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## D5.2 DATA MANAGEMENT PLAN

### D5.2.1 Data Management Plan [M06 version 1 out of 3]

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Abstract	This document (to be updated at the end of each reporting period) will identify the best practices and specific standards for the generated data and assess their suitability for sharing and reuse in accordance with official EC guidelines
Keywords	Management, Ethics, Data Management, Data protection

### Document Revision History

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<b>Dissemination Level</b>		
<b>PU</b>	Public, fully open, e.g. web	
<b>CL</b>	Classified, information as referred to in Commission Decision 2001/844/EC	
<b>CO</b>	Confidential to NGI4ALL project and Commission Services	✓

\* R: Document, report (excluding the periodic and final reports)

DEM: Demonstrator, pilot, prototype, plan designs

DEC: Websites, patents filing, press & media actions, videos, etc.

OTHER: Software, technical diagram, etc.



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## EXECUTIVE SUMMARY

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The NGI4ALL Data Management Plan provides detailed information on the procedures that will be implemented for data collection, storage, protection, retention and destruction and confirmation that they comply with national and EU legislation, all along the project implementation (From January 2019 until December 2021)

Templates of the informed consent forms and information sheet are submitted, together with the informed consent procedures.



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## ABBREVIATIONS

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<b>CMS</b>	Content Management Systems
<b>CSA</b>	Coordination and Support Action
<b>DMP</b>	Data Management Plan
<b>GDPR</b>	General Data Protection Regulation
<b>NGI</b>	Next Generation Internet
<b>IPR</b>	Intellectual Property Rights
<b>RIA</b>	Research and Innovation Action
<b>NGI</b>	Next Generation Internet
<b>WP</b>	WordPress





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# 1 DATA MANAGEMENT PLAN DELIVERY AND UPDATES

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The Data Management Plan (DMP) has been elaborated in agreement with all project partners. This document is a first version and changes will be introduced as a result of law changes, according to GDPR. On top of expected versions along the project, after every reporting period (2<sup>nd</sup> version after Interim Report and 3<sup>rd</sup> version after Final Report) it will be updated over the course of the project in the cases stated in the Guidelines on FAIR Data Management in Horizon 2020:

- significant changes such as new data;
- changes in consortium policies;
- changes in consortium composition and external factors;
- among other that might be of relevance.



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## 2 DATA SUMMARY

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As described in the Guidelines on FAIR Data Management in Horizon 2020 a Data Management Plan is a key element to ensure data is well managed. For this reason, we will firstly identify the type of data that will be generated/collected in the framework of the project:

- **Data generated from accessible information** such as reports published on the **NGI portal** news, events, open calls, evolutions and novelties of the NGI initiative and ecosystem among other topics related to the objectives of the project;
- **Data generated from project partners** and NGI CSAs and RIAs activities, such as discussions within consortia members and key stakeholders of the ecosystem, reports, establishment of project priorities, development of the open calls support programme tools, evaluation reports among other work carried out in order to achieve project goals;
- **Data generated involving third parties** (beneficiaries of NGI open calls), such as details of projects submitted under the calls for proposals, results obtained during the respective supporting / acceleration programmes, research data, interviews and presentations;
- **Data generated through the NGI community platform:** this virtual platform is set up to raise awareness on the NGI initiative and its objective, facilitate the interactions between the members of the ecosystem offering an online tool to connect and discover new business and funding opportunities, as well as to receive first-hand information about best practices of SMEs having received funding for their early adoption of NGI technologies, technological support and assessment available and offered by the RIAs and CSAs under the NGI initiative among others.
- According to another classification, which does not exclude the previous one, there are two types of data collected:
  - Personal data.
  - Data related to the business activities of the participants in NGI and their participation in the initiative.



## 2.1 STATE THE PURPOSE OF THE DATA COLLECTION / GENERATION

**FundingBox**, as responsible of the **NGI Community Platform**, will collect data of users, through an online form within FBOX Platform.

