FIRE | European Forum for Earth Observation

# D1.5 Data Management Plan 1

WP1 – Management & Coordination

*A Living Document*

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|---|---|---|---|---|
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| **Reviewer(s)** | Nico Thom, EVENFLOW | | | |
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# Executive Summary

The Horizon 2020 Coordination and Support Action aims to foster the development and implementation of a collaborative and integrated European research and innovation strategy for mass market applications based on space and non-space Earth observation. Europe's Forum for Innovation and Research in Earth Observation (FIRE) (funded under Grant Agreement number 869634) will build a strong community that will help to capture the "now" and to shape the "tomorrow" of the European Earth Observation (EO) sector. To accomplish this, FIRE will nurture the exchanges between different stakeholders towards designing a long-term Research and Innovation Strategy. More specifically, building a community of research and innovation actors with the mission to keep a finger on the pulse of six different sectors: Agriculture, Energy, Infrastructure, Marine, Raw Materials, and Urban that can benefit from EO services.

The Data Management Plan (DMP) is a mandatory deliverable for projects funded under the EU's Horizon 2020 Programme. This deliverable is the first version of FIRE's Data Management Plan and its purpose is to provide an overview of all datasets which have being foreseen to be collected, generated, and processed during the three years of the project. The FIRE consortium is very serious about the General Data Protection Regulation (GDPR) and has taken measures to comply (Annex 1). Over the course of the project, the DMP will be evolved, because internal or external factors may cause changes in data management. Thus, this document will be a living one which will reflect the current status from the data which will be produced. This deliverable is expected to be finally updated in November 2022, at the end of the project.

# 1 Introduction

The first version of FIRE's DMP is presented in this document. It shows the current status of reflection within the consortium about the data that the project will be producing. However, during the development of the project changes in the consortium or other external factors may cause changes in data management. Thus, the DMP is expected to evolve and be updated at the end of the project (M36). This document is divided in three parts: (i) the data management plan and why it is needed, (ii) the collected and processed data and (iii) the data summary for each Work Package (WP).

## 1.1 Data Management Plan – Why is it needed?

*A **Data Management Plan** (DMP) is a key element of good data management; it describes the data management life cycle for the data to be collected, processed, and generated by a Horizon 2020 project. As part of making research data findable, accessible, interoperable, and re-usable (**FAIR**), a DMP should include information on: (i) the handling of research data during and after the end of the project, (ii) what data will be collected, processed, and generated, (iii) which methodology and standards will be applied, (iv) whether data will be shared/made open access, and (v) how data will be curated and preserved (including after the end of the project). A DMP is required for all projects participating in the extended ORD pilot unless they opt out of the ORD pilot; however, projects that opt are encouraged to submit a DMP on voluntary basis*[1].

The DMP covers the methodology for the data generated and collected during the project as well as the way to make data accessible for use, reuse, and verification. It also shows the policy of curation and preservation of the data.

FIRE collects different types of data, including personal data needed for effective coordination and management of the project. The FIRE Data Management Plan described in this document provides the policy of the consortium on data management. The following categories of data are considered within the project:

- personal status (name, emails, etc.)
- socio-economic (city of residence, country)
- competences
- consent forms
- marketing data and
- background analysis.

## 1.2 Who is responsible for the implementation of the DMP?

The partner in charge of FIRE's DMP is EARSC, although all partners shall be involved in its compliance. EARSC as a project coordinator follows a specific data management and its methodology has been applied to this document. The partners agreed to deliver datasets and metadata produced or collected in FIRE according to the signed GA

[1] H2020 Programme Guidelines on FAIR Data Management in Horizon 2020, Version 3.0, 26 July 2016.

(Article 29.3) which is in line with rules described in the DMP. In general, all data processed in FIRE will stay within the Consortium.

# 2 Collected & Processed Data

## 2.1 Personal data

Personal data will be collected during the project. This data will be collected within the organisation of Focus Groups and FIRE FORA events (participants' names and contact details, including company/affiliation, position, and email address)). Further, names and contact details of persons will be collected for contact management of Sector Leads, Evangelists and attendance of the FIRE FORA (registration page). As described in section 3, the main personal data will be name, affiliation, company and email address.

