlikely that individuals can be re-identified, the nature of the project is such that all partners are considered to be jointly responsible. For this reason, the project partners will sign a joint controllership agreement assuring the application of the GDPR.

1.3.3. Reporting co-creation activities

The co-creating activities, in particular the national and transnational workshops will generate a range of data including written summaries (blogposts), photos and videos, not all of which are described in the Grant Agreement due to the open nature of the innovation process. Each LL coordinator will be responsible for the data collected in the respective workshops. Detailed informed consent procedures as well as authorization protocols for usage of images/ video material will be used (see sections 5. Ethical aspects and Appendix). Some of the data, e.g. anonymised minutes of the workshop will be of internal use and administrated by the Living lab coordinators. Other data such as blog post will be publicly available and will be duly anonymised.

DEMOCRATS's web will not be published photos or videos with persons. If the national LL coordinators decide to publish photos or videos with persons, they have to meet standards of informed consent for each photo and video. In the case that the activities will be recorded, the participants will be sought for informed consent. In the case, that video-interviews with experts, stakeholders or practitioners will be realized, the Interviewees will be asked for informed consent to upload the interview to the national Agora. In both cases, the speakers or interviewees will also be asked for their consent to translate the speeches and interviews and the upload

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to other Agoras. If no informed consent has not been obtained no photos or video of these participants will be used. If the affected person will be a minor, following DEMOCRATs procedures, informed consent should be obtained by the minors and their guardians.

The summary reports of the co-creation events will only use anonymised data.

The data of the national co-creation activities will be controlled and managed by each Living Lab coordinator. The data of the transnational co-creation activities will be controlled by their coordinator.

No personal data will be transferred from one national stakeholder database to another or the consortium. The personal data of participants and will be protected and kept anonymous, unless they have given their informed consent to publish their name and affiliation, for instance for the publication of video-recorded speeches or interviews. However, the confidentiality of the information provided can only be protected within the limits of the law. Only duly anonymised data will be shared with the consortium partners and used for publication. Each of these partners will apply the anonymisation criteria of their university in accordance with European and their national legislation, so that the anonymised data can be made available to the consortium partners and be integrated in into the outputs.

The personal data will be stored securely in a password protected folder. All information collected will be securely and permanently destroyed three years after the completion of the project. As participation in the project and its activity is entirely voluntary, the participants can withdraw at any time, by contacting the respective date controller up until the beginning of the writing stage. In that case the personal data will be deleted.

Despite the data collected will be managed by the organisers of the national co-creation activities and the anonymising (or pseudonyming) will make it unlikely that individuals can be re-identified, the nature of the project is such that all partners are considered to be jointly responsible. For this reason, the project partners will sign a joint controllership agreement assuring the application of the GDPR.

1.3.1. Deliverables

Based on these data sources and other material (scientific literature, EU-funded project reports, etc.) the DEMOCRAT Consortium, the six LLLs, the TLL and participating LLs' members will produce a set of deliverables as described in the Grant Agreement. The deliverables, like all other publicly available project material will be licensed under a Creative Commons BY-NC-SA (https://creativecommons.org/licenses/by-nc-sa/4.0/), to encourage free re-use, copying and distribution of content. This licence allows to distribute, remix, adapt, and build upon the material in any medium or format for non-commercial purposes only, and only so long as attribution is given to the creator and the re-mixed content is also shared under CC-BY-NC-SA. Partners will make exploitable results available after 1 year after the end of the project, if no uptake has taken place.

The design of the deliverables will allow the accessibility for disabled people.

Data management does not involve the use of personal data. Therefore, no ethic problem has been identified. The data treatment will follow the usual scientific citation standards. The data will be controlled by the person responsible for the respective deliverable. The data will be stored in a shared folder on Nextcloud for the access by all consortium members.

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1.4. What types and formats of data will the project generate or re-use?

DEMOCRAT will generate/ collect different types of data, including observational and theoretical data:

- Quantitative: numerical data generated by surveys, fake news experience and statistical analysis Quantitative data will also be available through the web traffic analysis of the project main sites (main website).
- Qualitative: text, images, and sound/ video recordings. Text and photographs will be collected and generated in project activities such LLs, LPPs and the Agora, but also literature review, statistical analysis, fake news experience, project meetings, and conferences. Individual interviews with experts, practitioners or stakeholders and focus groups will be sound recorded and transcripts produced, whereas interviews to produce high impact videos will be video recorded.

With regards to the formats of the data, the project will assume the principle of using commonly used formats for the sake of compatibility, efficiency and access:

- The preferred means of data formats is MS Office and OpenOffice compatible files, where applicable.
- Public reports will be made available in PDF format and uploaded to Zenodo.
- Databases of stakeholders' contacts will be stored in XLS format.
- For statistical purposes, other formats include dta (STATA), RData (R) and .SAV (SPSS).
- Data and metadata will be transferred and stored in CVS format.
- Images and photographs of meetings, workshops and events will be collected in JPG or PNG formats.
- For audio and video recordings of interviews, preferred formats include: MP3, MP4, WMA, AVI, MOV.

1.5. Expected size of the data?

DEMOCRAT cannot predict with a reliable degree of accuracy the exact size of the data that we will generate, but it can safely predict it will be in the mega-bite to giga-bite range. Data derived from the Living lab activities and the Local Pilot project is unknown. However, the server capacity for hosting the Agora website and the DEMOCRATS internal Nextcloud space can be expanded depending on the need of the project.

DEMOCRAT use EU-located cloud hosting on Vultr (Frankfurt data centre), Hetzner (Frankfurt) and Reclaim (also Frankfurt). The server capacity of the project web at Cpanel has a capacity of XX GB, which is sufficient to present the deliverables and other project outcomes. Both are covering largely DEOMCRAT's storage and files sharing needs.

In terms of media productions, these consist of approx. 30 media productions, to which video interviews could be added during the project such as interviews with keynote speakers at the two conferences. The 30 media productions and additional video interviews will be stored at DEMOCRATs repository at Nextcloud and at the AGORA, previous informed consent of the persons, or in the case of minors of their legal guardians and the minors appearing in the audio or videos (see also section Ethics)

Media production and additional interview video recording, as well as the reports and deliverables produced during the DEMOCRAT's activities, are not expected to be large files (from 200 KB to 100 MB), as the duration

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of media production and the interviews will be limited to a maximum of 10 minutes, and report documents will contain text or compressed image formats. For a detailed description of the storage audio and video recordings and other provisions for data security see section 5. Data security.

1.6. Origin/provenance of the data, either generated or re-used?

The main methods of data collection include:

- The DEMOCRATs online platform AGORA is a Content Management System that integrates a user registration/ management module.
- Online registration on the DEMOCRAT's project web
- Online registration for transnational and national workshops, conferences, and other co-creation events.
- Notes and minutes taken during workshops and events will be used to produce summary reports.
- Literature searches will use online databases of peer-reviewed articles and 'grey literature' (reports and deliverables from FP7, H2020 and H-Europe to elaborate deliverables.
- Website traffic and other data related to DEMOCRAT's Platform indicators will be collected using analytical tools such as Google Analytics.
- Diverse Living labs activities such as workshops, individual interviews and focus group discussion could be audio or video recorded for transcriptions.
- Local Pilot projects can produce documents, audio or video records within the cooperation protocols agreed between the LPP partners
- Audio or Video recording of project events or activities, for instance of keynote speeches or video-interviews.

1.7. Data utility: beyond the consortium

The data gathering by the Democrat provides overall social benefits beyond the consortium such as:

a) understanding the European trends in education for democracy,
b) understanding patterns for the relation between education inequalities, socio-economic background and political participation
c) robust evidence for the redesign of curricula to support democracy putting emphasis on the democratic agency of the students based on a competence framework for democratic citizenship;
d) a conceptual framework, tools and guidance for the implementation and assessment of RDC-Competences through transformative learning approaches; and
e) evidence of the effectivity of participatory approaches to support education for democracy across Europe;

Data analysis represented in the form of project outputs (not raw data) will be of use beyond the consortium in the following ways:

a) The data from the statistical analysis will be useful for the national and European community of education and the researchers interested in EfD as it will provide new and rigorous evidence on the

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relationship between education for education, socio-economic background and political participation, based on the analysis of secondary and primary sources.

b) The fake news experience data will provide novel evidence on how fake news affects the population in relation to the socio-economic and educational background. It provides evidence for the debate on the relevance of digital literacy for responsible democratic citizenship. It can be used by other researchers for similar research. It also allows other educational researchers to further develop learning outcome assessments of digital literacy.
c) The data provided by the experimental gender bias analysis allows for further analysis of gender bias in education and can be used by other researchers. It also provides evidence for the debate on the gender bias in education.
d) Conceptual Framework of EfD and Competences of Responsible Democratic Citizenship (RDC Competences) based on the analysis of existing EfD concepts across Europe will provide references for national implementation transformative EfD strategies, this contributing to strengthening the democratic values and principles of European identity and complementing other European frameworks. It will contribute to the European debate on Education for Democracy and can be used by other researchers to design and implement similar approaches.
e) The conceptual framework for further analysis of EfD and EfD-curricula will provide a reference for further analysis of EfD policies, curricula, learning approaches and pedagogical materials across Europe and worldwide providing the basis for scaling-up transformative EfD learning strategies.
f) The outline of an EfD curriculum and the data generated in the Local Pilot Projects and the Living Labs will enable to scale up innovative and transformative EfD and provide a reference for the development of EfD curricula based on transformative learning approaches across Europe and worldwide.
g) Living labs and Agora as fundamental method for social innovation processes based on cooperation with stakeholder (educators, parents, students, schools, public authorities, NGOs, etc.) and provide evidence of the effectiveness of such methodology to generate social innovation here in the field of EfD. It will also serve as an example for similar future projects.
h) Local Pilot Projects will provide evidence of the implementation of innovative transformative learning approaches in the field of EfD, thus contributing to the European debate on how to strengthen values of the European identity and democracy. The methodological design and its evaluation framework (monitoring, self-evaluation and external evaluation will serve as example for other projects using similar approaches.
i) Assessment of RDC Competence will provide an innovative assessment methodology that can be further applied in other EU countries and worldwide to assess the acquisition of RDC competences. The methodology can also be adapted in other educational fields.

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2. FAIR data

2.1. Making data findable, including provisions for metadata

Data is made findable through the use of unique identifiers as well as keywords for deliverables, the use of metadata schemes as well as commonly used file naming conventions to ease finding data for consortium members.

DEMOCRAT will share data via the project website https://www.democrat-horizon.eu as well as via the Open Access (OA) repository Zenodo (http://www.zenodo.org), which is the recommended repository by the EU OpenAIRE initiative, hosted at CERN. Zenodo is also our source for assigning a persistent Document Object Identifier (DOI) for each uploaded resource and hence enable consistent version tracking of any output A DEMOCRAT quality Zenodo profile has been created linked to the email address: info@democrat-horizon.eu with the user name DemocratHorizon. DEMOCRAT will also use other open access means as Social Science Open Access Repository (SSOAR), researchgate, academia.edu among other to publish the project finding.

In the Agora, shareable results (analysed data) will be published with a link to the file or data set included in the resources repository of e-print and its public identifier in Zenodo.

2.1.1. File naming conventions

All files will be identified with a code starting by "DEMOCRAT". Deliverables furthermore contain a "D" followed by the deliverable number, the title, and date using the coding DD_MM_YYYY (see example in the following table). Deliverables that have been submitted to the EC are marked by a "submitted" keyword. All elements are separated with underscore.

Working papers will be identified with a code starting by DEMOCRAT followed by WP, the number of the WP in accordance its publication, the month and year (MM_YYYY), and its title (see following table). All elements are separated with underscore.