The information gathered will serve to:

- Sign-up, access and participate in the online community
- Subscribe to the NGI newsletter that is provided by the NGI portal (managed by MARTEL)
- Show the interest to participate in the NGI Map that is provided by the NGI portal (managed by MARTEL)

**Martel**, as responsible for the **NGI portal** and the **ngiforum.eu website**, will collect data of users through online forms within the NGI portal, related to:

- Direct registration of the portal's visitors to the NGI newsletter
- Request for registration of initiatives and organisations to the NGI map
- Register to the NGI Forum published on [ngiforum.eu](https://ngiforum.eu), through the Eventbrite application, and other events as needed
- Contact the NGI Outreach Office through the "Contact" form that the NGI portal provides (the same form is used for the "contact" service through the ngiforum.eu)

Therefore, it is necessary to collect, store and process the online forms that will be submitted by users to actively participate in the online community and in general the NGI ecosystem.

Data will be exploited for three main purposes:

- Communication and dissemination of activities within NGI initiative.
- Impact assessment
- Research

The anonymised datasets will be exploited through the creation of maps and charts that will be updated at key milestone moments, like the end of the selection process of one Open Call, or to provide general information about the community profiles members and for the production of relevant official project deliverables and progress reports. The maps and charts generated, will be publicly shown as part of the dissemination activities of the project. The full set of anonymised data will be also available for the European Commission services, that would request access to the information for research purposes.

It is important to mention also that this set of data will be made available from the NGI community platform to the NGI portal. The second will have regular access (or will agree a regular delivery of these data by FBOX i.e, every month, or every week)<sup>1</sup> to:

- manage newcomer newsletter subscribers lists;
- manage the relation with new users interested in participating in the NGI Map

<sup>1</sup> When sending this information (via e-mail), FBOX will include the following disclaimer in every delivery: "The document [NAME OF ATTACHEMENT] attached to this email contains information considered as "Confidential Information" within the meaning of the Section 10.1 of the Consortium Agreement concluded among NGI4ALL project's partners on [DATE]. [NAME OF RECEIVER] is obliged to follow the provisions of the Consortium Agreement while using information included in the attached document"



## 2.2 RELATION OF DATA COLLECTION / GENERATION

The data sets to be collected during the NGI Community sign-up process in order to facilitate the impact assessment of the NGI initiative, and efficient and effective communication with users include (non-exhaustive list): Country; Organization name; e-mail, sector/area of interest, NGI technologies interest, etc. All these data sets will be represented in a maps and graphics of NGI initiative users. It is expected to generate a relevant deal-flow of users leveraging on the NGI RIAs and CSAs calls along the project which will contribute to create five main data sets that eventually will be requested to RIAs and CSAs under anonymity:

- Applicants that start an application but don't submit a proposal;
- Submitted proposals;
- Evaluated proposals;
- Winners;
- Follow up metrics.

The “follow up metrics” data set will be the only used from the NGI community sign-up process, for the purposes described above.

## 2.3 DATA PROTECTION

Datasets will be anonymised for communication & dissemination towards users, impact assessment and research purposes.

The personal data collected as part during the project will be limited to the sign-up form submission and informed consent of participants about the use of personal data will be required. Personal identity will be protected by the use of anonymous codes.

The relation of real names and codes will only be known to FBOX who will keep the records in secure place. The relation of applications will be coded and will be available for internal evaluators with such a coding. In case data needs to be transferred to non-EU partners, we will obtain approvals from the competent Data Protection Office, unless those countries are in the list of countries that provide adequate safeguards with respect to the protection of the privacy and fundamental rights and freedoms of individuals and as regards the exercise of the corresponding rights.

All copies of approvals /notifications regarding the processing of personal data will be made available upon request to the EC. Personal data will be encrypted and stored securely.

Personal data will be processed in accordance to the GDPR. Administrator of the personal data obtained during the open calls is FBOX. FBOX provides signed-up users with the information concerning personal data processing.

## 2.4 TYPES AND FORMATS OF DATA GENERATED / COLLECTED

The type of data collected will include specific indicators to evaluate the interest of stakeholders in joining and actively participating in the NGI ecosystem, as members, ambassadors, early



adopters or contributors. Such indicators include measurements of the number of members, active members, user generic profiling, etc.... Generic information is being collected in textual or numeric format, while the data regarding the specific areas or NGI technologies of interest provided by the users will be collected in a multiple-choice format.

## 2.5 ORIGIN OF THE DATA

The information will be captured through online forms and will be recorded and stored in FBOX Cloud infrastructure as an object database. The information will be accessible through an online Dashboard application and it will be downloadable in csv and xls formats. Only authorised users will be allowed to access the data sets via authentication.