The FIRE project and its consortium members are committed to the protection of personal data, in accordance with Regulation No.45/2001 of the European Parliament and Council of 18 December 2000 "on protection of individuals with regard to processing of personal data by Community institutions and bodies and free movement of such data". Personal data will thus be processed in conformity with this regulation. All personal data collected and processed will only be used for the purpose of this project and tasks within. Personal data will not be shared with third parties. Any personal data that will no longer be needed for the purpose of the project will be deleted within 12 months after the end of the project the latest.

## 2.2 Entities

One of the deliverables (D2.1) requires a database representing all the engaged actors across the six sectors. This database will be continually updated till the end of the project, but it will not contain any personal data.

## 2.3 Rules of Engagement

To ensure the smooth and impactful engagement of value chain representatives with the FIRE community, we will define the FIRE Rules of Engagement and ask the participants of each Focus Group to approve them. It will be a document that lays out the mission of the Focus Groups, the expected contribution and all practical aspects, signed by the participants of the six Focus Groups.

## 2.4 Videos/photos

The attendees of the two FIRE FORA will be asked to provide their permission to be photographed or video-recorded during the events. Individuals may be interviewed in front of a video camera and their permission for publication will be requested.

# 3 Data Summary

The collected and processed data will be mainly personal data of the FIRE Consortium partners, participants of the different Focus Groups and attendees of the two FIRE FORA. The datasets are divided according to the Work Package (WP) they are collected in.

## 3.1 WP1 Coordination & Management

The main role of this WP is to ensure the timely and easy execution and quality assurance of the FIRE Project over the entire funding period, in accordance with the European regulations. EARSC, the project coordinator uses confluence as management tool and a dedicated FIRE Space has been created on EARSC's confluence portal. This space is also a working area for the FIRE consortium.

| WP1 | | | | | | |
|---|---|---|---|---|---|---|
| T1.1 Project Management & Coordination | | | | | | |
| **Data Collection** | **Personal Data Type** | **Data Owner** | **Data Processor** | **Access Restriction** | **Storage** | **Purpose** |
| **Banking data database** | Institution's name, IBAN/Account number, BIC/SWIFT CODE, Address | EARSC | EARSC | EARSC | Excel file on Dropbox | Data collected from the other three partners to enable transferring the project funds |
| **Team database** | Institution, name and surname, email address, phone number, Skype ID | EARSC | FIRE Consortium | FIRE Consortium | Database in FIRE portal on Confluence | Data collected from all partners, linked to specific tasks, to enable contacting everyone involved in the project |

**Table 1: WP1 Datasets**

## 3.2 WP2 - Building the FIRE Community

Led by EARSC, the overarching goal of WP2 is to build the community that will be engaged under FIRE towards the construction of a forward-looking, well-informed EO sector Development Roadmap. This will be done by fostering the creation of the community by formalising our collaboration pathways with key initiatives and networks. The database of the FIRE Community will gather all the engaged actors (multipliers, EU-funded projects, EC initiatives, champions, sector leaders etc).

| WP2 | | | | | | |
|---|---|---|---|---|---|---|
| **Data Collection** | **Personal Data Type** | **Data Owner** | **Data Processor** | **Access Restriction** | **Storage** | **Purpose** |
| **Database of FIRE Community** | Organisation, name and surname, email address, country | EARSC | FIRE Consortium | FIRE Consortium | Excel file on Dropbox | Data collected from key actors to formalise our collaboration pathways with the project and potentially sending dissemination materials. |
| **Six Sectorial Cards** | N/A | EVENFLOW | FIRE Consortium | FIRE Consortium | Word documents on Dropbox and FIRE portal on confluence | Six templated documents presenting the current state-of-play vis-à-vis EO solution uptake for each of the sector sectors. They will be prepared for each FGE and used to facilitate the discussion |
| **Description of EO and Emerging Trends** | N/A | NOA | FIRE Consortium | FIRE Consortium | World document on Dropbox and FIRE portal on confluence | Background analyses of innovation trends which will be included in the FGEs discussions |

**Table 2: WP2 Datasets**

## 3.3 WP3 - Market Sector Engagement Mechanisms

The goal of WP3 is the engagement of the sector community representatives through a series of: (i) face-to-face events (Focus Groups (FGs) and FORA) and (ii) online via a dedicated portal to enable an ongoing dialogue. This WP will be the one collecting the most data because there will be several events with many participants. In more details:

- For each sector (six in total), the consortium will organise two Focus Groups events with 10-12 participants each. For better coordination and exchange, the FIRE Portal (hosted on the EARSC portal) will be used as a working area for the consortium and Focus Group participants.
- There will also be two iterations of the FIRE Forum, one in M20 and the second in M32. Each event should attract around 100-150 participants.

