

CERERE

CEreal REnaissance in Rural Europe: embedding diversity in organic and low-input food systems

Grant agreement n°: 727848

H2020 - Research and Innovation Action

D6.1 – Ethic Guidelines

Due date: M06 (April 2017)

Actual submission date: 5 May 2017

Project start date: November 1st, 2015

Duration: 36 months

Workpackage concerned: 6

Concerned workpackage leader: Giuseppe Nocella (UREAD)

Lead Beneficiary: All

Dissemination level:

- PU:** Public (must be available on the website)
- CO:** Confidential, only for members of the consortium (including the Commission Services)
- CI:** Classified, as referred to in Commission Decision 2001/844/EC

1. CERERE – Project Ethics

WP6 (Ethics requirements UREAD) ensures that activities within the project will be conducted in compliance with:

- (a) Ethical principles (including the highest standards of research integrity and including, in particular, avoiding fabrication, falsification, plagiarism or other misconducts)
- (b) International, EU and national data protection legislation
- (c) Data privacy will be respected and personal information directly or indirectly collected will be processed securely and not disseminated without the written consent of that person.
- (d) Data are handled in such a manner as to ensure that they are safe from unintended, unwanted or malevolent use.
- (e) Any personal data will be handled in compliance with applicable EU and national law on protection of personal information and copyright such as the EU Charter of Fundamental Rights, the EU Directive 95/46/EC on the protection of individuals with regard to processing of personal data and on the free movement of such data and the EU Regulation 2016/679 on General Data Protection Regulation entering in force in May 2018.

Data subjects include all members of the consortium, farmers and key players of the CERERE project such as producers, distributors and any other person about whom the consortium could potentially process personal data (third parties), such as:

- A. Psychological, social science and humanities data collection involving human participants, including questionnaires, surveys, focus groups and other interview techniques;
- B. Research using personal information or samples stored from previous research (either initially or when a proposal is revised).

According to the European data protection act legislation, the people or bodies that collect and manage personal data are called "data controllers". They must respect EU law when handling the data entrusted to them. Individuals regularly disclose personal information such as their names, photographs, telephone numbers, date of birth and address while engaged in a whole range of everyday activities. This personal data may be collected and processed for a wide variety of legitimate purposes.

2. Responsibility of Ethics within CERERE

Each CERERE partner is responsible to comply with national and EU data protection legislation, when performing any tasks related to the CERERE project. Table 1 shows people responsible for ethics within the CERERE consortium.

Table 1. Responsible for ethics by participant

No*	Participants' short-name	Responsible for ethics
1	UREAD (UK)	Giuseppe Nocella
2	UNIFI (Italy)	Gianluca Stefani
3	RSR (Italy)	Riccardo Bocci
4	RSP (France)	Patrick De Kochko
5	INRA (France)	Veronique Chable
6	UHE (Finland)	Sami Kurki
7	TEAGASC (Ireland)	Aine Mack-Walsh
8	RAS (Spain)	Maria Carrascosa
9	FB (Italy)	Elisabetta Tola
10	ORC (UK)	Susanne Padel
11	SEGES (Denmark)	Gustav Bock
12	ITAB (France)	Frederic Rey
13	UD (Hungary)	Zsolt Polereczki

Each CERERE partner will regularly monitor the progress of consortium tasks that involves any type of data collection. The Ethics topic will be on the agenda of the remaining planned meetings (see table below) where a brief update will be provided by each partner indicating whether any ethical issues have arisen and if any procedure or response is required.

Meeting 2	UNIFI - M14
Meeting 3	TEAGASC - M26
Meeting 4	INRA - M35

3. Rights and responsibilities of consortium members and third parties

- 3.1.** All data subjects have the right to access the information held about them, ensure that it is correct and fairly held. **Opt out rights**

The consortium may not always seek the consent of data subjects when processing personal data, for example, when processing for business purposes or when the information is already in the public domain.

If any person has good reason for wishing their details to remain confidential in any such instance, they should contact the appropriate responsible ethics leading the CERERE task involved with data collection.

3.2. Data Storing

As regards data storage, CERERE partners, as well as complying with EU regulations, must follow the legislation applied to the country's legislation where data collection took place.

4. Responsibilities of consortium members and third parties

Anyone who processes (stores or uses) personal data on behalf of the consortium has a responsibility to ensure that the Data Protection Principles are observed. All responsible ethics (see table 1) must access the Data protection legislation from the country where the CERERE task is performed.

In January 2012, the European Commission proposed a comprehensive reform of data protection rules in the EU. On 4 May 2016, the official texts of the Regulation and the Directive were published in the EU Official Journal in all the official languages. While the Regulation entered into force on 24 May 2016, it shall apply from 25 May 2018.

The links below contain details for National Data Protection Authorities in Europe:

EU Data protection bodies

http://ec.europa.eu/justice/data-protection/bodies/index_en.htm

EU28 countries (redirects to the Article 29 Working Party section)

http://ec.europa.eu/justice/data-protection/article-29/structure/data-protection-authorities/index_en.htm

European Free Trade Area (EFTA)

http://ec.europa.eu/justice/data-protection/bodies/authorities/efta/index_en.htm

5. Procedures in case of complaints

In case of any dissatisfaction with regards to ethics principles, a formal complaint must be made by sending an email directly to the person responsible for ethics (see table 1) in his or her institution/organisation who in turn will inform the project Coordinator and the project manager (see table 1).

In case of dissatisfaction with the complaint, a steering committee meeting will be called to discuss further development.

6. Information Sheet

In case any psychological, social science and humanities data collection involving human participants is conducted for the project purposes, such as questionnaires, surveys, focus groups and other interview techniques an **Information Sheet** must be supplied on headed notepaper and include a contact name and telephone number of the partner responsible for ethics partner enacting the task.

The **Information Sheet** must be written in the language that is appropriate to the subjects and can be easily understood by them. It must include a summary of the data collection purposes to be undertaken together with a full and clear account of what will be required of the subject. Serious consideration should be given to consent procedures for minors even though consent will have to be sought from parents, guardians or other responsible adults.

The following points will need to be covered in the **Information Sheet** to be provided to the respondent:

- Information about the project and the purpose of the enquiry
- How the participants are being selected;
- The arrangements for expenses and other payments, if any, to be made to the participants;
- The arrangements to allow participants to withdraw at any stage if they so wish;
- The arrangements for publishing the research results and, if confidentiality might be affected, for obtaining written consent for this;
- A contact person from the Institution name and e-mail in case of any complaint;
- A standard statement, indicating the process of ethical review at the University/Institution undergone by the project, as follows:

'This project has been reviewed by the University/Institution Research Ethics Committee and has been given a favourable ethical opinion for conduct'.