

INFORMED CONSENT OF PARTICIPANTS OF THE PROJECT EURAXESS TOPIV

Open EURAXESS – To strengthen the effectiveness and optimize the services of all partners in an innovative and open EURAXESS network

INTRODUCTION

You are invited to participate in the **Capacity Building activities of the EURAXESS Network** under the framework of the **EURAXESS TOPIV project**.

The decision to join, or not to join, is up to you.

Capacity Building activities will be organized focused on both traditional EURAXESS topics on **servicing mobile researchers, but also on new services, e.g. support to industries and/or career development of researchers.**

The trainees will acquire skills to: work with other organization departments and support the organization in working with industry, advise researchers on these topics, organize events in their organization for connecting researchers and industry, increase the number of job offers on the portal and the number of start-ups and spin-offs.

WHAT IS INVOLVED IN THE PROJECT?

Your participation, as network member in any project activities is voluntary. Your personal data will not be used or stored; only the information received from you will be collected. The information collected will not be used for other purposes. You have been reached/ identified via the EURAXESS extranet, operated by the European Commission or invited by the organisers. Participation of network members in any project activities will be voluntary – this information is stated in the e-mails sent to you.

Your participation, as individual in the activities will be limited to their attendance at events (networking events, twinning events) organized by the project. For firms and institutions, their activities will include circulating information about registration for individual events to their own employees (using their own existing contact database, which will not be shared with EURAXESS, or other internal means of communication).

By giving your informed consent to use your Data for the purposes of the project, you have various rights that are described in detail in the EU Regulation on Data Protection 2016/679 (EU GDPR).

The Project ends 28.02.2022. All Personal Data will be deleted at the end of the project in order for your best interest to close your case properly. No right on the deletion of Personal Data can be performed, if the storage is required by law, or in order to preserve the right of freedom of expression and information. This should apply in particular to the processing of Personal Data in the audiovisual field and in news archives and press libraries, as described in detail in the EU Regulation on Data Protection 2016/679 (EU GDPR).

Participant consent will also be required in your registration form by the respective Task leaders to use your data, to be photographed or recorded during the project activities, and to use or authorize others to use your photographs or recordings for the purposes of promoting EURAXESS. If you are not consenting to the above described photographic reportage material you will be unable to register or to participate in the activities offered within the project, and the respective Task leaders will not collect or store any data relating to such individuals.

No transfer of Data is allowed between consortium members, to other countries or to third parties. No secondary use of Data is allowed.

Your safety is taken very seriously, therefore the consortium members responsible for the organization of the planned project's events communicate about you in pseudonymized form. The authorized personnel uses therefore a hash to codify your identity and keep completely codified any data that you wish not to be disclosed for reasons of personal safety or privacy, for example in participants' lists or testimonies.

The consortium members responsible may stop the Project or take you out of the Project at any time they judge it is in your best interest. They may also remove you from the Project for various other reasons, such as to protect other participants. They can do this without your consent.

You can stop participating at any time. If you stop you will not lose any received benefits.

The principles of data protection do not apply to anonymous information, namely information which does not relate to an identified or identifiable natural person or to Personal Data rendered anonymous in such a manner that you are not or no longer identifiable, as in the quantitative study performed in the Project or evaluation forms of meetings and trainings. Your informed consent does not therefore concern the processing of such anonymous information, including for statistical or research purposes.

RISKS

In case the respective consortium member responsible for the organization of the planned project's events identify **incidental findings, the Core Consortium and the Project Officer through the Project's Coordinator, will be immediately informed in order to act on case by case basis.**

This Project might involve the risk of social harm, political persecution, risks of criminal or civil liability or damage to employability, or reputation. Therefore the Controllers take all measures to protect your identity, as described in the Data Protection Policy, linked in this document. The Controllers will always advise you to do so yourself and to not reveal your identity without serious reason. This will include the video handbook, where you might be asked to give information and advice to colleagues about the career consulting target process.

CONFIDENTIALITY

Please notice, that with your informed consent **you provide Personal Data only** to the respective consortium member responsible for the organization of the planned project's events and their authorized staff of limited range, mainly dependent on the actions you are willing to participate.

YOUR RIGHTS AS A PROJECT PARTICIPANT?

Participation in this Project is voluntary. You have the right not to participate at all or to leave the Project at any time. Deciding not to participate or choosing to leave the Project will not result in any penalty or loss of benefits to which you are entitled, and it will not harm your relationship with the Controllers or your established career network through the Project.

CONTACTS FOR QUESTIONS OR PROBLEMS?

Send an e-mail to the consortium member, if you have questions about the Project, need information on your Personal Data, want to leave the Project, want to have your Personal Data deleted, if you face any kind of problems, or think that something unusual or unexpected is happening.

You can lodge a complaint about the procedure of your Personal Data with your responsible consortium member, their Data Protection Officer, their National Data Protection Officer, the Project Coordinator, their Data Protection Officer.

According to the Consortium Agreement, which was signed by all project beneficiaries, partners agree to respect Community regulations in harmonization with national regulations when executing project tasks. Consortium Parties confirm that ethical standards and guidelines of Horizon 2020 will be rigorously applied by all of them, regardless of the country in which the activity is carried out. The Coordinator is responsible for checking relevant Community regulations, while all partners are asked to check their national rules and do the work respecting them.

CONSENT OF SUBJECT (or Legally Authorized Representative)

With your signature you confirm of having read carefully all information written and linked here.

Signature of Subject or Representative

Date: / / 20....

Upon signing, the subject or the legally authorized representative will receive a copy of this form, and the original will be held in the subject's Project record.