**WP3**

| Data Collection | Personal Data Type | Data Owner | Data Processor | Access Restriction | Storage | Purpose |
|---|---|---|---|---|---|---|
| **Focus Groups Databases** | Organisation, name and surname, email address, phone number, Skype ID, consent for sharing, emails, photos/video and acceptance of rules of engagements | EARSC | FIRE Consortium | FIRE Consortium and Focus Groups Members | Database in FIRE Portal on Confluence | Organising the two-times six Focus Groups |
| **FIRE Forum Registration** | Organisation, name and surname, email address, consent for sharing photos/video | EARSC | EARSC | FIRE Consortium | Database of the FIRE website (restricted access) or Eventbrite (restricted access) (tbd) | Organising the two FIRE FORA |
| **Focus Group Activity summaries** | N/A | FIRE Consortium | FIRE Consortium | FIRE Consortium and Focus Groups Members | Word document on Dropbox and FIRE portal on confluence | Summarizing the results of the focus groups events |
| **FIRE FORUM activity summaries** | N/A | FIRE Consortium | FIRE Consortium | FIRE Consortium for the first version and everybody/public for the second one) | Word document on Dropbox, FIRE portal on confluence | Summarizing the results of the FIRE FORA |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | and FIRE website | |

**Table 3: WP3 Datasets**

# 3.4 WP4 - EO Sector Development Strategy

The objective of this WP is to develop a comprehensive set of forward-looking, EO sector shaping document, the action plan and high-level roadmap. During this WP we do not foresee the collection of any personal data, only analysis of results to produce the sector-specific action plans, the path to upscaling and mass-market update and the sector development roadmap.

| WP4 | | | | | | |
|---|---|---|---|---|---|---|
| **Data Collection** | **Personal Data Type** | **Data Owner** | **Data Processor** | **Access Restriction** | **Storage** | **Purpose** |
| **Sector-specific actions plans** | N/A | FIRE Consortium | FIRE Consortium | FIRE Consortium | Word document on Dropbox, FIRE portal on confluence | Developing sector-specific actions plans for the uptake of EO- based solutions in the six sectors |
| **Mapped mass-market applications** | N/A | EARSC Consortium | FIRE Consortium | FIRE Consortium | Database on Dropbox and FIRE portal on confluence | Laying out a path to upscaling and mass-market uptake |
| **Path to upscaling and mass-market uptake** | N/A | EARSC Consortium | FIRE Consortium | FIRE Consortium | Word document on Dropbox, FIRE portal on confluence | Outlining the applicable research and innovation perspectives for the development and delivery of mass-market EO services |
| **Sector Development map** | N/A | EARSC Consortium | FIRE Consortium | Public | Word document on Dropbox, FIRE portal on confluence | Outlining the main components of the FIRE discussions with each sector and how each sector |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | and FIRE website | could improve using EO technologies |

**Table 4: WP4 Databases**

# 3.5 WP5 Impact Maximisation

This WP led by Evenflow covers the communication and dissemination activities for FIRE, including the creation of targeted promotional and communication materials. This horizontal WP will be fundamental to the Data Management Plan, raise awareness for the FIRE project to all the six sectors as well as other Earth Observation and non-related stakeholders. FIRE will produce:

- A website to establish an online presence, communicate FIRE-related news and developments, as well as produced videos etc.
- Social media to amplify the impact
- Attractive videos aimed at amplifying the reach of FIRE within and beyond the addressed sectors

FIRE will also launch a novel EO Evangelist Programme which will select the most influencing presenters for each sector, "recruiting" the best ones.