## 2.6 DATA UTILITY: TO WHOM WILL IT BE USEFUL

The data will be exploited by project partners and external evaluators for three main purposes:

- benefiting from the participation in the Ambassadors Programme
- research
- dissemination (i.e. newsletter subscribers and NGI map participation).

The individual registers in the Ambassadors Programme, that will be gathered within one specific open call, will be only accessible for evaluation purpose to be done by the NGI4ALL consortium. Each evaluator will be granted with a limited access to a restricted number of registers from the data set. Before giving evaluators access to the data they will be requested to sign online using a secure mode via authentication mode: 'Acceptance of the use of data (GDPR)' and a 'Declaration of confidentiality and no conflict of interest'.

## 2.7 INTELLECTUAL PROPERTY RIGHTS (IPR)

In general, foreground (e.g. results including intellectual property generated during the project) will be owned by the party who reaches the results. The same will apply for the results achieved by beneficiaries of NGI RIAs and CSAs (third parties). All the knowledge, data and results deriving from the projects carried out by the beneficiaries will remain as their property only.

Each partner in NGI4ALL project and the 'Third party Beneficiary' is responsible for taking the appropriate steps for securing intellectual property of the knowledge or results created during the project implementation. In any case, NGI4ALL CSA will follow the general principles for IPR as described in the 'Model Grant Agreement for the Horizon 2020 Framework Program'.



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## 3 FAIR DATA

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The NGI4ALL CSA project will integrate the data from all the applications (signed up users) participating in the community. The collection of data through an online application form will facilitate data integration having the information of users structured in a standard form and also other communication assets, like interviews and articles published in the NGI Community.

### 3.1 MAKING DATA FINDABLE, INCLUDING PROVISIONS FOR METADATA

This document explains in detail how the data management plan will support the effective collection and integration of the NGI data. Storage, processing and sharing will occur via the FundingBox on-line applications submission platform and different events and meetings and also via the NGI portal.

#### 3.1.1 Discoverability of data (metadata provision)

In order to be able to use the data generated by the project is essential to integrate data from the participants in the open calls and the activities undertaken by project partners. Taking into account the FAIR data principles (*Wilkinson et al., 2016*) [1][1] (meta)data should:

- Be assigned to a globally unique and persistent identifier;
- Contain enough metadata to fully interpret the data, and;
- Be indexed in a searchable source.

By applying these principles, data becomes retrievable and includes their authentication and authorisation details.

#### 3.1.2 Data identification mechanisms

All documents associated to one particular sign-up form will be identified with a unique and persistent number that will be given at the time of the submission process.

Examples:

- 001SignupForm
- 001AmbassadorApplication
- 001Logo
- 001Report
- 001FinalMonitoring

As per the documents related to project activities and/or deliverables, the tasks or deliverables number will be used to identify the document followed by a brief title of the activity or deliverable.

#### 3.1.3 Naming conventions used

The recommendations to name documents submitted via platform forms and facilitate its retrievability are as follows:

- Choose easily readable identifier names (short and meaningful);
- Use capital letters to delimit words instead of spaces or underscores;
- Do not use acronyms that are not widely accepted;
- Do not use abbreviations or contractions;
- Avoid Language-specific or non-alphanumeric characters;
- Add a two-digit numeric suffix to identify new versions of one document.
- Dates should be included back to front and include the four-digit years: YYYYMMDD.

### 3.1.4 Approach towards search keyword

Documents related to the activities of the users will be done following the templates agreed by the consortium, these templates include a keywords section to make documents findable.

The information submitted by the users to the signup forms or Ambassadors open calls will use keywords related to the technologies covered by NGI such as: Edge Computing, Trust & Security, AI, IoT, 5G, Big Data, Blockchain / DLT, Ontologies and Semantic Discovery Tools, AR/VR.

The keywords used to easily identify users related to a specific interest will be the ones used throughout the effective implementation of communication activities

An excel spreadsheet with all information about the users will be done in order to identify the size for example of a pool of interested parties under one specific area. Excel will be an efficient tool to filter users by its characteristics and make community communication more effective and efficient. The “export” functionality of FundingBox platform allows such a listing.