The coding of DEMOCRAT's presentations at external conferences is as follows: DEMOCRAT followed by the abbreviation CPres, the number of the conference presentation as published, the month and year (MM_YYYY), the abbreviated conference name, the author's surname and the title of the presentation. All elements are separated with an underscore.

The coding of DEMOCRAT's workshop presentations is done using DEMOCRAT followed by the abbreviation WSPres, the number of the workshop presentation as published, the month and year (MM_YYYY), the title of the workshop, the author's surname, and the title of the presentation. All elements are separated with an underscore.

Presentations at DEMOCRAT's conferences will be identified by a code starting with DEMOCRAT followed by OCPres, the number of the presentation as published, the month and year (MM_YYYY), the title of the conference, the author's surname, and its title. All elements are separated with an underscore.

Media productions will be identified by a code starting with DEMOCRAT" followed MP (mediaproduction), the number of the MP as published, the type of media production such as videointerview, podcast, videospeech, video, its title, and the month and year of its production.

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BLOGS will be identified by a code starting with DEMOCRAT followed by bloq, the number of the bloq as published, the month and year of its publication and its title (see following table) and. All elements are separated with an underscore.

DATA TYPE	CODE/Name	Example
Deliverable	DEMOCRAT_deliverable_number_deliverable title_date_info on submission	DEMOCRAT_D.2.1._ConceptualFramework_ 31/August/2023_submitted
Working Paper	DEMOCRAT_working paper_number of WP _Month-Year_title	DEMOCRAT_WP_01_2023_Conceptual Framework.
Own_Presentation at conferences	DEMOCRAT_Conference_presentations_Number of presentation_Year_Name of Conference_Surname of Author_title	DEMOCRAT-OPres_01_2023_ECPR-Conference_Smith_Competence Framework
Workshop presentations	DEMOCRAT_Workshop_presentations_Number of presentation_Year_Name of Workshop_Surname of Author_title	DEMOCRAT-WSPres_01_2023_1st-Transnational Workshop_Smith_ Competence Framework
DEMOCRAT's conference presentations	DEMOCRAT_Own_Conference_presentations_ Number of presentation_Year_Name of Conference_Surname of Author_title	DEMOCRAT-CPres_01_2023_Tallinn Conference_Smith_Competence Framework
Media Production	DEMOCRAT_Mediaproduction_number of MP_Month.Year_Title-Type of Media production	DEMOCRAT_MP_01_2023_Democray_in-_schools_Video-Interview
Blogs	DEMOCRAT_Bloq_number of bloq_Month_year_Title	DEMOCRAT_bloq_01_2023_ Embracing_ the_Digital_in_Democratic_Citizenship _Education

2.1.2. Stakeholders database

Finally, the project will collect e-mail addresses and contact information at several points during its execution at national and transnational level, e.g. through the LLs activities. The stakeholder database is divided into national and transnational sections. The data for the national sections will be collected and managed by the national partners, while the collection and management of the transnational data will be the responsibility of the project coordinator. Contact information will be stored in password protected XLS files containing a minimal number of fields. Using a minimal set of shared contact fields is important in order to accomplish the guideline to collect a minimum of data. This information will not be made public.

2.2. Making data accessible

DEMOCRAT will produce public deliverables as foreseen in the Grant Agreement, other products such as working papers, media productions and blogs, but also non-public confidential products.

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Public deliverables will be accessible through EC services such as Cordis but also through the project website (www.democrat-horizon.eu), the Agora's and the DEMOCRAT's account at Zenodo (http://www.zenodo.org). Deliverables will be published in Zenodo and the project website will include the DOI – for improved data preservation.

In addition, DEMOCRAT will produce other publicly accessible outputs such as Working papers, DEMOCRAT's presentations at external conferences, Presentations at DEMOCRAT's conferences, workshop presentations, media productions and blogs. These products will be published at the project website, on the Agora's and through the DEMOCRAT's account at Zenodo (http://www.zenodo.org). Deliverables will be published in Zenodo and project website will include the DOI – for enhanced data preservation.

In Section 2.1 explains how our deliverables and outputs are given an identifier –making the data not only findable but also accessible. Zenodo assigns publicly available uploads a Digital Object Identifier (DOI) to make the upload easily, persistently identifiable and uniquely citeable.

Not all data will be openly accessible either within the consortium or beyond. The outputs produced using personal data generated in the LLs, LPPS and the Agora such as raw data from the LPPS, non-pseudonymised transcripts, audios of semi-structured interviews and focus groups will only be accessible by the national research team. They will not be shared not even with the consortium partners, except with those partners who really need them to fulfil their tasks as defined in the grant agreement. To access to the data, the researcher has to be designated by the data controller of the LLs or the LPPs. Data will only be exchanged among the consortium partner in a anonymised form, i.e. the anonymised minutes of the national workshop or the anonymised transcript of interviews or focus group discussions.

Access to the dataset for the statistical analysis and the gender bias, as well as the anonymised data of the fake news experience will be open to all consortium partners and the wider audience, as they will use publicly available and/or anonymised data.

2.3. Making data interoperable

Data is made interoperable primarily through the use of the metadata vocabularies of Zenodo. Metadata use a formal, accessible, shared, and widely applicable language for knowledge representation. Zenodo ensures that data is interoperable. Zenodo uses JSON Schema as an internal representation of metadata and provides export to other popular formats such as Dublin Core or MARCXML. (Meta)data use vocabularies that follow FAIR principles. For certain terms we refer to open, external vocabularies, e.g.: license (Open Definition), funders (FundRef) and grants (OpenAIRE). Each referenced external piece of metadata is qualified by a resolvable URL.

2.4. Increase data re-use

In accordance with good scientific practice the process of data analysis will be documented in the methodology section of relevant outputs, i.e., deliverables, working papers, media productions, peer-reviewed articles, conference presentations, etc,. This will include variable definitions, units of measurement etc. The provenance of all data will be thoroughly documented using the appropriate standards and reported in the relevant deliverables and outputs.

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Zenodo will promotes data re-use in the following ways:

- (Meta)data are richly described with a varietyy of accurate and relevant attributes. Each record contains as a minimum the DataCite's mandatory terms, with the optional addition of DataCite recommended terms and Zenodo's enrichments.
- (Meta)data are released with a clear and accessible data usage licence. A licence is one of the mandatory terms in Zenodo's metadata and refers to an Open Definition license. DEMOCRAT will use the CC-BY-NC-SA license (Attribution-Non-Commercial-Share Alike 4.0 International).
- Data downloaded by the users is subject to the licence, which is specified in the metadata by the uploader.
- (Meta)data are associated with detailed provenance. All uploaded data and metadata is traceable to a registered Zenodo user. Metadata can optionally describe the original authors of the published work.
- (Meta)data conforms to domain-relevant community standards. Although Zenodo is not a domain-specific repository, by adhering to DataCite's Metadata Schema, metadata conforms to one of the most comprehensive cross-domain standards available.

In addition, DEMOCRAT will use other repositories such as the SSOAR (Social Science Open Access Repository), built and maintained at GESIS – Leibniz Institute for the Social Sciences. SSOAR is OpenAIRE-compliant and EU-funding publications will be indexed there too, showing their funding number for easy reference.

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3. Other research outputs

Other research outputs that may be generated or re-used throughout the project such as peer reviewed articles published in scientific journals, grew material as articles published in non-academic journals, presentation at workshops, seminars and other events not organised by DEMOCRAT among others.

As these are also project outputs, the FAIR data standards will provide the relevant management framework. These other project t outputs will be findable as they will be assigned a persistent identifier, given keywords, assigned metadata, will follow file naming conventions (for consortium members). They will also be accessible as they will be uploaded to various websites/ repositories including the DEMOCRATs website as well as the Zenodo repository and other available repository whilst being available through Cordis. Videos will be additionally uploaded to a DEMOCRAT channel on video provider such as Youtube or Vimeo and assigned relevant keywords. The re-use of these resources will be encouraged through the assignment of metadata.

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4. Allocation of resources

Although the direct costs associated to the mechanisms described for making the data FAIR and preserving it for the long term are not substantial, we will detail these in the following section. The person/month resources budgeted in the project include the staff effort required for making data FAIR and guaranteeing data security.

- 5.000 € has been budgeted for contracting the virtual server that hosts DEMOCRAT's website, its internal document repository and the Agora using NextCloud sharing application for the duration of the project. This hosting will be kept at least for 5 years after the end of the project with the project website. For more technical information see section 5. Data security.

UB, as project coordinator, is the responsibility overall coordination and supervision of the DMP. All partners in the DEMOCRATs Consortium will follow these management guidelines and each partner responsible for LLS, Lpps and Agoras will be responsible, as data controllers, for ensuring that all personal data collection and processing is carried out according to EU and national legislation (see further details in section 5. Data security). Also, the responsible to carry out the other tasks mentioned in the section 1, which involve the collection and management of data, will be responsible for controlling that no personal data is used or duly anonymised.

For the long-term preservation of datasets and publications, we will use the Open Access (OA) repository Zenodo (see 2.1 Making data findable), the recommended repository by the EU OpenAIRE initiative, hosted at CERN, which is free of charge. The retention period currently corresponds to the lifetime of the repository defined by the lifetime of the host laboratory CERN, which currently has an experimental programme planned until at least 2043.

5. Data security

The following provisions are in place to ensure that data collected during the project will be kept secure and protected from unauthorized access:

- The Nextcloud solution is open source and has been audited by the NCC Group. The audit against the control Clause 14 of ISO27001 'Security in Development and Support processes' was done in 2016 and can be downloaded from the Nextcloud site (https://nextcloud.com/secure/). As Nextcloud is an on-premise service, Nextcloud GmbH has at no time access to the data stored on the server. Nextcloud also provides event logging, backup tools, fine-grained access control to files via groups, and the secure sharing of links by using passwords and expiration dates. Nextcloud uses industry standard SSL/TLS encryption for data in transit.
- DEMOCRAT used different platforms:
  - DEMOCRAT website is administrated by IPA and hosted at Gráfium Kft., Hungary. The data security is assured by the following means: Imunify360 Malware Protection; KernelCare Kernel Security; CSF, CageFS Hacker Protection; IP Blacklist Protection; HTTP/3; Let's Encrypt SSL and RAID Protected Redundant Servers.
  - The Agora platform (national and transnational) is administrated by FOGGS. The data are stored at Nextcloud. For the included services separate clouds at different hosting providers are used, each with distinct login credentials. All host are located in Europe :
    - Reclaim Hosting:

https://reclaim.cloud/ Server Location: Frankfurt
Privacy Policy: https://www.reclaimhosting.com/privacy-policy/
Code of Conduct: https://www.reclaimhosting.com/code-of-conduct/
Secure administration logins provided with 2FA available. Data processing is performed in accordance with GDPR. Policies exist prohibiting harassment and hate speech. Client manages server security (eg., firewall) and backup.

- Agora: https://agora.democrat-horizon.eu
- Blogs: https://blogs.democrat-horizon.eu

- Vultr
  https://www.vultr.com/ Server Location: Frankfurt
  Privacy Policy : https://www.vultr.com/legal/privacy/
  GDPR notice : https://www.vultr.com/legal/international-privacy/
  Acceptable Use: https://www.vultr.com/legal/tos/#tos_10
  Secure administration logins provided with 2FA available. Data processing is performed in accordance with GDPR. Policies exist prohibiting some types of applications, specifically: mail servers. Client manages server security (eg., firewall) and backup.
  - Nextcloud: https://nextcloud.democrat-horizon.eu
- Hetzner
  https://www.hetzner.com Server Location: Nuremburg
  Privacy Policy: https://www.hetzner.com/legal/privacy-policy
  System Policies: https://www.hetzner.com/legal/system-policies
  - OnlyOffice: https://oo.democrat-horizon.eu
  - Discourse: https://discourse.democrat-horizon.eu
  - PeerTube: https://peertube.downes.ca (temporary URL)

All sites are certified with secure protocols (SSL) that ensure encryption mechanisms to allow the secure transmission of data over the network. Online surveys data will be kept in the server until 4 months maximum after the end of the corresponding survey closing date. After this period, data will be deleted from the server.

