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## D5.2 DATA MANAGEMENT PLAN

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Abstract	This document (to be updated at the end of the 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

Version	Date	Description of change	List of contributor(s)
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Nature of the deliverable:	DMP	
Dissemination Level		
<b>PU</b>	Public, fully open, e.g. web	
<b>SEN</b>	Sensitive, limited under the conditions of the Grant Agreement	✓
<b>Classified R-UE/ EU-R</b>	EU RESTRICTED under the Commission Decision No2015/ 444	
<b>Classified C-UE/ EU-C</b>	EU CONFIDENTIAL under the Commission Decision No2015/ 444	
<b>Classified S-UE/ EU-S</b>	EU SECRET under the Commission Decision No2015/ 444	

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

DEM: Demonstrator, pilot, prototype, plan designs

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

DATA: Data sets, microdata, etc

DMP: Data management plan

ETHICS: Deliverables related to ethics issues.

SECURITY: Deliverables related to security issues

OTHER: Software, technical diagram, algorithms, models, etc.

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## EXECUTIVE SUMMARY

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The **NGI4ALL.E 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 July 2022, until June 2025).

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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 (NGI4ALL.E)
<b>RIA</b>	Research and Innovation Action
<b>WP</b>	Work Package

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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 the first version and changes will be introduced as a result of law changes, according to applicable regulations, 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 – 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 Europe:

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

NGI4ALL.E aims to support ongoing NGI communication, marketing, and community building, helping the EC to engage a diverse community of stakeholders, spanning from researchers and innovators to policymakers and end users. The objective is to build on the previously gained experience by running the NGI Outreach Office.

Therefore, personal data-wise, NGI4ALL.E will be able to apply the data analytics from the previous CSA and improve the overall experience of the whole ecosystem, online and on-site.

The main purpose of data collection in this case is to use it to glean actionable insights that can help the project to succeed, in terms of better productivity, faster results, less time spent and greater overall success of the project. With a good set of data that we already have, the statistical test can be run in order to validate potential problems and ascertain goals, and continue to measure progress.



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## 2 DATA SUMMARY

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As described in the Guidelines on FAIR Data Management in Horizon Europe, 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 (e.g. interviews, focus groups), 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 (NOC)**: 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 innovators, researchers and 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 DATA RE-USAGE

As previously mentioned, NGI4ALL.E is carrying the legacy of the previous CSA NGI4ALL, and therefore will re-use all the data that has been collected during the NGI4ALL. It will not be a re-usage per se, but the same data collected will be used most likely for the same purposes. Newsletter subscribers will continue to receive NGI4ALL.E newsletters, NGI community will continue to welcome new members coming via the NGI4ALL.E activities, past event registrants (who gave their consent to receive future updates) will be informed about the upcoming NGI4ALL.E events. The data subjects will be informed about these activities.

All personal data collected will be anonymised upon completion of the project and will not be kept for longer than 2 years after the completion of the project. About the NOC platform, once this project will be over after the reporting is sent and approved by the EC, consortium partners

might decide to continue running the community, transform it or close it, considering that users will have to be asked about the re-use of their data.

In addition, complying with the provisions of the Grant Agreement, the consortium will keep for 5 years records and other supporting documents to prove the proper implementation of the action in line with the accepted standards in the respective field.

## 2.2 TYPES AND FORMATS OF DATA GENERATED / COLLECTED

The types of data collected will include specific indicators to evaluate the interest of stakeholders in joining and actively participating in the NGI ecosystem, as previously mentioned, data collected is personal data and data related to the business activities of the participants in the NGI and their participation in the initiative.

These are community members, ambassadors, NGI Innovators, expert-group members, NGI event-goers, newsletter subscribers, early adopters and/or contributors.

Generic information is collected in **textual** and **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.

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

**FundingBox** (WP leader), as responsible for the existing **NGI Community Platform**, will continue to collect data of users, through an online form within the FBOX Platform.