### 3.1.5 Approach for clear versioning

Only documents created by the consortium will be versioned, for this purpose templates include 3 descriptors to identify the versions and status of the documents

Moreover, partners, following the recommendations included in section 3.1.3. will identify the different versions by using a two-digit number following the descriptor Draft. A document reviewed by another partner should be returned to the principal author by including rev+acronym of the organisation. Only the principal author will change the draft number and will add the word FINAL to documents ready to be sent to the EC or those to be used as final versions.

The process is as follows

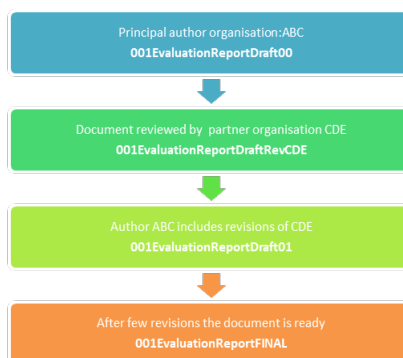


FIGURE 1: VERSIONING FLOW

The document history included in the document template should be filled in as follows:

#### DOCUMENT HISTORY

Version	Status <sup>1</sup>	Date	Comments	Author
1	Draft	01/02/2017	Section 2.1. needs to be completed	ABC
2	Under review	02/02/2017	Section 2.1. completed. Comments added in the document.	CDE
3	Draft	04/02/2017	Added suggestions by CDE	ABC
4	Under review	06/02/2017	Included some topics on section 2.1.	XYZ
5	Issued	15/02/2017	Final version with partners contributions	ABC

FIGURE 2: SCREENSHOT DOCUMENT HISTORY

### 3.1.6 Standards of metadata creation (if any)

Basic metadata will be used to facilitate the efficient recall and retrieval of information by project partners and contribute to easily find the information requested. To this end, all documents related to the project have to include in the front-page information about author(s) & contributor(s), WP, dissemination level, nature of the document, synopsis and keywords.

Regarding the information submitted by signed-up users, the criteria included in the application form will be used as well to identify documents and make data findable. The sign-up form is submitted online via the FundingBox platform using multiple-choice questions, that will facilitate the creation of a database and the identification of users by their characteristics.

## 3.2 MAKING DATA OPENLY ACCESSIBLE

### 3.2.1 Data that will be made openly available

The full data set of anonymised data will be also available for third parties that would request access to the information for research purposes. Furthermore, the anonymised datasets will be exploited through the creation of maps and charts that will be updated for dissemination and communication purposes. The maps and charts generated will be publicly shown as part of the dissemination activities of the project.

### 3.2.2 Process to make data available

The availability of project data will depend on the purpose and the use that third parties are going to make and the added value of sharing such data. Third parties interested in using the data generated by the project will be able to contact via the email of the project [outreach@ngi.eu](mailto:outreach@ngi.eu). Moreover, the Dashboard application of the FundingBox platform will also be used to share data. Only anonymised data might be shared.

### 3.2.3 Methods or software needed to access the data

No specific software tools will be needed to access the data, since anonymised data sets will be saved and stored in word, pdf or excel to facilitate its exploitation and guarantee their long-term accessibility.



### 3.2.4 Deposit of data, associated metadata, documentation and code

NGI will collect data of European NGI ecosystem stakeholders, through an online form within FundingBox Platform, which will be to allow signing up to the community. Data will be deposited and secured in the FundingBox platform.

### 3.2.5 Access to data in case there are any restrictions

NGI will collect data of European NGI ecosystem stakeholders, through an online form within FundingBox Platform, which will be to allow signing up to the community. Data will be deposited and secured in the FundingBox platform.

## 3.3 MAKING DATA INTEROPERABLE

### 3.3.1 Interoperability of data assessment

Partners will be responsible of storing the data in a comprehensive format and adapted to the real and current needs of the possible practitioners interested in using, merging or exploiting the data generated throughout the project. The assessment of data interoperability will be updated in future reviews in order to guarantee the NGI community data fits the needs of a specific scenario (such as interests or purpose of data) as proposed by the GRDI2020 in its report Data Interoperability (Pagano, P. et al. 2013) [2].

### 3.3.2 Vocabulary use

The vocabulary used in the project is a very standard and common language within the Next Generation Internet ecosystem and involved technologies. Vocabulary won't represent any barrier for data interoperability a re-use

## 3.4 INCREASE DATA RE-USE (THROUGH CLARIFYING LICENSES)

### 3.4.1 Data license

Clauses referred to Access Rights (Section 9) and Non-disclosure of information (Section 10) included in the Consortium Agreement (CA) conform to the ethical standards on privacy, data protection will be key features governing the use of data by third parties.