- Personal data collected by the LLs, LPPs and the Agora's including i.e. recordings of workshops, focus group discussion, individual interviews (MP3 or MP4 files) and their transcriptions will be stored by their data controller in secure folders on their institutional servers. The secure folders will be encrypted, so that even if the folder files are accessed by others. Their content will be protected. The responsible partners will ensure that the audio and video recordings are erased from recording devices once they have been saved on the secure storage (within 48 hours' time after the interview/focus group has taken place). They will also ensure that files are erased from download and trash folders. Personal data and contact details of interviewees and participants in other project activities will be kept in separated password-protected files.
- **Summaries** of various Living Lab activities containing only pseudonymised, data, can be shared with consortium partners via the project repository on NextCloud.
- **Contact data of participants** in LLs activities, conferences and other dissemination activities will be included in the stakeholder database. The data collected by LLL and national dissemination events will be stored by their data controller in secure folders on their institutional servers. The data collected by TLL and transnational dissemination events, i.e. conferences, will be stored by the project coordinator on its institutional servers.

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- Video interviews with experts, practitioners and stakeholders, and other Media material produced by the project itself will be stored on DEMOCRATS Nextcloud platform. Interview partners will have signed corresponding informed consent forms, that authorise Democrat to make use of the material for dissemination purposes using their name, surname and affiliation to an organisation.

Open Access research data in anonymised form, public deliverables, working papers, conference presentations, scientific publications and the pre-print version of scientific articles will be stored for long term preservation in the OA repository Zenodo (http://www.zenodo.org) that is safely stored in CERN Data Center.

Zenodo preserves the longevity of the data in the following ways:

- Versions: Data files are versioned. Records are not versioned. The uploaded data is archived as a Submission Information Package. Derivatives of data files are generated, but original content is never modified. Records can be retracted from public view; however, the data files and record are preserved.
- Replicas: All data files are stored in CERN Data Centres, primarily Geneva, with replicas in Budapest. Data files are kept in multiple replicas in a distributed file system, which is backed up to tape on a nightly basis.
- Retention period: Items will be retained for the lifetime of the repository. This is currently the lifetime of the host laboratory CERN, which currently has an experimental programme defined for the next 20 years at least.
- Functional preservation: Zenodo makes no promises of usability and understandability of deposited objects over time.
- File preservation: Data files and metadata are backed up nightly and replicated into multiple copies in the online system.
- Fixity and authenticity: All data files are stored along with a MD5 checksum of the file content. Files are regularly checked against their checksums to assure that file content remains constant.
- Succession plans: In case of closure of the repository, best efforts will be made to integrate all content into suitable alternative institutional and/or subject based repositories (https://about.zenodo.org/policies/)

It also guarantees the security of the data in the following ways:

- CERN Data Centre: The data centres are located on CERN premises and all physical access is restricted to a limited number of staff with appropriate training and who have been granted access in line with their professional duties (e.g. Zenodo staff do not have physical access to the CERN Data Centre).
- Servers: Our servers are managed according to the CERN Security Baseline for Servers, meaning e.g., remote access to our servers are restricted to Zenodo staff with appropriate training, and the operating system and installed applications are kept updated with latest security patches via our automatic configuration management system Puppet.

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- Network: CERN Security Team runs both host and network-based intrusion detection systems and monitors the traffic flow, pattern and contents into and out of CERN networks in order to detect attacks. All access to zenodo.org happens over HTTPS, except for static documentation pages which are hosted on GitHub Pages.

- Data: Zenodo stores user passwords using strong cryptographic password hashing algorithms (currently PBKDF2+SHA512). Users' access tokens to GitHub and ORCID are stored encrypted and can only be decrypted with the application's secret key.

- Application: They employ a suite of techniques to protect sessions from being stolen by an attacker when logged in and run vulnerability scans against the application.

- Staff: CERN staff with access to user data operate under CERN Operational Circular no. 5, meaning among other things that

- staff should not exchange among themselves information acquired unless it is expressly required for the execution of their duties.

- access to user data must always be consistent with the professional duties and only permitted for resolution of problems, detection of security issues, monitoring of resources and similar.

- staff are liable for damage resulting from any infringement and can have access withdrawn and/or be subject to disciplinary or legal proceedings depending on seriousness of the infringement. (https://about.zenodo.org/infrastructure/)

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6. Ethics

As stated in the grant agreement: Ethics forms a Work package by its own of DEMOCRAT project as it research involved handling personal data and working with minors. DEMOCRAT will use several methodologies, which imply ethical issues:

a) Living Lab (LLab) methodology enriched with interviews and online consultation processes. It is based on voluntary participation without applying specific selection criteria except that participants work as an expert or practitioner in the field of education for democracy or adjacent fields, or to be interested in the issue. If the data and opinions used to develop the project outcomes are not duly anonymised or have the informed consent of the participants, the activity could affect their personal rights.

b) Demonstration activities (Local Pilot Projects LPPs): DEMOCRACT intends to carry out several local educational initiatives, which will involve teachers, educators, monitors and learners. Without their informed consent or their legal representative to participate voluntarily in these initiatives, the project would affect their personal rights. In this research and innovation area special attention will be paid to protect the child rights.

c) Learning Outcome Assessment: Learning demonstration activities include assessments of learning outcomes taking in consideration the socio-economic background of the learners. Without duly anonymisation of the data obtained, the project would violate the rights of personal data protection. In this research and innovation area special attention will be paid to protect the child rights.

d) Analysing European and other statistical data sets: DEMOCRAT will use data from the data sets of European surveys, which are still anonymised, so there are no ethical risks. Using other data sets requires form the providers its duly anonymisation. Before its use, Democrat will revise the correct anonymisation.

e) Own Surveys (competence assessment): DEMOCRAT will carry out surveys on the use of fake news, which include information of the socio-economic background and education level of the respondent. If these data were not duly anonymised, DEMOCRAT would violate the right of personal data protection. In this research and innovation area special attention will be paid to protect the child rights.

f) Fake news experience: DEMOCRAT will analyse the data of a private learning platform, which include information of the socio-economic background and education level of its users. If these data will not duly be anonymised for its exploitation, DEMOCRAT would violate the right of personal data protection.

g) AGORA: It is a set of services to facilitate participation and engagement in the project development. It will have 6 language-based Agoras linked to the LLs and one transnational one. It will provide access to content, people and resources. It can be used for document preservation, curation, and as a repository. But first and foremost, it will be a way to working together and creating resources. It is a tool for sharing and collaborating with others. By working together, with the education communities, series of contents will be created, for which the registered individual members will have the authorship. The administrators of the Agora – especially the project coordinator – will have the right to delete contents if they violate human rights, minority right and principles of democracy as defined by the project.

In the following, we will expose first the general ethic principles guiding DEMOCRAT and their application. The issue of data protection will be treated only generally as it was discussed in detail in the first section. Then we go in depth to the ethical principles to be applied to minor. However, DEMOCRAT consider that these

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principles should be applied to all participants in its research and social innovation process, but the explanation will focus on minors as they a particularly vulnerable.

6.1. General Ethics Principles and their application

6.1.1. General ethic principles

The DEMOCRAT project will be carried out in compliance with the ethical standards of Horizon Europe and the principles of research integrity contained in Article 19- Regulation (EU) 2021/ 695 establishing Horizon Europe. DEMOCRAT will comply with ethical principles and relevant Union, national and international legislation, including the Charter of Fundamental Rights of the European Union and the European Convention on Human rights and its Supplementary Protocols. Guiding principles for the work to be conducted are:

- the principle of proportionality
- the right to privacy
- the right to the protection of personal data
- the right to the physical and mental integrity of a person
- the right to non-discrimination
- the need to ensure protection of the environment
- the need to ensure high levels of human health protection
- the right to be informed about the aims, methodology and use of results of the project

DEMOCRAT will be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles. All DEMOCRAT partners commit to and ensure the basic respect of EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights including the rights of minorities), regardless of the country in which the project is carried out.

The ethical principles detailed in the UNESCO Code of Conduct on social science research and the European Code of Conduct for Research Integrity will serve as guides when addressing ethical issues, with particular attention to Article 19 Regulation (EU) 2021/695 establishing Horizon Europe - rights to privacy, protection of personal data, physical and mental integrity of a person, and non-discrimination in all research. As some of DEMOCRAT's activities involve minors, the project will rely on the philosophy of the Ethic research involving children (ERIC - https://childethics.com for more details see next sub-section).

EU legislation regulating ethical principles in research and the use of personal data that the DEMOCRAT consortium has considered includes:

- The Charter of Fundamental Rights of the 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;
- Directive 2009/136/EC of the European Parliament and of the Council of 25 November 2009 amending Directive 2002/22/EC on universal service and users' rights relating to electronic communications networks and services;
- Directive 2002/58/EC of the European Parliament and of the Council of 12 July 2002 concerning the processing of personal data and the protection of privacy in the electronic communications sector (Directive on privacy and electronic communications);

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- Directive 2006/24/EC of 15 March 2006 on the retention of data generated or processed in connection with the provision of publicly available electronic communications services or of public communications networks.

At the Spanish level, the following legislation on data protection is added, as the project coordinator is a Spanish organisation:

- Organic Law 3/2018, of 5 December, on the Protection of Personal Data and the Personal Data Protection and Guarantee of Digital Rights [Ley Orgánica 3/2018 de 5 de diciembre de Protección de Datos Personales y garantía de los derechos digitales] (https://boe.es/buscar/pdf/2018/BOE-A-2018-16673-consolidado.pdf)
- Organic Law 2/2023, of March 22, of the University System (LOSU) (https://www.boe.es/eli/es/lo/2023/03/22/2/con)
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and the free movement of such data and repealing Directive 95/46 / EC (Regulation general of data protection).

All other partners, which are carrying out LL activities, LLPs and coordinate national or transnational Agoras, are applying their national legislation.

6.1.2. Informed consent and participants' rights

DEMOCRAT will select the most appropriate instruments both in terms of the objectives of the research tasks and the (minimal) burden for the participants in all research, ensuring data privacy. All matters related to the dignity of participants will be monitored throughout the project. Throughout the duration of the project specific attention will be paid to involving the participants in a way that maintains security, privacy and confidentiality and respects the common values of autonomy, independence, beneficence, nonmaleficence and justice.

Voluntary participation in this research means to be informed about the objectives of the research and its implication and to give the written consent following the indication of the Art 7 of the GRDP. For such informed Consent, DEMOCART will use written forms, for signing, based on guidance as provided in relevant EC documentation to get consent from the participants to quote their answers for data collection purposes (see Annex 2). The forms will be accompanied by information sheets including a description of the aims, methods and implications of the activity. All informed consent forms and information sheets referred will be provided in a language and in terms fully understandable to the reader, especially children, where necessary (e.g., in the case of illiteracy or visual impairment) the text of the consent form will be read out loud by the project member. The forms will include the right of participants to:

- Know that participation is voluntary.
- Ask questions and receive understandable answers before making a decision.
- Know the degree of risk and burden involved in participation.
- Know who will benefit from participation.
- Withdraw themselves and their data from the project at any time.
- Know how their data will be collected, protected during the project and destroyed at the end.

