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**T.3.1 CITIZEN-BASED DATA ACQUISITION**

***INFORMATION ABOUT THE GDPR :***

Personal data protection through Citizen-as-Observatory activities have been established and detailed by Harmonia's partner MPL in the "Data management plan & Data ethics" Report page 67.

In summary, the local citizen is expected to play a role of scientist researchers in task 3.1. Consequently, the participation of human subjects in HARMONIA raises some significant concerns in terms of ethics and data ethics. For the purposes of the citizen-based data, it is crucial to first, the informed consent of the subjects involved in the CAO and the data subject’s consent for data processing activities that will take place during the project and assure the protection of personal data in the context of research. This is a long and difficult process in respect to recent discussions on national and EU level, regarding the vulnerability of citizens' personal data.

According to the “Data management plan & Data ethics” report, *“Getting a valid consent from research, participants is one of the most important parameters for conducting research ethically. Such consent needs of course to be valid and the conditions for this to happen are synopsised in the following:*

* *It should be freely given;*
* *It should be obtained in advance;*
* *It should be in writing*
* *It should be informed, based on adequate and accurate information*
* *It should always be freely withdrawn”*

In practice, to obtain Valid consent and protect citizen personal data, each Pilot Cities will provide two documents which include: adequate information, voluntariness and competence (*see Annexe : 1 document about GDPR and Harmonia data management + Table with signature)*.

Document suggests that when human subjects participate in research and it is anticipated that their personal data will be processed for the purposes of the research in question two separate forms of informed consent be acquired, one for the participation itself and one for the data processing activities that will take place. With regard to Harmonia in particular, it is expected that during the participation of citizens in the “Citizens as observatories” programme a valid consent for both the participants and the data processing activities will be acquired and be kept updated during the project’s lifetime by each municipality and available for project coordinator, MPL and DATAR project partners.

Bear in mind that you will anonymise the data before transmitting them to the Harmonia Consortium and the personal data will not be directly used in the IRAP data set, but are necessary to understand and analyse the response and exchange provide during the CAO activities.

***GDPR FOR LOCAL CAO/ Template :***

**The following document must be translated in your language and if necessary adapted to your national regulation.**

 LOGO FROM THE MUNICIPALITY

**Informative note regarding the personal data processing policy and Informed consent for Harmonia Project which received funding from the EU Horizon 2020 research and innovation program under agreement No. 101003517.**

**ABOUT THE HARMONIA PROJECT**

The HARMONIA project will leverage existing tools, services and novel technologies to deliver an integrated resilience assessment platform working on top of GEOSS, seeing the current lack of a dedicated process of understanding and quantifying Climate Change (CC) effects on urban areas using Satellite and auxiliary data available on GEOSS, DIAS, urban TEP, GEP etc. platforms. HARMONIA will test modern Remote Sensing tools and 3D-4D monitoring, Machine Learning/Deep Learning techniques and will develop a modular scalable data-driven multi-layer urban areas observation information knowledge base, using Satellite data time series, spatial information and auxiliary data, in-situ observing systems, which will integrate detailed information on local level of neighborhoods/building blocks. Sustainable reconstruction of urban areas and the health of humans and ecosystems are therefore top priorities. HARMONIA will take into account the local ecosystems of European urban areas, following an integrated and sustainable approach by incorporating the active communities’ participation initiative, which will involve the use of a social platform.

**YOUR LOCAL CONTAT IN HARMONIA**

[name, address & contact email]

The complete list of the Harmonia partners, as well as, additional information on the Harmonia project can be found at the project’s website: <http://harmonia-project.eu/>

**YOUR CONSENT**

This Consent Note provides you with information about the Harmonia project. Please read this information carefully. Ask questions about anything that you don’t understand or want to know more about. Participation in this project is voluntary. If you don’t wish to take part, you don’t have to.

If you decide you want to take part in the project, you will be asked to sign the consent section below.