Information related to ambassadors' programme members or any other communications related to specific entities, such as the name of the entity, will be published for dissemination purposes only after having obtained the users' consent.

As described in section 3.2.2. the NGI outreach office mailbox will be the communication tool used to request the access to data.

Regarding the data produced by sponsored projects (i.e. granted by NGI RIAs and CSAs), each beneficiary will be responsible of permitting or restricting the access to their data and results.



### 3.4.2 Data re-use availability period

Statistical data related to the NGI open calls and information about the winners will be made accessible once the final winner is published. Other results such as the name of participants in NGI initiative sub-projects providing support programmes to beneficiaries will be released in agreement with the participating entities and will be available 4 years after the end of the project unless otherwise stated in laws in force or GA.

### 3.4.3 Data quality assurance processes

The project coordinator (when managing data through the NGI portal) and FundingBox (when managing data through NGI Community) will be responsible of assuring the quality of the data by making sure dataset follow the FAIR principles included in this plan, and that data is up dated.

Personal data processing will be done following the EU, national and international laws in force (in particular 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) taking into account the “data quality” principles listed below:

- Data processing is adequate, relevant and non-excessive;
- Accurate and kept up to date;
- Processed fairly and lawfully;
- Processed in line with data subjects’ rights;
- Processed in a secure manner;
- Kept for no longer that necessary and for the sole purpose of the project

### 3.4.4 Length of time for which data will remain re-usable

The Consortium will contribute to maintain data re-usable as longer as possible after the end of the project. A first period of 4 years has been established; however, this time can be extended under partners agreement, laws in force or GA. This period can vary depending on the value of the data after the end of the project.



## 4 ALLOCATION OF RESOURCES

### 4.1 COST OF MAKING DATA FAIR

No extra costs, apart from those linked to the maintenance of the FundingBox platform and the NGI portal, are expected for making data FAIR.

### 4.2 DATA MANAGEMENT RESPONSIBILITIES

Concerning the data of applicants and beneficiaries, Fundingbox will be responsible of managing the data stored in its platform (<https://fundingbox.com/>) and Martel of the data stored in NGI portal according to its privacy policy (<https://ngi.eu>).

Regarding the data resulting from the activities of the project, each WP leader will be responsible for the storage and compliance of the data and then uploaded in the NGI online community, or other storage systems to share the information of the project, as per included in the Data Management Plan (D5.2).

Each partner is responsible for all obtained data during their processing and acquisition in their own organization.

The NGI4ALL project coordinator and FundingBox, assisted by the WP leaders will be responsible of updating this document and develop a strategy to encourage:

- the identification of the most-suitable data-sharing and preservation methods;
- the efficient use of data assuring clear rules on its accessibility;
- the quality of the data stored and
- the storage in a secured in a user-friendly interface.

### 4.3 COST AND POTENTIAL VALUE OF LONG-TERM PRESERVATION

As stated in section 4.1. costs of data storage and maintenance are not going to require extra funding once the project ends. As per the value of the data, it is important to take into account that the topics covered by the project respond to a current need of the involved stakeholders in the development of Next Generation Internet technologies and are related to the technological advancements of the tech areas covered by NGI. Therefore, data coming of this project will have a direct impact in the coming years, but might not be of relevance as the challenges are being tackled or replaced by other priorities.



## 5 APPLICATION DATA SECURITY

### 5.1 NGI COMMUNITY PLATFORM

NGI will collect data of community users, through an online form within FundingBox Platform which will be used during the communication and community management actions related to NGI Community and other administration processes managed by FBOX, such as registration to events or specific open calls to participate in other actions like the Ambassadors Programme. Data will be deposited and secured in the FundingBox platform. The information will be captured through online forms and will be recorded and stored in FundingBox Cloud infrastructure as an object database. The information will be accessible through an online Dashboard application and only the anonymised data will be downloadable in csv and xls formats. Only authorised users will be allowed to access the data sets via authentication.

The FundingBox platform applies technological and organizational measures to secure processing of all data in particular personal data against publishing to unauthorised persons, processing in violation of the law and change, loss, damage or destruction.