Moreover, in all cases defined by law, copies of approvals or notifications by the competent local/ national authorities will be gathered prior to the process of collecting any personal data. When applying for approval or notification from the competent local/ national Ethics Committees/ authority, clear and detailed

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information will be provided on the source of the personal data to be used, detailed information will be provided on the procedures that will be used for the recruitment of participants (e.g., number of participants, inclusion/ exclusion criteria, direct/ indirect incentives for participation, the risks and benefits for the participants, etc.) and the nature of the material that will be collected.

6.1.3. Data Protection

The ethical principle of non-maleficence obligates researchers to ensure that participants are not harmed or compromised through the dissemination of findings. Generally, this means that researchers take care to ensure that participants – individuals and organisation - will be not identifiable in research reports, presentations, or other means of disseminating findings. Strategies commonly used to help maintain anonymity include removing identifying information from reports, changing the name of communities, omitting participants' names, and using pseudonyms.

DEMOCRAT will follow privacy by design principles from the beginning of all work, following the strict application of the EU General Data Protection Regulations (GDPR) on data protection and privacy. These regulations will be DEMOCRAT's guide for the design of all its work. The legitimacy of data collection and processing within the scope and activities of DEMOCRAT will be highly respected. All participants who agree to participate will be provided with an information sheet describing their privacy and data protection rights along with a brief description of the project activities. They will also be informed about which information is being collected and how this information will be used, processed and stored along with the respective retention periods. Data gathered will be anonymised, and securely stored in conjunction with the guidelines described herein. In addition, DEMOCRAT will follow the Conditions on Data Erasure (article 17) and Privacy by Design (article 23) of the GPPR and the Right to be Forgotten.

All that being said, while anonymity is the norm, it is also important to acknowledge that in some contexts participants - adults, children and organisations - want to be identified in relation to the research and this should be considered if it does not pose any threat to them and/or provides recognition of their involvement. For more details on the data protection see section 1.

6.2. Ethical principles and application concerning research with minors

6.2.1. Ethic principles working with minors

As DEMOCRAT's activities involve minors, the project will rely on the philosophy of the Ethic research involving children (ERIC - https://childethics.com for more details see next sub-section) following also the indication of the GRDP.

The International Charter for Ethical Research Involving Children established the following principles:

1. Ethics in research involving children is everyone's responsibility.
2. Respecting the dignity of children is core to ethical research.
3. Research involving children must be just and equitable.
4. Ethical research benefits children.
5. Children should never be harmed by their participation in research.
6. Research must always obtain children's informed and ongoing consent.
7. Ethical research requires ongoing reflection.

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These principles should not be applied only on minors, but also to adults participating in social research projects. But due to the vulnerability of children, Democrat will outline the application of the principles particularly to this collective. Undertaking research involving children is important taken them as active agents as DEMOCRAT exposed it in its Conceptual framework. Minors and also adults are considered as active participants to the social innovation process.

Ethical research demands that researchers continually reflect on their practice, well beyond any formal ethical review requirements. It requires ongoing attention to the assumptions, values, beliefs and practices that influence the research process and impact on children, but also adults.

ERIC Ethical Guidance handled the ethic issue working with minors in research in four sections. DEMOCRAT will follow this recommendation:

6.2.2. Harms and Benefits

Ethical research is underpinned by the principles of justice, beneficence and non-maleficence, essentially seeking to ensure that the research activity brings about good and does no harm. Applying this principle to the work with minors implies:

- No minor should be discriminated against on the basis of their sex, race, religion, abilities, or any other social or political characteristics, in terms of their participation in research (Article 2).
- Researchers, research organisations and governments have a responsibility to do what is best for minors and make sure that all minors are protected (Article 3).
- Minors have the right to protection from research that is exploitative, harms them or is bad for their health, education or development (Articles 6, 19, 32 and 36).
- Researchers have a responsibility to ensure minors have access to advice and support if they are adversely impacted by issues raised in the course of the research process (Article 39).
- Research should honour minors' right to express their opinions, by talking, drawing, writing or in any other ways. Researchers have a responsibility to listen and take minors' views seriously (Articles 12 and 13).
- Being involved in research has a formative value and therefore should help minors use and develop their talents and abilities. (Articles 5, 6, 12 and 13).
- All minors have the right to be protected from being hurt and mistreated, in body or mind, throughout the research process (Article 19).
- Minors are not allowed to be punished in research (Article 37).

6.2.3. Informed Consent

According to ERIC (Ethical Research Involving Children), seeking informed consent from children and young people (as well as from their parent/carer and teachers) is central to an ethical, children's rights approach to research as it is outlined in the Art.8 of the GRDP. Informed consent signals respect for children's dignity, their capability to express their views and their right to have these heard in matters that affect them.

Informed consent involves several important aspects:

- Children must have an understanding of the research and their participation within it;
- Consent should be an explicit agreement (typically involving the researchers(s), the child, their parents/carers and sometimes their institution / community leaders);

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- Children's consent must be given voluntarily (and without coercion); and
- Consent could be retracted, so that children or their guardians can withdraw at any stage of the research process.

In other words, informed consents must not be obtained only from the adults (Teachers and guardians of the minors but also from the children themselves.

Informed consent is an explicit agreement that requires participants to be informed about, and have an understanding of, the research. In essence, then, informed consent can be understood as comprising two parts: an informing part and a consenting part (Mayne, Howitt & Rennie, 2016)[1]

Informing:

The informing aspect reminds of the educative nature of the informed consent process. It is about providing children with enough clear and appropriate information (taking into account age, ability and context) so that they can make an informed decision about whether or not to take part. This 'informed' aspect is underpinned by children's right to 'seek, receive and impart information' (UNCRC Article 13).[2] Ideally, the 'informing' process also offers opportunities to ask questions and discuss concerns; it opens up dialogue about the research, and what participation might involve, that can continue throughout the research process.

Children need to be informed about a range of concepts related to the research process. Some are common to most projects, such as

- what "research" means,
- the privacy, confidentiality and anonymity aspects,
- the voluntary nature of their consent,
- how consent can be renegotiated.

Children will also need project-specific information, such as:

- What are the Living Labs, what competence assessment entails, what will happen during the local pilot and what is the research about?
- What does their participation involve (methods, duration…)?
- Are there any benefits or risks related to taking part?
- Other practical Living Lab details (such as dates, location etc.)

For this reason, before asking the minors to sign a consent form, you need to provide all this information in a language register that they understand. You need to check their understanding and also make sure they ask questions if something is not clear.

[1] Mayne, F., Howitt, C., & Rennie, L. (2016). Meaningful informed consent with young children: Looking forward through an interactive narrative approach. Early Child Development and Care, 186(5), pp. 673-687.

[2] Lundy, L., McEvoy, L., & Byrne, B. (2011). Working with young children as co-researchers: An approach informed by the United Nations Convention on the Rights of the Child. *Early education & development*, 22(5), 714-736.

Lundy, L., & McEvoy, L. (2012). Childhood, the United Nations Convention on the Rights of the Child, and Research: What Constitutes a'Rights-Based'Approach?. In *Law and Childhood Studies:* Current Legal Issues Volume 14 (pp. 75-91).

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Consenting

Consenting to research participation is an **explicit act of agreement** that begins at the start of the research process. It is underpinned by children's right to have their perspectives heard in 'matters that affect them' (UNCRC Article 12). Initial consent from children can involve a signature, but may also involve a fingerprint, circling an 'emoji', adding a sticker, or ticking an appropriate box, or another approach suited to their communication abilities and the research methods of the study. Consideration should be given to environmental and relational pressures that might influence children's decisions regarding participation (in schools, in families, in communities etc.). Children should also be informed of their **right to dissent**, both initially and at any time throughout the research process. **They may require support to voice their dissent and researchers need to remain attuned to body language and other non-verbal cues** (Bourke & Loveridge, 2014)[3].

It is important to remember that children's understanding of research, and their participation within it, will evolve as a study progresses. Revisiting aspects of informed consent towards the end of a study, may be more ethical and respectful of children's rights than relying on initial responses.

The forms will be accompanied by information sheets written including a description of the aims, methods and implications of the activity. All informed consent forms and information sheets referred will be provided in a plain language and in terms fully understandable to the children and other readers, where necessary (e.g., in the case of illiteracy or visual impairment) the text of the consent form will be read out loud by the project member.

6.2.4. Payments and compensations

DEMOCRAT is based on voluntary participation of teachers, parents, stakeholders and pupils. No payments are previewed but compensation i.e. in form of invitation to transnational workshops.

The compensation should be guided by the following principles:

- No child should be discriminated against on the basis of their sex, race, religion, abilities, or any other social or political characteristics, in terms of their participation in research (Article 2).
- Researchers, research organisations and governments have a responsibility to do what is best for children and make sure that all children are protected (Article 3).

Applying these principles means:

- Ensure that any compensation is not used to unduly bribe, coerce or pressure children or parents to participate in research, or influence the nature of their responses.
- Take social and cultural contexts into account and consult locally about compensation and other forms of reciprocity in research.
- Be aware of the possibility of pre-existing expectations regarding research participation and the risk of associated disappointment, work to ensure that compensations does not directly raise unrealistic expectations.

[3] Bourke, R. & Loveridge, J. (2014). Exploring informed consent and dissent through children's participation in educational research. International Journal of Research & Method in Education, 37(2). pp. 151-165.

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6.2.5. Data Protection (Privacy and confidentiality)

The ethical principle of non-maleficence obligates researchers to ensure that participants are not harmed or compromised through the dissemination of findings. Therefore, DEMOCRAT will take care to ensure that participants and their schools or communities will be not identifiable in research reports, presentations, or other means of disseminating findings. All that being said, while anonymity is the norm, it is also important to acknowledge that in some contexts participants, adults and children, want to be identified in relation to the research and this should be considered if it does not pose any threat to them and/or provides recognition of their involvement. Under this perspective:

- Children have the right to privacy (Article 16).
- Children's best interests should be a primary consideration (Article 3).

The GRDP established that "*the processing of the personal data of a child shall be lawful where the child is at least 16 years old. Where the child is below the age of 16 years, such processing shall be lawful only if and to the extent that consent is given or authorised by the holder of parental responsibility over the child".* However, national regulation may establish a lower age, which should not be below 13 years.

In accordance with this legal disposition, DEMOCRAT will ask for informed consent of the guardian of the children below 16 years or established by the national regulations and the children themselves to process personal data only for project proposal, never for commercial proposal.

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7. Annex 1: Templates of informed consent

Templates for Informed Consent - Workshops

Templates for Informed Consent – Local Pilot Projects - Teachers, Educators and other adults

Templates for Informed Consent – Local Pilot Projects - Legal guardians of minors and minors

Template for informed consent - Competence Assessment - Legal guardians of minor and minor

Templates for Informed Consent - Qualitative Interviews

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7.1. Templates for Informed Consent - Workshops

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7.1.1. Plain Language Statement for Living Lab's Workshop

Thank you for expressing an interest in the project DEMOCRAT. This plain language statement (PLS) provides the key details on the project, including information on the project, its purpose, and the workshop's purpose.

What are the aims of the study?

This research project aims to explore Education for Democracy.

Who is carrying out the study?

DEMOCRAT is a research project running out of a consortium formed by 10 organisations (Partner names). The organisation carrying out the workshop is XXXXX. The Name and other details the contact person are can:

Workshop Contact Person	Organisation:
e-mail	telephone:
Town	Street

Who is funding the project?

The project is funded by the European Research programme H-Europe.

What does participation involve?