**WP5**

| Data Collection | Personal Data Type | Data Owner | Data Processor | Access Restriction | Storage | Purpose |
|---|---|---|---|---|---|---|
| **Evangelists database** | Name, Surname, company, address, Email, country, competences, consent for sharing photos/videos | EARSC | FIRE Consortium | FIRE Consortium | Database in FIRE Portal on Confluence and on Dropbox | Selecting evangelists from our network/focus groups to promote FIRE |
| **Database for emails** | Email address, Entry ID, opt-in date and time, expressed consent (GDPR), marketing data concerning each e-mail update (delivery, opening, clicked links, unsubscription, | Evenflow | Mailchimp or other email service provider (tbd), Evenflow | FIRE Consortium | Database on Mailchimp | Targeted FIRE communication activities |

| | | | | | | |
|---|---|---|---|---|---|---|
| | abuse complaints) | | | | | |
| **Database for website usage** | Information about website visitors: IP addresses (including geographic estimation), when and which website pages have been visited, order of views, length of views, device and browser used, cookies for browsing history | Evenflow | Google Analytics, Evenflow | Evenflow for detailed data, PARSEC Consortium for aggregated data, Public for final data (general website statistics without personal data) | Google Analytics | Assessing and improving FIRE communication activities |
| **Database for journalist contact management** | Name, Surname, Affiliation, email address, Twitter account of journalists | Evenflow | Evenflow | FIRE Consortium | Database in FIRE Portal on Confluence and on Dropbox | Contact management for communication purposes, e.g. press releases or event invitations |
| **FIRE Evangelist Summary** | N/A | FIRE Consortium | FIRE Consortium | FIRE Consortium | Word document on Dropbox, FIRE portal on confluence | Planning for the novel EO-Evangelist programme |
| **Sustainability Plan** | N/A | FIRE Consortium | FIRE Consortium | FIRE Consortium | Word document on Dropbox, FIRE portal on confluence | Capturing all the aspects related to the sustainable exploitation of the key assets of the project |

**Table 5: WP5 Datasets**

# References


- Directorate-General for Research & Innovation, "Guidelines on FAIR Data Management in Horizon 2020, Version 3.0," EUROPEAN COMMISSION, 26 July 2016. [Online]. Available: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf. [Accessed 28 October 2017].
- Guidelines on Data Management in Horizon 2020, http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020- hi-oa-data-mgt_en.pdf
- Open Access to Scientific Publications and Research Data in Horizon 2020 Guidelines, https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020 -hi-oa-pilot-guide_en.pdf
- Open Research Data Pilot – ORD pilot: https://www.openaire.eu/opendatapilot
- FIRE Grant agreement & FIRE consortium agreement
- FIRE D5.1 Communication Strategy and Action Plan
- Regulation No.45/2001 of the European Parliament and Council of 18 December 2000 "on protection of individuals with regard to processing of personal data by Community institutions and bodies and free movement of such data", https://op.europa.eu/en/publication-detail/-/publication/0177e751-7cb7-404b-98d8-79a564ddc629/language-en

# Annex 1

To assure the compliance with General Data Protection Regulation (GDPR) of all the FIRE partners, a Personal Data Risk Assessment form was shared and filled out by all the partners. The form indicates if personal data will be received and/or transmitted by each of the partners. Because of involvement of the whole consortium in several WPs, and especially in WP5 devoted to communication, it is foreseen that all partners will transmit and receive data from all consortium members. It is being anticipated that partners will provide information regarding their national and local multipliers. This way, we can assure maximalization of outreach on each of the local markets.

1. European Association of Remote Sensing Companies

2. Evenflow

3. Verhaert

4. NOA

## FIRE PERSONAL DATA RISK ASSESSMENT

**KINDLY READ CAREFULLY BEFORE FILLING IN THE FORM BELOW**

- **Personal data is information that relates to an identified or identifiable individual.**
  What identifies an individual could be a name or a number or could include other identifiers such as an IP address or a cookie identifier, or other factors.
  1. If it is possible to identify an individual directly from the information you are processing, then that information is personal data.
  2. If you cannot directly identify an individual from that information, then you need to consider whether the individual is still identifiable. You should take into account the information you are processing together with all the means reasonably likely to be used by either you or any other person to identify that individual. If the individual is identifiable, then that information is personnel data.

  Information which has had identifiers removed or replaced in order to pseudonymise the data is still personal data.
  Only information which is truly anonymous is deemed as no personal data

- **A data subject** is any individual person who can be identified, directly or indirectly subject by personal data

- **Process** means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

  You can process personal data without having collected them yourself.