- Information security: SSL (Secure Socket Layer) certificates are applied. In order to ensure the appropriate level of security, the password for the account will exist on the platform only in a coded form. Registration on and logging in to the platform proceeds in a secure https connection. Use of password to access data sets: the FundingBox platform offers 4 different access levels/roles (administrators, developers, evaluators and guests) to secure access to data by unauthorised users. Communication between the User's device and the servers will be encoded using the SSL protocol.
- Options for reading data: the platform offers the possibility to make data available in a read-only or downloadable format, hindering the access to information by unauthorised users. Once an Open Call finishes information is archived, so it's no longer publicly accessible, only administrators will have access to the historic data in a read-only mode.
- Back-up policy: complete and redundant back-ups are done every hour. Moreover, every time a modification is done an older version is saved.
- Accidental deletion or modifications: in case of a catastrophic event that implies the partial or complete deletion of the data sets, the data from the most recent back up will be automatically restored (back-up won't be older than 60 minutes). In case of accidental deletion or modification only the most recent document will be restored, so in case of accidental changes or deletion data can be easily recovered.
- Deletion or modification of data by users: only administrators have the rights to delete or modify the information included in the datasets. Under exceptional circumstances administrators can be given the permission to delete applications (utilities offered by the FundingBox platform) but the user responsible of its creation will be notified before doing so.
- Deletion of data by participants in open calls: users having started the application process can withdraw any time using the FundingBox platform before the deadline for submission.
- Terms and conditions: the FundingBox platform have specific terms of use and conditions that have to be accepted by all users of the platform.
  - FundingBox terms of service: <https://fundingbox.com/about/terms>
  - FundingBox platform privacy policy <https://fundingbox.com/about/privacy>



Each partner is responsible for all obtained data during their processing and acquisition in their own organization. Each partner is obliged to implement appropriate security measures to ensure the confidentiality of the data.

## 5.2 NGI PORTAL

NGI Portal, managed by Martel, applies technological and organizational measures to secure processing of all data in particular personal data against publishing to unauthorised persons, processing in violation of the law and change, loss, damage or destruction.

- **WordPress:** It has been used WordPress (WP) to build NGI Portal. This content management system (CMS) uses the latest technology about PHP and MariaDB for the business logic and database respectively. WP provides a lot of plug ins in order to grant a great security both for the content and users. In fact, plug ins such as anti-spam, anti-SQL injection, anti-brute force attack etc. can help to prevent spam and the most common attacks. Moreover, WP provides different access roles, in order to grant the right permissions to the right users.
- **GDPR:** NGI Portal respects the latest European laws about Privacy. In fact, all users (registered and guests) can manage their private data and choose what their data like to share with other third parties (Google, Facebook, etc.). All information is available at these URLs: <http://ngi.eu/privacy-policy> and [ngi.eu/cookie-policy](http://ngi.eu/cookie-policy)
- **SSL connection:** a user can access NGI Portal only via an encrypted connection (https), in order to add a second security layer between the user and NGI Portal.
- **Passwords:** users' WP passwords are encrypted through RSA technology, so no one can decrypt them. Neither an WP administrator.
- **Backup:** complete and redundant backups are done regularly. Moreover, every time a modification is done an older version is saved.



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## 6 PUBLIC FUNDING DISCLAIMER

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All data produced within the framework of the project will inform of the funding source by adding the following disclaimer and EU flag:

*“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 825354”*



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## 7 CONCLUSIONS

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As described at the beginning of the document The NGI4ALL Data Management Plan provides detailed information on the procedures that will be implemented for data collection, storage, protection, retention and destruction and confirmation that they comply with national and EU legislation, all along the project implementation (From January 2019 until December 2021).

The Consortium has defined the following timetable for reviewing the DMP:

- The DMP (current version) is taking into account the requirements of the General Data Protection Regulation (GDPR), that is applicable as of May 25<sup>th</sup> 2018, and has introduced multiple changes with respect to the former legislation (i.e. Directive 95/46/EC) regarding to 'protection of the fundamental rights and freedoms of natural persons and in particular, their right to the protection of personal data', and Directive 2002/58/EC on privacy and electronic communications (M6);
- a second update of the DMP will be submitted at mid-term after the Interim Report (M18);
- a third update of the DMP will be done before the end of the project in order to add information on how data will be administered once the project finishes, and after the Final Report (M36).