The information gathered will serve to:

- Sign-up, access and participation in the NGI Online Community Platform
- NGI Community and general newsletter
- Show interest to participate in the NGI Map that is provided by the NGI portal (managed by MARTEL)
- Information mapped in the NGI Innovators Database
- Information mapped around the NGI Assets for sustainability and exploitation
- Submission of applications for the NGI Awards
- Information about the NGI Ambassadors and other consulted experts or engaged speakers and the Expert Focus Group members.

**Martel** (project coordinator), as responsible partner for the **NGI portal** and the **NGI forum website(s)**, will continue to collect data of users through online forms within the NGI portal, related to:

- Events registrations
- 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](https://ngiforum.eu))
- Data gathered via the co-creative/participatory sessions and consultation activities.
- Data gathered via surveys, interviews or working groups;
- Data gathered via other NGI communication channels

**Ideas for Change**, as responsible for reaching and discovering valuable contact points outside the existing NGI ecosystem, will collect data from the users and other stakeholders through semi-structured interviews and participatory workshops.

- Data gathered via surveys, interviews or working groups. Other audiovisual material may be produced, if and only if permission is granted by the contributor.

**Tipik**, as responsible for reaching and discovering valuable press contacts inside and outside the existing NGI ecosystem

- Data gathered via plain internet research and registration forms on the platform
- Data gathered via direct email and phone contacts at the local level
- Data gathered via existing press publications (in general and specialised outlets, information portals and blogs), covering content topics which are close to the NGI main topics of interest
- Data gathered via event registration forms (attending journalists)

**Data will be exploited for three main purposes:**

- Communication and dissemination activities within the NGI4ALL.E initiative
- Impact assessment
- Research

The pseudonymized data sets 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 pseudonymized data will be also available for the European Commission services, which would request access to the information for research purposes.

All data collected will be **small size data** (up to 5 GB all together).

## 2.4 ORIGIN OF THE DATA

As already mentioned, the origin of data to be collected is the NGI portal, NGI Community, and external event platforms (Eventbrite, Zoom, GoToMeeting, etc.). More data will be collected from semi-structured interviews conducted with: NGI Innovators; Women involved in entrepreneurial or other related activities related to NGI, then data collected through participatory workshops conducted with end-user communities as well as schools, and lastly data collected for future PR purposes.

All the information, on the project level, will be captured through online forms and will be recorded and stored in partners' Cloud infrastructures (private Google Drive, shared only amongst the project partners) as an object database. The information stored will be accessible only to authorised users who will be allowed to access the data sets via authentication.

It should be noted that data from the above-mentioned sources in practice come directly from data subjects who provide data to the Project via the aforementioned platforms and tools.

Furthermore, each partner of the project had its own, internal policy and infrastructure of data storing and in-depth data protection policy. Next to the regular network shares, partners have also setup a dedicated Microsoft SharePoint and/or Google Drive servers on which they have established a very detailed folder structure. Every folder is linked to a framework or specific contract and is connected only to authorised staff. Depending on the role a collaborator might have, the project manager is in charge of granting or withdrawing specific access rights to internal or external collaborators.

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

The data collected needs to be exploited in a useful way, in order to make the experience better which finally leads to loyalty and engagement, without exploiting it, project activities will not be implemented in a proper way.

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

- project benefit and progress, from the participation in: the NGI Ambassadors Programme, NGI events (online and on-site), workshops, training
- further research
- dissemination (i.e. newsletter subscribers, future events dissemination, community members, website visitors)

## 2.6 RELATION OF DATA COLLECTION / GENERATION

The data sets to be collected during the NGI Community sign-up process in order to continue 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 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.

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## 3 FAIR DATA

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NGI4ALL.E project generates different types of data in line with different kinds of activities (from pure research to exploitation, communication and management) and with different access conditions to protect exploitation possibilities and confidential information.

NGI4ALL.E follows FAIR (Findability, Accessibility, Interoperability, and Reuse of digital assets) guiding principles for scientific data management and stewardship (mandatory for defined open data) that will be used across the duration of the project.