If you would like to be involved in the project, you will be invited to participate on the Living Lab workshop hold at (Date: DD/MM/Year) at (Direction) of the place or online through (Technology platform). It will be a one day workshop with around XX participants. This workshop shall be minuted, With your consent, at the beginning of the workshop some personal data will asked for (participant list). With your permission, photos will be shoot and some working session could be video-recorded.

How will this information be stored?

All data associated with the workshop will be stored on password protected folders, only accessible for researchers named by the organiser.

How will my anonymity and confidentiality be protected?

Names and identifiable features of participants will be removed from all minutes and therefore any subsequent publications. Photos/video All data associated with the project will be permanently deleted from the password protected folder three years after completion of the project. Confidentiality of information can only be protected within the limitations of the law. For example, it is possible for data to be subject to subpoena.

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If photos or videotapes will be used to present results, the participants will be asked again for informed consent.

How will be used the photos/video/sound recordings?

The captured photos/video/sound recordings will only be used internally for project purposes. If photos or videotapes will be used to present results, the participants will be asked for separate informed consent. Without this additional expressed informed consent photos/video/sound recordings will not be used for publications or minutes.

What happens if I change my mind about being involved?

As the workshop is exploring Education for Democracy and relevant subjects, there is no significant risk associated with participation in the project, nor will there be any specific benefits associated with participation. Participation is entirely voluntary and you can withdraw from the workshop at any point, by contacting either member of the research team, up until the beginning of the write up stage.

How will I find out about the results of the study?

Participants will be notified when the results of the study are published. Publications will be made available to participants.

Who can I contact if I have concerns about the study?

If participants have concerns about this study and wish to contact an independent person,

please contact:

Project Contact Person	Organisation:
e-mail	telephone:
Town	Street

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How will my personal data be used?

As explained above, only the researcher responsible for this project will have access to your data.

According to the EU's General Data Protection Regulation, you are informed that the contact details of the data controllers of this project are detailed in the Annex. The personal data collected will be used solely for the purpose of managing and executing this research project. You are entitled to access your data and to request rectification, erasure, objection, restriction and data portability. You have more information regarding the processing of your personal data in this project in the Annex.

Annex. Data processing of your personal data

The data Joint Controllers who are responsible for the processing of your personal data	• University of Barcelona: General Secretary. Gran Via de les Corts Catalanes, 585, 08007 Barcelona, secretaria.general@ub.edu • Contact references of all consortium partners
Kind of personal data we process and purposes	We may collect various categories of personal data relating to you, including: • Identification data (name, surname, contact details: email, telephone, address, etc). • Social and personal circumstances (contact details, recipients, gender, age, social context). • Labour data. • Special category data (Religious, philosophical or political convictions). The personal data collected of you are used to manage and execute this research project.
Lawful basis	The processing of your personal data will be done with your consent, which you may withdraw at any time.
Data storage period	Data will be kept for the time necessary to fulfil the purpose for which they were collected and to determine the possible responsibilities that could be derived.
Data security and confidentiality	We have taken technical and organisational security measures to prevent the destruction, loss, falsification, alteration, unauthorized access or disclosure of your personal data to third parties and any other unauthorised processing of these data. We have made every effort to ensure the confidentiality, integrity and availability of the information systems and services that process personal data. These measures include physical and operational security measures, access control, awareness raising and confidentiality clauses. All our employees and third parties engaged by us are obliged to respect the privacy and security of your data.
Recipients	The recipients of your personal data are the above-mentioned partners of the research project and those in charge of processing your data on behalf of the partners, if applicable. Your data will not be made public, nor transferred to third parties (outside the EU) unless there is a legal obligation to do so.
Rights	As a data subject, you have the following rights: The right of access enabling you to request a copy of the personal data we hold on you. The right of rectification entailing that you are able to request to correct your personal data in case it's inaccurate. The right to be forgotten entailing that you can request us to erase your personal data.

	The right to restrict processing entailing that you can request us to limit the processing of your personal data. The right to data portability enabling you to request to receive your data in a structured, commonly used and machine-readable format. The right to object to use your data if you have a valid reason and if we process your data on the basis of a legitimate interest. Please contact the above-mentioned controllers by explicitly specifying your request, if you wish to exercise your rights.
Data protection officers	If you consider that your rights were not attended well enough, you can contact with the data protection officers of the universities of CHARM-EU at the following addresses: • University of Barcelona's Data Protection Officer: protecciodedades@ub.edu, Gran Via de les Corts Catalanes, 585, 08007 Barcelona • Contact references of all consortium partners •
Supervisory Authorities	You can also lodge a complaint with the following data protection supervisory authorities: • University of Barcelona's data protection supervisory authority: Autoritat Catalana de Protecció de Dades (https://apdcat.gencat.cat/ca/inici) • Contact references of all partner countries •

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7.1.2. LLab's workshop Consent Form

I. Name of the participant

Name of the participant: XXX

II. Research Study Title: DEMOCRAT

Investigators: XXXXXXX

Project Funders:

III. Clarification of the purpose of the research

This research project aims to explore XXXXXX.

III. Confirmation of particular requirements as highlighted in the Plain Language Statement

Participant – please complete the following (Clicking Yes or No for each question)

	Yes	No
I have read the Plain Language Statement.		
I understand the information provided.		
I have had an opportunity to ask questions and discuss the project		
I have received satisfactory answers to all my questions.		
I am happy to take part in this research project.		
I agree to participate in the workshop.		
I agree that this workshop will be minuted		
I agree that photos can be shoot and that the workshop could be video-recorded		

IV. Confirmation that involvement in the Research Study is voluntary

I may withdraw from the Research Study at any point up until the write up stage of this study without any negative repercussions or penalty.

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V. Advice as to arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations.

Only the named researchers by the workshop organiser will have access to the data, photos/video/sound recordings, which will be stored securely in a password-protected folder. My identity and that of my place of work/institution will be protected and kept anonymous. Participants will not be identified in any write up of the research. I am aware that the confidentiality of information provided can only be protected within the limitations of the law. All information gathered will be safely and permanently disposed of three years after the completion of the project.

VII. Signature:

I have read and understood the information in this form. My questions and concerns have been answered by the researchers, and I have a copy of this consent form. Therefore, I consent:

	Yes	No
to take part in this research project		
that photos will be shoot and that the workshop could be video-recorded		

Signed:

Date:

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7.2. Templates for Informed Consent – Local Pilot Projects - Teachers, Educators and other adults

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7.2.1. Plain Language Statement for LPPs (Teachers, Educators and other adults)

Thank you for expressing an interest in the project DEMOCRAT. This plain language statement (PLS) provides the key details on the project, including information on the project, its purpose, and the workshop's purpose.

What are the aims of the study?

This research project aims to explore Education for Democracy.

Who is carrying out the study?

DEMOCRAT is a research project running out of a consortium formed by 10 organisations (Partner names). The organisation carrying out the LPPs is XXXXX. The Name and other details the contact person are can:

Workshop Contact Person	Organisation:
e-mail	telephone:
Town	Street

Who is funding the project?

The project is funded by the European Research programme H-Europe.

What does participation involve?

If you would like to be involved in the project, you will be invited to participate on the LPPs hold from (Date: DD/MM/Year) to (Date: DD/MM/Year) organised by (Name and Direction of the Leading Organisation of the LPP). With your consent, at the beginning of the LPP some personal data will asked for (participant list) With your permission, photos shall be shot to document activities and some activities could be video-recorded for research objectives.

How will this information be stored?

All data associated with the LPP will be stored on password protected folders, only accessible for researchers named by coordinating research organisation.

How will my anonymity and confidentiality be protected?

Names and identifiable features of participants will be removed from all documents and therefore any subsequent publications. All data associated with the project will be permanently deleted from the password protected folder three years after completion of the project. Confidentiality of information can only be protected within the limitations of the law. For example, it is possible for data to be subject to subpoena.

If photos or videotapes will be used to present results, the participants will be asked again for informed consent.

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How will be used the photos/video/sound recordings?

The captured photos/video/sound recordings will only be used internally for project purposes. If photos or videotapes will be used to present results, the participants will be asked for separate informed consent. Without this additional expressed informed consent photos/video/sound recordings will not be used for publications or minutes.

What happens if I change my mind about being involved?

As the LPP is exploring Education for Democracy and relevant subjects, there is no significant risk associated with participation in the project, nor will there be any specific benefits associated with participation. Participation is entirely voluntary and you can withdraw from the workshop at any point, by contacting either member of the research team, up until the beginning of the write up stage.

How will I find out about the results of the study?

Participants will be notified when the results of the study are published. Publications will be made available to participants.

Who can I contact if I have concerns about the study?

If participants have concerns about this study and wish to contact an independent person,

please contact:

Project Contact Person	Organisation:
e-mail	telephone:
Town	Street

How will my personal data be used?

As explained above, only the researcher responsible for this project will have access to your data.

According to the EU's General Data Protection Regulation, you are informed that the contact details of the data controllers of this project are detailed in the Annex. The personal data collected will be used solely for the purpose of managing and executing this research project. You are entitled to access your data and to request rectification, erasure, objection, restriction and data portability. You have more information regarding the processing of your personal data in this project in the Annex.

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Annex. Data processing of your personal data

The data Joint Controllers who are responsible for the processing of your personal data	• University of Barcelona: General Secretary. Gran Via de les Corts Catalanes, 585, 08007 Barcelona, secretaria.general@ub.edu • Contact references of all consortium partners
Kind of personal data we process and purposes	We may collect various categories of personal data relating to you, including: • Identification data (name, surname, contact details: email, telephone, address, etc). • Social and personal circumstances (contact details, recipients, gender, age, social context). • Labour data. • Special category data (Religious, philosophical or political convictions). The personal data collected of you are used to manage and execute this research project.
Lawful basis	The processing of your personal data will be done with your consent, which you may withdraw at any time.
Data storage period	Data will be kept for the time necessary to fulfil the purpose for which they were collected and to determine the possible responsibilities that could be derived.
Data security and confidentiality	We have taken technical and organisational security measures to prevent the destruction, loss, falsification, alteration, unauthorized access or disclosure of your personal data to third parties and any other unauthorised processing of these data. We have made every effort to ensure the confidentiality, integrity and availability of the information systems and services that process personal data. These measures include physical and operational security measures, access control, awareness raising and confidentiality clauses. All our employees and third parties engaged by us are obliged to respect the privacy and security of your data.
Recipients	The recipients of your personal data are the above-mentioned partners of the research project and those in charge of processing your data on behalf of the partners, if applicable. Your data will not be made public, nor transferred to third parties (outside the EU) unless there is a legal obligation to do so.
Rights	As a data subject, you have the following rights: The right of access enabling you to request a copy of the personal data we hold on you. The right of rectification entailing that you are able to request to correct your personal data in case it's inaccurate. The right to be forgotten entailing that you can request us to erase your personal data. The right to restrict processing entailing that you can request us to limit the processing of your personal data. The right to data portability enabling you to request to receive your data in a structured, commonly used and machine-readable format. The right to object to use your data if you have a valid reason and if we process your data on the basis of a legitimate interest. Please contact the above-mentioned controllers by explicitly specifying your request, if you wish to exercise your rights.

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Data protection officers	If you consider that your rights were not attended well enough, you can contact with the data protection officers of the universities of CHARM-EU at the following addresses: • University of Barcelona's Data Protection Officer: protecciodedades@ub.edu, Gran Via de les Corts Catalanes, 585, 08007 Barcelona • Contact references of all consortium partners •
Supervisory Authorities	You can also lodge a complaint with the following data protection supervisory authorities: • University of Barcelona's data protection supervisory authority: Autoritat Catalana de Protecció de Dades (https://apdcat.gencat.cat/ca/inici) • Contact references of all partner countries •

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7.2.2. LPPs' Consent Form (Teachers, Educators and other adults)

I. Name of the participant

Name of the participant: XXXXXXXXX

II. Research Study Title: ' DEMOCRAT

Competences Assessment coordinating research organisation: XXXXXXX

Responsible researcher: XXXXXXX

LLP coordinating organisation: XXXXXXX

Contact Person: XXXXXXX

Project Funders: The project is funded by the European Research programme H-Europe

III. Clarification of the purpose of the research

This research project aims to explore XXXXXX.