# EARSC

**NAME OF YOUR LEGAL ENTITY:** European Association of Remote Sensing Companies
**Country:** Belgium

**1. Has your legal entity appointed a Data Privacy Officer or a representative in this matter?**
☒Yes ☐No
If yes, please give his/her contact detail(s):
name: Emmanuel PAJOT
email: emmanuel.pajot@earsc.org
phone:0032487743569

**2. Do you plan to process any personal data for the purposes of FIRE Project ? (Kindly report to definitions p.1 before answering)**
☒Yes ☐No

**IF YES TO QUESTION 2**

**3. Are any of these personal data health data?**
☐Yes ☒No

**4. In which country will the data be processed?**
Belgium

**5. Will the data be collected:**
☒Directly from the data subject?
☐Via a platform that you -or another project partner- develop?
☒Via a platform not related to the project?

**6. Will you receive any personal data from another project partner(s)?**
☒Yes ☐No

**If yes: which one(s)?**
- Evenflow
- NOA
- Verhaert

**7. Will you transmit any personal data to another partner?**
☒Yes ☐No

If yes: which one(s)? I will share information with EVENFLOW, NOA and VERHAERT

**8. Will you transmit any personal data to a research works subcontractor(s)?**

☐Yes ☒No

**If yes: Is it located in the EU?**

☐Yes ☐No

**If the subcontractor(s) is located outside the EU, please specify the country:**

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**9. Will you transmit any personal data to one of your affiliate(s)?**

☐Yes ☒No

If yes: Is it located in the EU?

☐Yes ☐No

**If the affiliate(s) is located outside the EU, please specify the country:**

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**10. Tick the security measures that will be implemented to prevent unauthorized access to personal data or the equipment**

**Logical security control:**

☒Encryption

☐Anonymisation

☐Partitioning data

☒Logical access control (Methods to define and attribute users profiles)

☐Traceability (logging

☐Secured archiving

☒Paper document security

☒Minimising the amount of personal data (e.g by Filtering and removal, Reducing sensitivity via conversion, Reducing the identifying nature of data, Reducing data accumulation, Restricting data access)

**Physical Security Control:**

☒Operating security (Policies implemented to reduce the possibility and the impact of risks on assets supporting personal data)

☐Clamping down on malicious software

☐Managing workstations

☐Website security

☒Backups security

☐Maintenance security

☐Processing contracts (to use subcontractors which are able to provide effective sufficient guarantees, and to sign a contract which defines the subject, the length and the purpose of the processing, as well as obligations of each party)

☒Network security

☐Physical access control

☐Monitoring network activity

☐Hardware security

☐Avoiding sources of non-human risk (to document implantation area, which should not be subject to environmental disasters (e.g flood zone, earthquake etc..), fire hazard, water hazard)

**Organizational Control:**

☒Managing personal data violations (Existence of a process that can detect and treat incidents that may affect the data subjects' civil liberties and privacy)

☒Personnel management (Existence of a policy describing awareness-raising controls within staff, and when persons who have been accessing data leave their job)

☒Relations with third parties (Existence of a policy and processes reducing the risk that legitimate access to personal data by third parties may pose to the data subjects' civil liberties and privacy)

☒Supervision (Existence of a policy and processes to obtain an organization able to manage and control the protection of personal data held within it)

**Other (please specify)**

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# EVENFLOW

**NAME OF YOUR LEGAL ENTITY: Evenflow sprl**
**Country:** Belgium

**1. Has your legal entity appointed a Data Privacy Officer or a representative in this matter?**
☐Yes ☒No
If yes, please give his/her contact detail(s):
Name:
Email:
Phone:

**2. Do you plan to process any personal data for the purposes of FIRE Project ? (Kindly report to definitions p.1 before answering)**
☒Yes ☐No

**IF YES TO QUESTION 2**

**3. Are any of these personal data health data?**
☐Yes ☒No

**4. In which country will the data be processed?**
Belgium (office computers), United States (Google Analytics), Germany (website)

**5. Will the data be collected:**
☒Directly from the data subject?
☒Via a platform that you -or another project partner- develop?
☒Via a platform not related to the project?

**6. Will you receive any personal data from another project partner(s)?**
☒Yes ☐No

**If yes: which one(s)?**
- contact details of contributors to the project from within the consortium
- personal data (name, affiliation, contact details) of Focus Group participants

**7. Will you transmit any personal data to another partner?**
☒Yes ☐No

If yes: which one(s)?
- Names and contact details of potential Focus Group participants, FIRE Forum participants, Evangelists, or Sector Leads

**8. Will you transmit any personal data to a research works subcontractor(s)?**

☐Yes ☒No

**If yes: Is it located in the EU?**

☐Yes ☐No

**If the subcontractor(s) is located outside the EU, please specify the country:**

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**9. Will you transmit any personal data to one of your affiliate(s)?**

☐Yes ☒No

If yes: Is it located in the EU?