### Measures for FAIR Data management:

- **Findability:** Standards and metadata format, persistent and unique identifier, naming conventions, search keywords, version numbers.
- **Accessibility:** Data availability (open/ restricted/ confidential), tools to read/ re-use data, ways to make data available, Data repository and Access procedures.
- **Interoperability:** Standards, vocabularies or methodologies for data and metadata, interdisciplinary interoperability.
- **Re-usability:** Data licensing, date of data release, access to third parties, restricted re-use (an exception to general dissemination principles) and length of time for re-use.
- **Allocation of resources:** Costs for making data FAIR and how to cover these costs, Data manager responsible during the project, responsibilities of the partners, the potential value of long-term preservation, and costs of long-term preservation.
- **Archiving and preservation:** Data at the end of the project, data selection for archiving and preservation, estimated final volume, recommended preservation duration, and long-term preservation storage.
- **Data Security:** Provisions for data security, security of long-term preservation.
- **Ethics aspects:** Impact of ethical or legal issues. To ensure a user-friendly approach to the preparation and maintenance of the data. The DMP will be stored in the Project Platform (SharePoint) where it will be accessible to all partners.

The NGI4ALL.E project will integrate the data from all the applications (signed-up users) participating in the: community, website (newsletter subscribers), events (event registrants), interviews, focus groups, workshops and training. The collection of data through an online application form will facilitate data integration by having the information of users structured in a standard form.

### 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 online applications submission platform; and data collected from newsletters, events, and other meetings 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 it 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*) (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 with 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 their 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 (and other open-source platforms), 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 their characteristics and make community communication more effective and efficient. The “export” functionality of each of the partner’s platforms allows such a listing and exportation.

### 3.1.5 Approach for clear versioning

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

Moreover, partners follow 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 the 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:

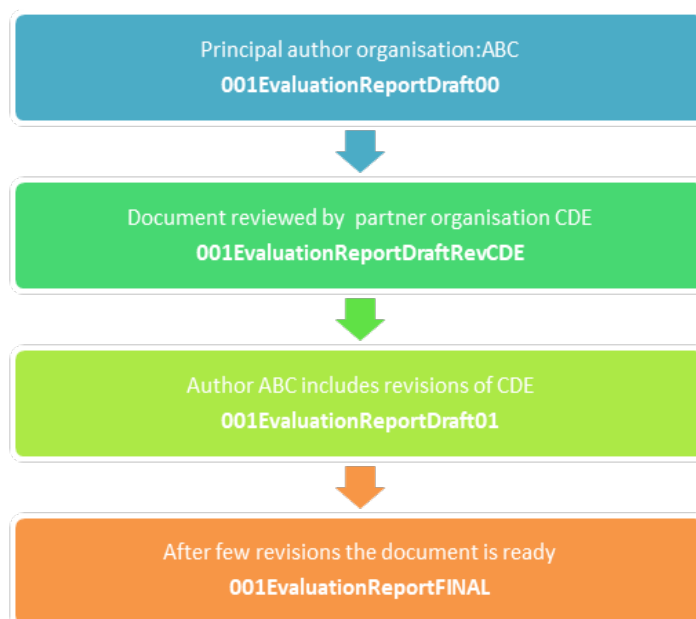


FIGURE 1: VERSIONING FLOW



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

#### DOCUMENT HISTORY

Version	Status	Date	Comments	Author
1	Draft	1/12/2022	Section 2.1 needs to be completed	ABC
2	Under review	2/12/2022	Section 2.1 completed. Comments added.	CDE
3	Draft	4/12/2022	Added suggestions by the CDE	ABC
4	Under review	6/12/2022	Included some topics in the section 2.1	XYZ
5	Issued	15/12/2022	Final version completed	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 finding the information requested. To this end, all documents related to the project have to include on 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.
- The sign-up form submitted via the NGI Portal is a classic newsletter subscription type, with providing an email and giving the consent

## 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 data sets 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 pseudonymized 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 pseudonymized 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 online forms within the FundingBox Platform, NGI Portal and external events platforms. Data will be deposited and secured in the official Project Cloud (available only to the ones with the access - consortium).