IV. Confirmation of particular requirements as highlighted in the Plain Language Statement

Participant – please complete the following (Clicking Yes or No for each question)

	Yes	No
I have read the Plain Language Statement.		
I understand the information provided.		
I have had an opportunity to ask questions and discuss the project		
I have received satisfactory answers to all my questions.		
I am happy to take part in this research project.		
I agree to participate in the LPP.		
I agree that photos can be shoot and that the workshop could be video-recorded		

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V. Confirmation that involvement in the Research Study is voluntary

I may withdraw from the Research Study at any point up until the write up stage of this study without any negative repercussions or penalty.

VI. Advice as to arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations.

Only the researchers named by the LPP coordinating research organisation by the workshop organiser will have access to the data, photos/video/sound recordings, which will be stored securely in a password-protected folder. My identity and that of my institution will be protected and kept anonymous. Participants will not be identified in any write up of the research. I am aware that the confidentiality of information provided can only be protected within the limitations of the law. All information gathered will be safely and permanently disposed of three years after the completion of the project.

VII. Signature:

I have read and understood the information in this form. My questions and concerns have been answered by the researchers, and I have a copy of this consent form. Therefore, I consent

	Yes	No
to take part in this research project		
that photos will be shoot and that the workshop could be video-recorded		

Signed:

Date:

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7.3. Templates for Informed Consent – Local Pilot Projects - Legal guardians of minors and minors

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7.3.1. Plain Language Statement for LPPs - Legal guardians of minor and minor

Thank you for expressing an interest in the project DEMOCRAT. This plain language statement (PLS) provides the key details on the project, including information on the project, its purpose, and the workshop's purpose.

What are the aims of the study?

This research project aims to explore Education for Democracy.

Who is carrying out the study?

DEMOCRAT is a research project running out of a consortium formed by 10 organisations (Partner names). The organisation carrying out the LPPs is XXXXX. The Name and other details the contact person are can:

Workshop Contact Person	Organisation:
e-mail	telephone:
Town	Street

Who is funding the project?

The project is funded by the European Research programme H-Europe.

What does participation involve?

As the legal guardian of the minor (Name), You are asked for the consent that the child will be involved in the LLP hold from (Date: DD/MM/Year) to (Date: DD/MM/Year) organised by (Name and Direction of the Leading Organisation of the LPP). With your consent, at the beginning of the LLP some personal data will asked for (participant list) With your permission, photos shall be shot to document activities and some activities could be video-recorded for research objectives.

How will this information be stored?

All data associated with the workshop will be stored on password protected folders, only accessible for researchers named by coordinating research organisation.

How will my anonymity and confidentiality be protected?

Names and identifiable features of all participants will be removed from all documents and therefore any subsequent publications. All data associated with the project will be permanently deleted from the password protected folder three years after completion of the project. Confidentiality of information can only be protected within the limitations of the law. For example, it is possible for data to be subject to subpoena.

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If photos or videotapes will be used to present results, the legal guardian of the minor participant will be asked again for informed consent.

How will be used the photos/video/sound recordings?

The captured photos/video/sound recordings will only be used internally for project purposes. If photos or videotapes will be used to present results, the participants will be asked for separate informed consent. Without this additional expressed informed consent photos/video/sound recordings will not be used for publications or minutes.

What happens if I change my mind about being involved?

As the LPP is exploring Education for Democracy and relevant subjects, there is no significant risk associated with participation in the project, nor will there be any specific benefits associated with participation. Participation is entirely voluntary and you as the legal guardian the child can decide withdraw from the LPP at any point, by contacting either member of the research team, up until the beginning of the write up stage.

How will I find out about the results of the study?

Participants and legal guardians of minor participants will be notified when the results of the study are published. Publications will be made available to participants.

Who can I contact if I have concerns about the study?

If participants have concerns about this study and wish to contact an independent person,

please contact:

Project Contact Person	Organisation:
e-mail	telephone:
Town	Street

How will my personal data be used?

As explained above, only the researcher responsible for this project will have access to your data.

According to the EU's General Data Protection Regulation, you are informed that the contact details of the data controllers of this project are detailed in the Annex. The personal data collected will be used solely for the purpose of managing and executing this research project. You are entitled to access your data and to request rectification, erasure, objection, restriction and data portability. You have more information regarding the processing of your personal data in this project in the Annex.

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Annex. Data processing of your personal data

The data Joint Controllers who are responsible for the processing of your personal data	• University of Barcelona: General Secretary. Gran Via de les Corts Catalanes, 585, 08007 Barcelona, secretaria.general@ub.edu • Contact references of all consortium partners
Kind of personal data we process and purposes	We may collect various categories of personal data relating to you, including: • Identification data (name, surname, contact details: email, telephone, address, etc). • Social and personal circumstances (contact details, recipients, gender, age, social context). • Labour data. • Special category data (Religious, philosophical or political convictions). The personal data collected of you are used to manage and execute this research project.
Lawful basis	The processing of your personal data will be done with your consent, which you may withdraw at any time.
Data storage period	Data will be kept for the time necessary to fulfil the purpose for which they were collected and to determine the possible responsibilities that could be derived.
Data security and confidentiality	We have taken technical and organisational security measures to prevent the destruction, loss, falsification, alteration, unauthorized access or disclosure of your personal data to third parties and any other unauthorised processing of these data. We have made every effort to ensure the confidentiality, integrity and availability of the information systems and services that process personal data. These measures include physical and operational security measures, access control, awareness raising and confidentiality clauses. All our employees and third parties engaged by us are obliged to respect the privacy and security of your data.
Recipients	The recipients of your personal data are the above-mentioned partners of the research project and those in charge of processing your data on behalf of the partners, if applicable. Your data will not be made public, nor transferred to third parties (outside the EU) unless there is a legal obligation to do so.
Rights	As a data subject, you have the following rights: The right of access enabling you to request a copy of the personal data we hold on you. The right of rectification entailing that you are able to request to correct your personal data in case it's inaccurate. The right to be forgotten entailing that you can request us to erase your personal data. The right to restrict processing entailing that you can request us to limit the processing of your personal data. The right to data portability enabling you to request to receive your data in a structured, commonly used and machine-readable format. The right to object to use your data if you have a valid reason and if we process your data on the basis of a legitimate interest. Please contact the above-mentioned controllers by explicitly specifying your request, if you wish to exercise your rights.

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Data protection officers	If you consider that your rights were not attended well enough, you can contact with the data protection officers of the universities of CHARM-EU at the following addresses: • University of Barcelona's Data Protection Officer: protecciodedades@ub.edu, Gran Via de les Corts Catalanes, 585, 08007 Barcelona • Contact references of all consortium partners •
Supervisory Authorities	You can also lodge a complaint with the following data protection supervisory authorities: • University of Barcelona's data protection supervisory authority: Autoritat Catalana de Protecció de Dades (https://apdcat.gencat.cat/ca/inici) • Contact references of all partner countries •

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7.3.2. LPP's Consent Form - Legal guardian of minor

I. Names of the minor and the legal guardina

Name of the minor: XXXXXX

Name of parent or legal guardian: XXXXXX

II. Research Study Title: ' DEMOCRAT

Competences Assessment coordinating research organisation: XXXXXXX

Responsible researcher: XXXXXXX

LLP coordinating organisation: XXXXXXX

Contact Person: XXXXXXX

Project Funders:

III. Clarification of the purpose of the research

This research project aims to explore XXXXXX.

IV. Confirmation of particular requirements as highlighted in the Plain Language Statement

Legal guardian of minors – please complete the following (Clicking Yes or No for each question)

	Yes	No
I have read the Plain Language Statement.		
I understand the information provided.		
I have had an opportunity to ask questions and discuss the project		
I have received satisfactory answers to all my questions.		
I am happy that the minor, for whom I am the legal guardian, will take part in this research project.		
I agree that the minor, for whom I am the legal guardian, will participate in the LPP.		
I agree that photos can be shoot and that the workshop could be video-recorded		

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V. Confirmation that involvement in the Research Study is voluntary

I may decide the withdraw of the minor, for whom I am the legal guardian, from the Research Study at any point up until the write up stage of this study without any negative repercussions or penalty.

VI. Advice as to arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations.

Only the researchers named by the LPP coordinating research organisation will have access to the data, which will be stored securely in a password-protected folder. The identity of the minor, for whom I am the legal guardian, and that of participating institution will be protected and kept anonymous. Participants will not be identified in any write up of the research. I am aware that the confidentiality of information provided can only be protected within the limitations of the law. All information gathered will be safely and permanently disposed of three years after the completion of the project.

VII. Signature:

I have read and understood the information in this form. My questions and concerns have been answered by the researchers, and I have a copy of this consent form. Therefore, I consent

	Yes	No
to take part in this research project		
that photos will be shoot and that the workshop could be video-recorded		

Signed:

Date:

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7.3.3. LPP's Consent Form - minor

I. Names of the minor and the legal guardina

Name of the minor: XXXXXX

Name of parent or legal guardian: XXXXXX

II. Research Study Title: ' DEMOCRAT

Competences Assessment coordinating research organisation: XXXXXXX

Responsible researcher: XXXXXXX

LLP coordinating organisation: XXXXXXX

Contact Person: XXXXXXX

Project Funders:

III. Clarification of the purpose of the research

This research project aims to explore XXXXXX.

IV. Confirmation of particular requirements as highlighted in the Plain Language Statement

Please answer yes or no to the following statement (Clicking Yes or No for each question)

	Yes	No
I understand what this research activity is about.		
I understand what my part in the research is, what they will ask me to do.		
I understand what data will be collected from and about me.		
I had the opportunity to ask questions and I received answers.		
I am happy to take part in this activity and be part of this research.		
I understand that a video recording and photos will be taken, but not used publicly.		
I understand that I can withdraw this consent at any time and I know who I need to turn to.		
I understand that my consent is only valid, and I can only participate if my parent/guardian agrees with my consent.		

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V. Signature:

Signed by the minor:

Signed by the legal guardian:

Date:

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7.4. Template for informed consent - Competence Assessment - Legal guardians of minor and minor

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7.4.1. Plain Language Statement for Competence Assessment - Legal guardians of minor and minor)

Thank you for expressing an interest in the project DEMOCRAT. This plain language statement (PLS) provides the key details on the project, including information on the project, its purpose, and the purpose of the competence assessment.

What are the aims of the study?

This research project aims to explore Education for Democracy.

The aim of the competence assessment is to measure if which degree the objective of the programme regard the acquisition of competences for responsible democratic citizenship has been achieved.

Who is carrying out the study?

DEMOCRAT is a research project running out of a consortium formed by 10 organisations (Partner names). The organisation carrying out the LPPs is XXXXX. The Name and other details the contact person are can:

Workshop Contact Person	Organisation:
e-mail	telephone:
Town	Street

Who is funding the project?

The project is funded by the European Research programme H-Europe.

What does participation involve?

As the legal guardian of the minor (Name), You are asked for the consent that the child will be participate in the assessment of responsible democratic competence at the beginning and the end of the LPP organised by (*Name and Direction of the Leading Organisation of the LPP*). With your consent, the assessment will start with asking for some personal data (participant list).

How will this information be stored?