☐Yes ☐No

**If the affiliate(s) is located outside the EU, please specify the country:**

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**10. Tick the security measures that will be implemented to prevent unauthorized access to personal data or the equipment**

**Logical security control:**

☒Encryption

☒Anonymisation

☐Partitioning data

☒Logical access control (Methods to define and attribute users profiles)

☒Traceability (logging)

☒Secured archiving

☐Paper document security

☒Minimising the amount of personal data (e.g by Filtering and removal, Reducing sensitivity via conversion, Reducing the identifying nature of data, Reducing data accumulation, Restricting data access)

**Physical Security Control:**

☒Operating security (Policies implemented to reduce the possibility and the impact of risks on assets supporting personal data.)

☐Clamping down on malicious software

☐Managing workstations

☒Website security

☒Backups security

☐Maintenance security

☐Processing contracts (to use subcontractors which are able to provide effective sufficient guarantees, and to sign a contract which defines the subject, the length and the purpose of the processing, as well as obligations of each party)

☒Network security

☒Physical access control

☒Monitoring network activity

☐Hardware security

☐Avoiding sources of non-human risk (to document implantation area, which should not be subject to environmental disasters (e.g flood zone, earthquake etc..) , fire hazard, water hazard)

**Organizational Control:**

☒Managing personal data violations (Existence of a process that can detect and treat incidents that may affect the data subjects' civil liberties and privacy)

☒Personnel management (Existence of a policy describing awareness-raising controls within staff, and when persons who have been accessing data leave their job)

☒Relations with third parties (Existence of a policy and processes reducing the risk that legitimate access to personal data by third parties may pose to the data subjects' civil liberties and privacy)

☒Supervision (Existence of a policy and processes to obtain an organization able to manage and control the protection of personal data held within it)

**Other (please specify)**

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# NOA

**NAME OF YOUR LEGAL ENTITY: National Observatory of Athens**
**Country:** Greece

**1. Has your legal entity appointed a Data Privacy Officer or a representative in this matter?**
☐Yes ☒No
If yes, please give his/her contact detail(s):
Name:
Email:
Phone:

**2. Do you plan to process any personal data for the purposes of FIRE Project ? (Kindly report to definitions p.1 before answering)**
☐Yes ☒No

**IF YES TO QUESTION 2**

**3. Are any of these personal data health data?**
☐Yes ☒No

**4. In which country will the data be processed?**

**5. Will the data be collected:**
☒Directly from the data subject?
☐Via a platform that you -or another project partner- develop?
☐Via a platform not related to the project?

**6. Will you receive any personal data from another project partner(s)?**
☒Yes ☐No

**If yes: which one(s)?** I will share information with EARSC, EVENFLOW, and VERHAERT

**7. Will you transmit any personal data to another partner?**
☐Yes ☒No

If yes: which one(s)?

**8. Will you transmit any personal data to a research works subcontractor(s)?**
☐Yes ☒No

**If yes: Is it located in the EU?**

☐Yes ☒No

**If the subcontractor(s) is located outside the EU, please specify the country:**

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**9. Will you transmit any personal data to one of your affiliate(s)?**

☐Yes ☒No

If yes: Is it located in the EU?

☐Yes ☐No

**If the affiliate(s) is located outside the EU, please specify the country:**

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-

-

**10. Tick the security measures that will be implemented to prevent unauthorized access to personal data or the equipment**

**Logical security control:**

☒Encryption

☐Anonymisation

☒Partitioning data

☐Logical access control (Methods to define and attribute users profiles)

☐Traceability (logging

☐Secured archiving

☐Paper document security

☐Minimising the amount of personal data (e.g by Filtering and removal, Reducing sensitivity via conversion, Reducing the identifying nature of data, Reducing data accumulation, Restricting data access)

**Physical Security Control:**

☐Operating security (Policies implemented to reduce the possibility and the impact of risks on assets supporting personal data.)