## 3.3 MAKING DATA INTEROPERABLE

### 3.3.1 Interoperability of data assessment

Partners will be responsible for storing the data in a comprehensive format and adapting 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 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 uses

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 to data interoperability and re-use.

## 3.4 INCREASE DATA RE-USE

### 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 a key feature 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 access to all the data.

Regarding the data produced by sponsored projects (i.e. granted by NGI4ALL.E RIAs and CSAs), each beneficiary will be responsible for permitting or restricting access to their data and results.

### 3.4.2 Data re-use availability period

Statistical data related to the RIA open calls and information about the winners, NGI awardees and NGI Ambassadors will be made accessible once they are officially agreed on or/and published. Other results such as the name of participants in the NGI initiative sub-projects providing support programmes to beneficiaries will be released in agreement with the participating entities and will be available 2 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 for assuring the quality of the data by making sure the dataset follows the **FAIR principles** included in this plan, and that data is updated.

Personal data processing will be done following the EU, national and international laws in force (in particular GDPR) 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 than 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 maintaining data re-usable as long as possible after the end of the project. The first period of 2 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.

Despite that data will be retained for 5 years to keep the records and other supporting documents to prove the proper implementation of the action in line with the accepted standards in the respective field.

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## 4 ALLOCATION OF RESOURCES

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### 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 the NGI Community members, Fundingbox will be responsible for managing the data stored in its platform (<https://fundingbox.com/>) and Martel of the data stored in the 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 for uploading it to the official project drive to share the information with the consortium, 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.E project coordinator and FundingBox, assisted by the WP leaders will be responsible for updating this document and developing a strategy to encourage:

- the identification of the most-suitable data-sharing and preservation methods;
- the efficient use of data ensuring 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 the current needs 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 the NGI4ALL.E.

Therefore, data coming out 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.

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## 5 DATA SECURITY

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### 5.1 PROTECTION OF PERSONAL DATA

When processing data the utmost care should be exercised and strict adherence to the prescribed procedures should be ensured. Most of them are imposed by the regulations of European law and its regulation, inter alia, GDPR.

All the data will be processed in an ethical clearing process that strictly complies with laws and regulations. The consortium will follow the applicable provisions of the General Data Protection Regulation, in particular with respect to the requirement of data protection by design and by default (art. 25 GDPR) to implement the principles of the GDPR.

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

The personal data collected as part of the project will be limited to the sign-up form submission. Each time collecting the data from the participants, they will be provided with an appropriate information pursuant to art. 13 or 14 GDPR defining the details of particular data processing. Following this GDPR requirement ensures that data subjects may make conscious decisions regarding their data provision and thus, participating in the Project. Personal identity will be protected by the use of pseudonymous codes.

The relation of real names and codes will only be known to FBOX and Martel who will keep the records securely. The relation of applications will be coded and available for internal evaluators with such coding. In case data needs to be transferred to non-EU partners, we will make sure that those countries are on 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. Otherwise, we will transfer data to such a partner only if previously we provide appropriate safeguards, and on condition that data subject rights are enforceable and effective legal remedies for data subjects are available. In particular the appropriate safeguard described in art. 46 GDPR will be implemented. 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.

The controller of the personal data obtained via the NGI community (and open calls) is FBOX. The controller of the personal data obtained via the NGI Portal is Martel, and admin of the press database is Tipik. Admins provide signed-up users with information concerning personal data processing.

The new rules of the regulation strengthen individuals' right to be forgotten, which means that if the individual no longer wants his/her personal data to be processed, and there is no legitimate reason for an organisation to keep it, the data shall be deleted.

In addition, it should be noted that each of the consortium partners, performing their tasks on the basis of the Grant Agreement, is a separate data controller. This is because each of the consortium partners independently pursues its goals and chooses the means of processing. As a consequence, each consortium partner is solely responsible for its own compliance with applicable regulations.