All data associated with the assessment will be stored on password protected folders, only accessible for researchers named by coordinating research organisation.

How will my anonymity and confidentiality be protected?

Names and identifiable features of all participants will be removed from all documents and therefore any subsequent publications. All data associated with the project will be permanently deleted from the password

protected folder three years after completion of the project. Confidentiality of information can only be protected within the limitations of the law. For example, it is possible for data to be subject to subpoena.

If photos or videotapes will be used to present results, the legal guardian of the minor participant will be asked again for informed consent.

What happens if I change my mind about being involved?

As the assessment and the corresponding LPP is exploring Education for Democracy and relevant subjects, there is no significant risk associated with participation in the project, nor will there be any specific benefits associated with participation. Participation is entirely voluntary and you as the legal guardian the child can decide withdraw from the assessment and its analysis at any point, by contacting either member of the research team, up until the beginning of the write up stage.

How will I find out about the results of the study?

Participants and legal guardians of minor participants will be notified when the results of the study are published. Publications will be made available to participants.

Who can I contact if I have concerns about the study?

If participants have concerns about this study and wish to contact an independent person,

please contact:

Project Contact Person	Organisation:
e-mail	telephone:
Town	Street

How will my personal data be used?

As explained above, only the researcher responsible for this project will have access to your data.

According to the EU's General Data Protection Regulation, you are informed that the contact details of the data controllers of this project are detailed in the Annex. The personal data collected will be used solely for the purpose of managing and executing this research project. You are entitled to access your data and to request rectification, erasure, objection, restriction and data portability. You have more information regarding the processing of your personal data in this project in the Annex.

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Annex. Data processing of your personal data

The data Joint Controllers who are responsible for the processing of your personal data	• University of Barcelona: General Secretary. Gran Via de les Corts Catalanes, 585, 08007 Barcelona, secretaria.general@ub.edu • Contact references of all consortium partners
Kind of personal data we process and purposes	We may collect various categories of personal data relating to you, including: • Identification data (name, surname, contact details: email, telephone, address, etc). • Social and personal circumstances (contact details, recipients, gender, age, social context). • Labour data. • Special category data (Religious, philosophical or political convictions). The personal data collected of you are used to manage and execute this research project.
Lawful basis	The processing of your personal data will be done with your consent, which you may withdraw at any time.
Data storage period	Data will be kept for the time necessary to fulfil the purpose for which they were collected and to determine the possible responsibilities that could be derived.
Data security and confidentiality	We have taken technical and organisational security measures to prevent the destruction, loss, falsification, alteration, unauthorized access or disclosure of your personal data to third parties and any other unauthorised processing of these data. We have made every effort to ensure the confidentiality, integrity and availability of the information systems and services that process personal data. These measures include physical and operational security measures, access control, awareness raising and confidentiality clauses. All our employees and third parties engaged by us are obliged to respect the privacy and security of your data.
Recipients	The recipients of your personal data are the above-mentioned partners of the research project and those in charge of processing your data on behalf of the partners, if applicable. Your data will not be made public, nor transferred to third parties (outside the EU) unless there is a legal obligation to do so.
Rights	As a data subject, you have the following rights: The right of access enabling you to request a copy of the personal data we hold on you. The right of rectification entailing that you are able to request to correct your personal data in case it's inaccurate. The right to be forgotten entailing that you can request us to erase your personal data. The right to restrict processing entailing that you can request us to limit the processing of your personal data. The right to data portability enabling you to request to receive your data in a structured, commonly used and machine-readable format. The right to object to use your data if you have a valid reason and if we process your data on the basis of a legitimate interest. Please contact the above-mentioned controllers by explicitly specifying your request, if you wish to exercise your rights.

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Data protection officers	If you consider that your rights were not attended well enough, you can contact with the data protection officers of the universities of CHARM-EU at the following addresses: • University of Barcelona's Data Protection Officer: protecciodedades@ub.edu, Gran Via de les Corts Catalanes, 585, 08007 Barcelona • Contact references of all consortium partners •
Supervisory Authorities	You can also lodge a complaint with the following data protection supervisory authorities: • University of Barcelona's data protection supervisory authority: Autoritat Catalana de Protecció de Dades (https://apdcat.gencat.cat/ca/inici) • Contact references of all partner countries •

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7.4.2. Competence Assessment Consent Form - Legal guardian of minor

I. Names of the minor and the legal guardina

Name of the minor: XXXXXX

Name of parent or legal guardian: XXXXXX

II. Research Study Title: ' DEMOCRAT

Competences Assessment coordinating research organisation: XXXXXXX

Responsible researcher: XXXXXXX

LLP coordinating organisation: XXXXXXX

Contact Person: XXXXXXX

Project Funders:

III. Clarification of the purpose of the research

This research project aims to explore XXXXXX.

IV. Confirmation of particular requirements as highlighted in the Plain Language Statement

Legal guardian of minors – please complete the following (Clicking Yes or No for each question)

	Yes	No
I have read the Plain Language Statement.		
I understand the information provided.		
I have had an opportunity to ask questions and discuss the project		
I have received satisfactory answers to all my questions.		
I am happy that the minor, for whom I am the legal guardian, will take part in this research project.		
I agree that the minor, for whom I am the legal guardian, will participate in the competence assessment.		
I am aware that the assessment will be subject of a research report		

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V. Confirmation that involvement in the Research Study is voluntary

I may decide the withdraw of the minor, for whom I am the legal guardian, from the Research Study at any point up until the write up stage of this study without any negative repercussions or penalty.

VI. Advice as to arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations.

Only the researchers named by the assessment coordinating research organisation will have access to the data, which will be stored securely in a password-protected folder. The identity of the minor, for whom I am the legal guardian, and that of participating institution will be protected and kept anonymous. Participants will not be identified in any write up of the research. I am aware that the confidentiality of information provided can only be protected within the limitations of the law. All information gathered will be safely and permanently disposed of three years after the completion of the project.

VII. Signature

I have read and understood the information in this form. My questions and concerns have been answered by the researchers, and I have a copy of this consent form. Therefore, I consent that the minor, for whom I am the legal guardian will take part in this research project

Signed:

Date:

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7.4.3. Competence Assessment Consent Form - minor

I. Names of the minor and the legal guardina

Name of the minor: XXXXXX

Name of parent or legal guardian: XXXXXX

II. Research Study Title: ' DEMOCRAT

Competences Assessment coordinating research organisation: XXXXXXX

Responsible researcher: XXXXXXX

LLP coordinating organisation: XXXXXXX

Contact Person: XXXXXXX

Project Funders:

III. Clarification of the purpose of the research

This research project aims to explore XXXXXX.

IV. Confirmation of particular requirements as highlighted in the Plain Language Statement

Please answer yes or no to the following statement (Clicking Yes or No for each question)

	Yes	No
I understand what this research activity is about.		
I understand what my part in the research is, what they will ask me to do.		
I understand what data will be collected from and about me.		
I had the opportunity to ask questions and I received answers.		
I am happy to take part in this activity and be part of this research.		
I understand that a video recording and photos will be taken, but not used publicly.		
I understand that I can withdraw this consent at any time and I know who I need to turn to.		
I understand that my consent is only valid, and I can only participate if my parent/guardian agrees with my consent.		

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V. Signature:

Signed by the minor:

Signed by the legal guardian:

Date:

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7.5. Templates for Informed Consent - Qualitative Interviews

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7.5.1. Plain Language Statement for Qualitative Interviews

Thank you for expressing an interest in the project DEMOCRAT. This plain language statement (PLS) provides the key details on the project, including information on the researchers and the purpose of the study.

What are the aims of the study?

This research project aims to explore XXXX.

Who is carrying out the study?

DEMOCRAT is a research project running out of a consortium formed by 10 organisations (Partner names). The researchers carrying out the study are XXXXX and XXXXXX. Their contact details can be found below:

Workshop Contact Person	Organisation:
e-mail	telephone:
Town	Street

Who is funding the project?

The project is funded by XXXXXX.

What does participation involve?

If you would like to be involved in the project, you will be invited to take part in an interview (online or on-site). Interviews will last around 30 minutes. With your permission, this interview will be recorded and then transcribed.

How will this information be stored?

All data associated with the project will be stored on password protected folders, only accessible to the named researchers.

How will my anonymity and confidentiality be protected?

Names and identifiable features of participants will be removed from all transcriptions and therefore any subsequent publications. All data associated with the project will be permanently deleted from the password protected folder three years after completion of the project. Confidentiality of information can only be protected within the limitations of the law. For example, it is possible for data to be subject to subpoena.

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What happens if I change my mind about being involved?

As the research is exploring XXXXX, there is no significant risk associated with participation in the project, nor will there be any specific benefits associated with participation. Participation is entirely voluntary and you can withdraw from the research at any point, by contacting either member of the research team, up until the beginning of the write up stage.

How will I find out about the results of the study?

Participants will be notified when the results of the study are published. Publications will be made available to participants.

Who can I contact if I have concerns about the study?

If participants have concerns about this study and wish to contact an independent person, please contact:

Project Contact Person	Organisation:
e-mail	
e-mail	telephone:
Town	Street

How will my personal data be used?

As explained above, only the researcher responsible for this project will have access to your data.

According to the EU's General Data Protection Regulation, you are informed that the contact details of the data controllers of this project are detailed in the Annex. The personal data collected will be used solely for the purpose of managing and executing this research project. You are entitled to access your data and to request rectification, erasure, objection, restriction and data portability. You have more information regarding the processing of your personal data in this project in the Annex.

Annex. Data processing of your personal data

The data Joint Controllers who are responsible for the processing of your personal data	• University of Barcelona: General Secretary. Gran Via de les Corts Catalanes, 585, 08007 Barcelona, secretaria.general@ub.edu • Contact references of all consortium partners
Kind of personal data we process and purposes	We may collect various categories of personal data relating to you, including: • Identification data (name, surname, contact details: email, telephone, address, etc). • Social and personal circumstances (contact details, recipients, gender, age, social context). • Labour data.

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	• Special category data (Religious, philosophical or political convictions). The personal data collected of you are used to manage and execute this research project.
Lawful basis	The processing of your personal data will be done with your consent, which you may withdraw at any time.
Data storage period	Data will be kept for the time necessary to fulfil the purpose for which they were collected and to determine the possible responsibilities that could be derived.
Data security and confidentiality	We have taken technical and organisational security measures to prevent the destruction, loss, falsification, alteration, unauthorized access or disclosure of your personal data to third parties and any other unauthorised processing of these data. We have made every effort to ensure the confidentiality, integrity and availability of the information systems and services that process personal data. These measures include physical and operational security measures, access control, awareness raising and confidentiality clauses. All our employees and third parties engaged by us are obliged to respect the privacy and security of your data.
Recipients	The recipients of your personal data are the above-mentioned partners of the research project and those in charge of processing your data on behalf of the partners, if applicable. Your data will not be made public, nor transferred to third parties (outside the EU) unless there is a legal obligation to do so.
Rights	As a data subject, you have the following rights: The right of access enabling you to request a copy of the personal data we hold on you. The right of rectification entailing that you are able to request to correct your personal data in case it's inaccurate. The right to be forgotten entailing that you can request us to erase your personal data. The right to restrict processing entailing that you can request us to limit the processing of your personal data. The right to data portability enabling you to request to receive your data in a structured, commonly used and machine-readable format. The right to object to use your data if you have a valid reason and if we process your data on the basis of a legitimate interest. Please contact the above-mentioned controllers by explicitly specifying your request, if you wish to exercise your rights.
Data protection officers	If you consider that your rights were not attended well enough, you can contact with the data protection officers of the universities of CHARM-EU at the following addresses: • University of Barcelona's Data Protection Officer: protecciodedades@ub.edu, Gran Via de les Corts Catalanes, 585, 08007 Barcelona • Contact references of all consortium partners •
Supervisory Authorities	You can also lodge a complaint with the following data protection supervisory authorities: • University of Barcelona's data protection supervisory authority: Autoritat Catalana de Protecció de Dades (https://apdcat.gencat.cat/ca/inici) • Contact references of all partner countries •

7.5.2. Interview Consent Form

I. Name of Participante

Name of Participante: XXXXXXXX

II. Research Study Title: ' DEMOCRAT

Investigators: XXXXXXX

Project Funders:

III. Clarification of the purpose of the research

This research project aims to explore XXXXXX.