**PARTICIPATION**

*Possible benefits:* You will not receive any pecuniary benefit from the participation in the Harmonia project other than learning more about Climate Change effects on your local areas, satellite and auxiliary data platforms, as well as the experience of participating in an innovation project and help to advance research and knowledge. Although we cannot guarantee participants will personally experience benefits from participating in the research study, others may benefit in the future from the information provided. In addition, the knowledge that we get from doing this research will be shared with you.
*Possible risks:* No risks associated with participating in this project were identified. During the project, new information about the risks and benefits of the project may become known to the researchers. If this occurs, you will be informed and will discuss with the principal investigator whether this new information affects you.

*Withdrawal*: If you decide to withdraw from the project, please notify a member of the research team. If you decide to leave the project, the researchers would like to keep the personal information about you that have been collected. This is to help them make sure that the results of the research can be measured properly. If you do not want them to do this, you must tell them before you join the research project.

**YOUR PERSONAL DATA PROCESSING AND PURPOSE.**

Personal data collected during the Harmonia Citizen-as-Observatory lifecycle will be processed according to Data Protection Legislation. In addition, we will do our best to make it impossible to identify you as the source of information.

All personal data will be anonymized before being share with the Harmonia consortium for the research purposes only, and for the limited duration of the project. Personal data shall not be disseminated, transferred outside the EU or used in a way incompatible with its initial purpose (research).

Your personal data are important to analysis the answer provide during questionnaire, mobile app question/sources and workshop.

We need to understand your relation with the area concerned by the project as well as your level of knowledge/expertise on the related topics.

**CATEGORIES OF PERSONAL DATA**

**ENGINEERED**

Harmonia with your municipality will process your contact information, how would be:

Name and Surname, Address of living or working in the concerned area, Email address,

CAO events can also be recorded as a photo

video, context in which we can collect and process the image / the voice of the participants present.

We will not collect personal data from third parties and source will be only you.

**PROCESSING METHOD AND RETENTION**

We will aim to minimize the amount of personal data collected through the different activities.

The personal data shall be processed within the European Union, that involves the processing in countries for which the Commission has taken a decision on the adequacy of the protection of personal data.

**AS LONG AS WE KEEP YOUR PERSONAL DATA?**

HARMONIA has implemented technical measures and organizational requirements for organizing the process and criteria specific to the retention of your character data staff (including according to our archiving procedures).

We will stop processing personal data when there are no longer legitimate and compelling reasons in the Permitted Purposes to justify it further processing or when you withdraw your consent (if applicable).

For example, we may retain your personal data if it is reasonably necessary to comply with any legal obligations, meet any regulatory requirements, resolve any disputes or litigation, or as otherwise needed to prevent fraud and abuse. To determine the appropriate retention period for the information we collect from you, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorized use or disclosure of the data, the purposes for which we process the personal data, and whether we can achieve those purposes through other means, and the applicable legal requirements.

**YOUR RIGHTS**

*Right to access : review*, and rectify your data: You have the right to access, review, and rectify your personal data. You may be entitled to ask us for a copy of your information, to review or correct it if you wish to review or rectify any information. You may also request a copy of the personal data processed as described herein by sending an email to . You can access and review this information and, if necessary, ask to rectify your information.

*Right to erasure:* You have the right to erasure of all the personal data processed by as described herein in case it is no longer needed for the purposes for which the personal data was initially collected or processed, in accordance with the Data Protection Legislation.

*Right to object or restriction of processing:* Under certain circumstances described in the Data Protection Legislation, You may ask for a restriction of processing or object to the processing of your personal data.

*Right to data portability:* You have the right to receive your personal data in a format which is structured, commonly used and machine-readable and to transmit this data to another controller (not necessarily a research participant).

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| **I, the undersigned**  |
| First name | Last Name  | Signature |
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|  |  |  |
| **have taken note of the policy provisions of confidentiality and the way in which personal data are collected and used by XX City and HARMONIA Consortium and I agree with them.** |