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## REFERENCES

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- [1] Wilkinson, Mark & Dumontier, Michel & Aalbersberg, IJsbrand Jan & Appleton, Gaby & Axton, Myles & Baak, Arie & Blomberg, Niklas & Boiten, Jan-Willem & Bonino da Silva Santos, Luiz Olavo & Bourne, Philip & Bouwman, Jildau & J. Brookes, Anthony & Clark, Tim & Crosas, Merce & Dillo, Ingrid & Dumon, Olivier & Edmunds, Scott & Evelo, Chris & Finkers, Richard & Mons, Barend. (2016). The FAIR Guiding Principles for scientific data management and stewardship. *Scientific Data*. 3. 10.1038/sdata.2016.18.
- [2] Pagano, P., Candela, L. and Castelli, D., 2013. Data Interoperability. *Data Science Journal*, 12, pp. GRDI19–GRDI25





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## APPENDIX A: INFORMATION SHEET (COMMUNITY)

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### INFORMATION SHEET

**Project title: "Next Generation Internet for All - Promoting Global Visibility on the Human-Centric Internet" (NGI4ALL)**

**Project coordinator: Monique Calisti, [monique.calisti@martel-innovate.com](mailto:monique.calisti@martel-innovate.com). Martel Innovate**

**Project Community Manager: David Seoane, [david.seoane@fundingbox.com](mailto:david.seoane@fundingbox.com). Fundingbox.**

### About NGI

The **Next Generation Internet (NGI) initiative**, launched by the European Commission in the autumn of 2016, aims to shape the future internet as an interoperable platform ecosystem that embodies the values that Europe holds dear: openness, inclusivity, transparency, privacy, cooperation, and protection of data. The NGI will drive this technological revolution and ensure the progressive adoption of advanced concepts and methodologies spanning the domains of artificial intelligence, Internet of Things, interactive technologies and more, while contributing to making the future internet more human-centric.

The **Next Generation Internet Outreach Office (NGIO)** coordinates communication, dissemination and marketing activities for the NGI initiative across Europe and beyond. It voices the NGI community and promotes its work to maximise its impact.

Established in January 2019, the NGI Outreach Office brings together the work done by past and present NGI projects under one umbrella. We help NGI projects collaborate and provide a single contact point for those wishing to join and get involved with the Next Generation Internet initiative. The NGI Outreach office is operated by the [NGI4ALL project](#).

### Who is responsible for the data collected in the project?

FundingBox Accelerator is the responsible for the data collected during the sign-up process, namely through **the information provided by users through the NGI community and/or the Application Form data requested for their participation in specific activities, like Ambassadors Programme or possible registration to events or other activities at <https://community.ngi.eu/>** powered by FundingBox.

You can contact [info@fundingbox.com](mailto:info@fundingbox.com) for any further queries you may have on data protection. NGI Community will follow the EU directives and regulation which have a significant impact on Data Protection:

- The Charter of Fundamental Rights of the European Union;
- The European Convention on Human Rights and its Supplementary Protocols;
- [Regulation \(EU\) 2016/679](#) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.
- [Directive \(EU\) 2016/680](#) 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 by competent authorities for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, and on the free movement of such data, and repealing Council Framework Decision 2008/977/JHA.



## Data to be collected and consequently protected through the Community

The data that will be collected, and consequently protected in the NGI sign-up process and/or specific open calls (i.e. Ambassadors Programme, registration to events or activities, etc...), according to aforementioned directives and regulations, as described below may contain (non-exhaustive list):

- Organization name;
- E-mail;
- Address;
- Country;
- Interest in specific technologies;
- Brief description(s) of the user / organisation.

## Methods of data collection, storage and sharing

The **NGI4ALL** project will collect data of stakeholders involved in NGI, through an online form within FundingBox Accelerator **Platform which will be used during the sign-up process to the community**. Therefore, it is necessary to collect, store and process the online forms that will be submitted by participating users

Data will be exploited for three main purposes:

- communication and dissemination;
- impact assessment;
- statistics.

The personal data listed above, will be stored and secured in the FundingBox Acceleration online platform to guarantee the access only to those partners **authorised via authentication**. Under no circumstances personal data will be released during the implementation of the NGI4ALL project.