IV. Confirmation of particular requirements as highlighted in the Plain Language Statement

Participant – please complete the following (Clicking Yes or No for each question)

	Yes	No
I have read the Plain Language Statement.		
I understand the information provided.		
I have had an opportunity to ask questions and discuss this study.		
I have received satisfactory answers to all my questions.		
I am happy to take part in this research project.		
I agree to participate in an interview.		
I agree that this interview will be audio recorded.		

V. Confirmation that involvement in the Research Study is voluntary

I may withdraw from the Research Study at any point up until the write up stage of this study without any negative repercussions or penalty.

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VI. Advice as to arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations.

Only the XXXX named researchers will have access to the data and video recording, which will be stored securely in a password-protected folder. My identity and that of my place of work/institution will be protected and kept anonymous. Participants will not be identified in any write up of the research. I am aware that the confidentiality of information provided can only be protected within the limitations of the law. All information gathered will be safely and permanently disposed of three years after the completion of the project.

VII. Signature:

I have read and understood the information in this form. My questions and concerns have been answered by the researchers, and I have a copy of this consent form. Therefore, I consent to take part in this research project and

	Yes	No
to take part in this research project		
that photos will be shoot and that the interview will be video recorded		

Signed:

Date:

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7.6. ANNEX 2: Joint Controllership Agreement

The Universitat de Barcelona has prepared a Joint controllership agreement, which is still in revision by the juridical departments of the consortium partners.

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JOINT CONTROLLERSHIP AGREEMENT FOR THE PROCESSING OF PERSONAL DATA ACCORDING TO ARTICLE 26 OF THE REGULATION (EU) 2016/679 (GDPR) IN THE FRAMEWORK OF THE DEMOCRAT PROJECT

By and between

The Universitat of Barcelona, with registered office at Gran Via de les Corts Catalanes, 585, 08007 Barcelona, with tax identification number Q0818001J, represented by Marina Solé Català, in her capacity as General Secretary.

The <name of university>, with registered office at <complete postal address (street, number, postal code and town/city)>, with tax identification number <tax ID number>, represented by <name and surname(s)>, in his/her capacity as <position>.

The <name of university>, with registered office at <complete postal address (street, number, postal code and town/city)>, with tax identification number <tax ID number>, represented by <name and surname(s)>, in his/her capacity as <position>.

Considerations

1. The "Education for Responsible Democratic Citizenship" project is funded by the European Union's Call HORIZON-CL2-2022-DEMOCRACY-01 (hereafter "DEMOCRAT project" or "Project").
2. The parties are beneficiaries of the Grant Agreement (hereafter "GA") n. 101095106, signed, for the implementation of the Project, between the European Union and the project Coordinator Universitat de Barcelona, established in Gran Via de les Corts Catalanes, 585, Barcelona 08007, Spain.
3. The parties have formalized a Consortium Agreement (Final version 10/02/2023) (hereafter "CA").
4. The Data Controllers – within the DEMOCRAT project – seek to implement a Joint Controllership Agreement (JCA) that complies with the requirements of the current legal framework in relation to data processing and with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – GDPR).

The parties declare that they have the legal capacity to enter into this joint controllership agreement for the processing of personal data in accordance with the following clauses.

Clauses

One. SUBJECT-MATTER AND SCOPE

The subject-matter of this JCA is the regulation of the relationship between the Data Controllers for the processing of personal data deriving from the activities related to the Project. This Agreement identifies the responsibilities of the Data Controllers with respect to compliance with the obligations arising from the GDPR within the scope of the processing conducted for the purpose of the Project. The Data Controllers mutually guarantee the adoption of technical and organizational measures that ensure the protection of personal data from destruction, loss, unauthorized access, processing that is not permitted or does not comply with the purposes of their collection as a result of the stipulation of the aforementioned

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Project. The Data Controllers are also obliged to enforce these obligations by their respective personnel (Art. 29 of the GDPR) and their Data Processors (Art. 28 of the GDPR), as applicable.

Two. PURPOSES OF THE PROCESSING AND LEGAL BASIS

The purpose of the processing is the execution of the research project described in the GA.

The Data Controllers ensure, each under its own responsibility, that the personal data will be processed in accordance with the GDPR.

The Data Controllers will carry out the processing operations, each within the scope of the prerogatives recognized to them by law and in relation to the Project, in the presence of the legal basis specified in the following table:

Data controller	**Lawful basis** (Art. 6 and Art. 9.2 of the GDPR)
UB	Consent of the data subject (art. 6.1.a and 9.2.a of the GDPR). Regarding the processing of personal data for the organization and managing of conferences, it will be the performance of a task carried out in the public interest according to the Spanish Organic Law 2/2023, of March 22, of the University System (Art. 6.1.e GDPR).

Three. CATEGORIES OF PERSONAL DATA

The Data Controllers will process the categories of personal data specified in the following table:

Action	**Categories of personal data**
Living Labs	
Agora	
Local projects	
Competence Assessment	
Fakenews experience	
Stakeholder database	
Project web	

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Conference	
Reporting co-creation activities	

Four. RECIPIENTS OF THE PERSONAL DATA

The Data Controllers shall grant access to the personal data undergoing processing to members of their personnel only to the extent strictly necessary for the implementation, management and monitoring of the Project. The Data Controllers ensure that the persons authorized to process such personal data are committed to confidentiality or have an appropriate legal obligation of confidentiality.

Five. DATA PROCESSORS

The Data Controllers are supported by the following Data Processors which process personal data on behalf of the Data Controllers:

Data controller	**Data processors and data processing activities**
FOGGS	Nextcloud

Six. INFORMATION SHEETS

The Data Controllers must provide all information concerning the processing of personal data required by Article 13 of the GDPR and by the national law in the corresponding information and consent form.

Data controller	**Contact details of data controller**	**Contact details of data protection officer**	**Data protection regulating authority**
General Secretary's Office	Gran Via de les Corts Catalanes, 585, 08007 Barcelona <secretaria.general@ub.edu>	Gran Via de les Corts Catalanes, 585, 08007 Barcelona <protecciodedades@ub.edu>	Catalan Data Protection Authority
<name of university>	<full address (street name, number, post code and town/city)> <email address>	<full address (street name, number, post code and town/city)> <email address>	<regulating authority>
<name of university>	<full address (street name, number, post code and town/city)> <email address>	<full address (street name, number, post code and town/city)> <email address>	<regulating authority>

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Seven. EXERCISE OF THE RIGHTS

In the event that a data subject exercises, before any of the parties, the rights recognised by the personal data protection regulations in relation to the processing of personal data necessary for the execution of this agreement, the signatory parties undertake to assist one another in responding to the exercise of the aforementioned rights.

In these circumstances, the party receiving the request must inform the other parties by e-mail without undue delay and, in any case, no later than twenty-four hours after the request has been received.

In addition, the signatory party that receives a request to exercise said rights is responsible for responding to the data subject.

Eight. NOTIFICATIONS OF SECURITY BREACHES

Without undue delay and always within a period of twenty-four hours, the signatory parties shall notify one another of security breaches that may affect the personal data processed for the purpose of executing this agreement, unless they are unlikely to constitute a risk to the rights and freedoms of natural persons. All necessary and relevant information must be attached to the notification addressed to the other signatory parties. If this information cannot be provided at the time of notification, it shall be submitted in phases without further undue delay. The signatory parties shall collaborate to resolve such issues as quickly as possible.

The affected party is responsible for reporting data breaches to the competent data protection supervisory authority. The notification must contain at least the information stipulated in article 33.3 of the GDPR.

It is also the affected party's responsibility to notify data subjects of possible security breaches as quickly as possible whenever the breach may constitute a high risk to the rights and freedoms of natural persons. Communication of security breaches to the data subject must comply with that stipulated in article 34 of the GDPR.

Nine. CONTACT DETAILS

The following email addresses shall be used for notifications related to the obligations set out in the above clauses:

- University of Barcelona: secretaria.general@ub.edu
- <name of university>: <email address of data controller>
- <name of university>: <email address of data controller>

Ten. INFORMATION ON THE PROCESSING OF PERSONAL DATA OF THE REPRESENTATIVES AND CONTACT PERSONS OF THE SIGNATORY PARTIES IS PROVIDED BELOW

Each of the signatory parties is the controller of the personal data of the representatives and contact people necessarily included in this agreement. The contact data of the data controllers is contained in the second clause.

The personal data included herein is processed for the purposes of managing, monitoring and executing this agreement. According to Article 77.1 of the Organic Law on the protection of personal data and guarantee of digital rights, the legal basis for the processing of personal data is the performance of a task

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carried out in the public interest or in the exercise of official authority vested in the controller. The data shall be stored for as long as necessary to satisfy the purpose for which it was collected and to determine any possible responsibilities that may be associated with it. Data will not be disclosed to third parties in the absence of a legal obligation to do so.

Data subjects may exercise their rights of access, rectification, erasure, objection, portability or restriction of processing by writing to the data controller at the addresses indicated in clause two. If they feel that these rights have not been adequately addressed, they can notify the data protection officer of the signatory parties. The contact details of the data protection officers are also indicated in clause two.

Data subjects may also lodge a complaint with the competent data protection supervisory authority.

The parties undertake to provide the content of this clause to the contact people at their institutions involved in the execution of this agreement.

Eleven. LIABILITIES

The Parties are liable for the damages caused by the breach of the rules of the JCA.

Nevertheless, the liability is entirely and solely of the Party that caused the breach with intent and gross negligence.

Twelve. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

Each party acknowledges that in entering into this Agreement it does not rely on, and shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this Agreement.

Thirteen. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which when executed shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement.

Transmission of an executed counterpart of this agreement (but for the avoidance of doubt not just a signature page) by email (in PDF, JPEG or other agreed format) shall take effect as delivery of an executed counterpart of this agreement. If email is adopted as the method of delivery, without prejudice to the validity of the agreement thus made, each Party shall provide the others with the original of such counterpart as soon as reasonably possible thereafter.

No counterpart shall be effective until each Party has executed and delivered (including in the manner described in Clause 15.2 above) at least one counterpart.

Fourteen. LAW AND JURISDICTION

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This JCA shall be governed by the same governing laws as that of the CA. All disputes, controversies or claims between the parties arising out of or in connection with this JCA (including its existence, validity or termination) shall be ultimately resolved in the same manner in which the CA is resolved.

Fifteen. FINAL PROVISION

Any terms not defined in this JCA shall have the meaning stated in the above-mentioned GA and CA. Except as modified by this JCA, all terms and conditions of the GA and the CA will remain in full force and effect. In the event of conflict between the provisions of this JCA and those of the GA and the CA, the provisions of the GA and the CA will prevail.

This agreement enters into force on the day it is signed by the last party. It shall remain in force with respect to the terms of actual processing of Personal Data and in any case during the implementation of the Project.

In witness whereof, the parties hereby sign this agreement.

Barcelona, <day, month, year>

On behalf of the University of Barcelona

<signature>

<town/city>, <day, month and year>

On behalf of <name of university>

<signature>

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