## 5.2 NGI COMMUNITY PLATFORM

NGI4ALL.E will continue to collect data of the NGI community users, through an online form within the FundingBox Platform which will be used during the communication and community management actions related to the 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 the 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 the 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 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 backup will be automatically restored (backup 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 right to delete or modify the information included in the datasets. Under exceptional circumstances, administrators can be given permission to delete applications (utilities offered by the FundingBox platform) but the user responsible for its creation will be notified before doing so.
- Deletion of data by participants in open calls: users having started the application process can withdraw at any time using the FundingBox platform before the deadline for submission.
- Terms and conditions: the FundingBox platform has 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.

Appendices - forms and consents, related to the community, are all listed at the end of this document.

## 5.3 NGI PORTAL

NGI Portal, managed by Martel, applies technological and organizational measures to secure the 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: WordPress has been used to build NGI Portal. This content management system (CMS) uses the latest technology in PHP and MariaDB for the business logic and database respectively. WordPress provides a lot of plug-ins in order to grant 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, WordPress 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 data they like to share with other third parties (Google, Facebook, etc.). All information is available at these URLs: <http://ngi.eu/privacy-policy> and <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' WordPress passwords are encrypted through RSA technology, so no one can decrypt them. Not even a WordPress administrator.
- Backup: complete and redundant backups are done regularly. Moreover, every time a modification is done an older version is saved. All server data is protected through a complete data backup procedure. Furthermore, all servers data can be backed up at any time, as necessary.

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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:

*“NGI4ALL.E is funded by the European Commission, as part of the HORIZON Research and Innovation Actions, under Grant Agreement N° 101069364”*





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## 7 CONCLUSIONS

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As described at the beginning of the document The NGI4ALL.E 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 July 2022 until June 2025).

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), which 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 '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 and third update of the DMP will be done with each reporting period - Interim report and Final report.

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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 Evolution - Growing a Sustainable and Inclusive Ecosystem" (NGI4ALL.E)**

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

**Project Community Manager: Marta Albuja**, [marta.albuja@fundingbox.com](mailto:marta.albuja@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.E project](#).

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

FundingBox Communities is 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 regulations 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 the 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.E project will collect data of stakeholders involved in NGI, through an online form within the FundingBox Communities **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 Communities online platform to guarantee access only to those partners **authorised via authentication**. Under no circumstances personal data will be released during the implementation of the NGI4ALL.E 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 of change in the purpose of the use of data will require your previous authorisation. You may also withdraw 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 a 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 a Community user or as another 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 learning 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 the 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, which will be published on <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:

Marta Albuja E-mail: [marta.albuja@fundingbox.com](mailto:marta.albuja@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.E project, Marta Albuja at: [marta.albuja@fundingbox.com](mailto:marta.albuja@fundingbox.com)



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## ● APPENDIX B: CONSENT FORM (COMMUNITY)

When joining the community, there is a link to endorse the Privacy Policy and the community guidelines.

[The Next Generation Internet \(NGI\) Community / NGI/Community Guidelines / NGI Community Terms of use and Privacy Policy](#)

### NGI Community Terms of use and Privacy Policy

Where to find the community Terms of use and Privacy Policy

[NGI Community](#)

While using the NGI Community in the Spaces platform you share your personal data, information about your business activity and other content that is valuable to you. And you have the right to know how we treat your data and how we process them.

In the community [Privacy Policy](#) section you will find a detailed guide on the scope of information we collect, why we do it, how we process the data and what happens when you decide to remove it from the Spaces platform.

If you have doubts about how the NGI Community manages your data, please send an email to [privacy@fundingbox.com](mailto:privacy@fundingbox.com).

#### Processing of personal data

I confirm that I read and understood the information concerning processing of the personal data provided above: \*

Yes

[Join now](#)



Joining this community you agree to its [Privacy policy](#) and [Community Guidelines](#)

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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:

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

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

Personal data from the above form will be processed in the purpose of realisation of the NGI Initiative. The controller of personal data is FundingBox Communities SL (Calle Titan 8, Madrid, 28045, Spain).

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/>