☐Clamping down on malicious software

☐Managing workstations

☒Website security

☒Backups security

☐Maintenance security

☐Processing contracts (to use subcontractors which are able to provide effective sufficient guarantees, and to sign a contract which defines the subject, the length and the purpose of the processing, as well as obligations of each party)

☒Network security

☐Physical access control

☐Monitoring network activity

☐Hardware security

☐Avoiding sources of non-human risk (to document implantation area, which should not be subject to environmental disasters (e.g flood zone, earthquake etc..) , fire hazard, water hazard)

**Organizational Control:**

☒Managing personal data violations (Existence of a process that can detect and treat incidents that may affect the data subjects' civil liberties and privacy)

☒Personnel management (Existence of a policy describing awareness-raising controls within staff, and when persons who have been accessing data leave their job)

☒Relations with third parties (Existence of a policy and processes reducing the risk that legitimate access to personal data by third parties may pose to the data subjects' civil liberties and privacy)

☒Supervision (Existence of a policy and processes to obtain an organization able to manage and control the protection of personal data held within it)

**Other (please specify)**

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# VERHAERT

**NAME OF YOUR LEGAL ENTITY: Verhaert New Products & Services**
**Country:** Belgium

**1. Has your legal entity appointed a Data Privacy Officer or a representative in this matter?**
x Yes ☐No
If yes, please give his/her contact detail(s):
Name: Koen Van Bossche
Email: dpo@mastersininnovation.com
Phone: +32 3 560 14 61

**2. Do you plan to process any personal data for the purposes of FIRE Project ? (Kindly report to definitions p.1 before answering)**
x Yes ☐No

**IF YES TO QUESTION 2**

**3. Are any of these personal data health data?**
☐Yes x No

**4. In which country will the data be processed?**
Belgium

**5. Will the data be collected:**
x Directly from the data subject?
x Via a platform that you -or another project partner- develop?
x Via a platform not related to the project?

**6. Will you receive any personal data from another project partner(s)?**
x Yes ☐No

**If yes: which one(s)?**
- Evenflow
- NOA
- EARSC

**7. Will you transmit any personal data to another partner?**
x Yes ☐No

If yes: which one(s)? EVENFLOW, NOA and EARSC

**8. Will you transmit any personal data to a research works subcontractor(s)?**

☐Yes x No

**If yes: Is it located in the EU?**

☐Yes ☐No

**If the subcontractor(s) is located outside the EU, please specify the country:**

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**9. Will you transmit any personal data to one of your affiliate(s)?**

☐Yes x No

If yes: Is it located in the EU?

☐Yes ☐No

**If the affiliate(s) is located outside the EU, please specify the country:**

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**10. Tick the security measures that will be implemented to prevent unauthorized access to personal data or the equipment**

**Logical security control:**

x Encryption

☐Anonymisation

x Partitioning data

x Logical access control (Methods to define and attribute users profiles)

x Traceability (logging

x Secured archiving

☐Paper document security

☐Minimising the amount of personal data (e.g by Filtering and removal, Reducing sensitivity via conversion, Reducing the identifying nature of data, Reducing data accumulation, Restricting data access)

**Physical Security Control:**

x Operating security (Policies implemented to reduce the possibility and the impact of risks on assets supporting personal data.)

x Clamping down on malicious software

x Managing workstations

x Website security

x Backups security

☐Maintenance security

☐Processing contracts (to use subcontractors which are able to provide effective sufficient guarantees, and to sign a contract which defines the subject, the length and the purpose of the processing, as well as obligations of each party)

x Network security

x Physical access control

x Monitoring network activity

x Hardware security

x Avoiding sources of non-human risk (to document implantation area, which should not be subject to environmental disasters (e.g flood zone, earthquake etc..) , fire hazard, water hazard)

**Organizational Control:**

x Managing personal data violations (Existence of a process that can detect and treat incidents that may affect the data subjects' civil liberties and privacy)

x Personnel management (Existence of a policy describing awareness-raising controls within staff, and when persons who have been accessing data leave their job)

x Relations with third parties (Existence of a policy and processes reducing the risk that legitimate access to personal data by third parties may pose to the data subjects' civil liberties and privacy)

x Supervision (Existence of a policy and processes to obtain an organization able to manage and control the protection of personal data held within it)

**Other (please specify)**

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FIRE | European Forum for Earth Observation

# Our partners

EARSC
European Association of Remote Sensing Companies

evenflow

VERHAERT
MASTERS IN INNOVATION

ΕΘΝΙΚΟΝ ΑΣΤΕΡΟΣΚΟΠΕΙΟΝ ΑΘΗΝΩΝ
NATIONAL OBSERVATORY ATHENS

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