The **anonymised** datasets will be exploited through the **creation of maps and charts** that will be updated regularly for dissemination purposes. The maps and charts generated will be publicly shown as part of the **dissemination activities** of the project.

Anonymised **datasets will be kept following the privacy policy of the FundingBox Platform**. Any extension of this period or change in the purpose of the use of data will require your previous authorisation. You may also withdraw a consent at any time without affecting the legality of the processing, which was made on the basis of consent prior to its withdrawal by sending request to [privacy@fundingbox.com](mailto:privacy@fundingbox.com).

## What are your rights as a participant?

Taking part in the Ambassadors Programme open call, as Community user or as other open call or registration process through the FundingBox platform is voluntary. You may choose not to take part or subsequently cease participation at any time.

Do not hesitate to contact the project team in case you are interested in knowing more about the project and learn about the published results.



### **Will I receive any payment or monetary benefits for my data collection?**

You will receive **no payment for the fact of providing the personal data** collected by the project, as described above.

Therefore, you should **not expect any royalties or payments in concept of “data collected”** from the project in the future.

The only expected benefit might refer, **not to the collection of data itself, but to the fact of participating in the Ambassadors Programme** according to the conditions established by the programme requirements, and which will be published in <http://fundingbox.com/>

On the other side, the **data will not be used by any member of the project team for commercial purposes.**

### **For more information**

If you have any further questions or concerns about this application process, please contact:

Maria Roca E-mail: [david.seoane@fundingbox.com](mailto:david.seoane@fundingbox.com)

### **What if I have concerns about this project?**

If you are worried about any of the information requested, or if you are concerned about how it is being collected, you can contact the Project Community Manager of the NGI4ALL project, David Seoane at: [david.seoane@fundingbox.com](mailto:david.seoane@fundingbox.com).



*Project funded by the Horizon 2020 Framework Programme of the European Union,*

*Grant agreement N°: **No. 825354***



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## APPENDIX B: INFORMED CONSENT FORM (COMMUNITY)

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These statements will be included in an online form before filling in the online application / sign-up form.

By ticking the box related to informed consent during the application process, I confirm that I have read and understood the information package and in particular have noted that:

1. I have read and understood the information about the project, as provided in the Information Sheet.
2. I have been given the opportunity to ask questions about the project and my participation via [david.seoane@fundingbox.com](mailto:david.seoane@fundingbox.com)
3. [When applicable] I voluntarily agree to participate in the Ambassadors Programme organised by the NGI4ALL project.
4. I understand I can withdraw at any time without giving reasons and that I will not be penalised for withdrawing nor will I be questioned on why I have withdrawn.
5. The procedures regarding confidentiality have been clearly explained (e.g. use of names, anonymisation of data, etc.) to me.
6. The use of the data publications, sharing and archiving has been explained to me.
7. I understand and agree that other members of the consortium will have access to this data only if they agree to preserve the confidentiality of the data and if they agree to the terms I have specified in this form.



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## APPENDIX C: NGI COMMUNITY SIGN-UP FORM DISCLAIMERS

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These statements will be included in an online form before filling in the online application / sign-up form:

**When replying “Yes” to Newsletter subscription:**

If you reply YES to this question, you agree to share your e-mail address with Martel GmbH, who is responsible for sending the newsletter in the NGI initiative.

**When reply “Yes” to NGI Map participation:**

\*If you reply YES to this question, you agree to share your contact data with Martel GmbH in order to contact and confirm your willingness to be part of the NGI Map and agree next steps on the inclusion of your organisation there.

The NGI Map is managed by Martel GmbH, coordinator of the NGI4ALL project (<https://www.ngi.eu/ngi-map/>).

**General declaration in the sign-up form:**

Personal data from the above form will be processed in purpose of realisation the NGI Initiative. The Administrator of personal data is FundingBox Accelerator sp. o.o. (Al. Jerozolimskie 136, 02-305 Warsaw, Poland). |

You can find more information about processing your personal data in our Privacy Policy (linked). In all matters regarding personal data, you can contact us using the following email address: [privacy@fundingbox.com](mailto:privacy@fundingbox.com).

More information about NGI Newsletter: <https://www.ngi.eu/subscribe/>

More information about NGI Map: <https://www.ngi.eu/ngi-map/>

