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¹ **Type:** Use one of the following codes (in consistence with the Description of the Action):

- R: Document, report (excluding the periodic and final reports)
- DEM: Demonstrator, pilot, prototype, plan designs
- DEC: Websites, patents filing, press & media actions, videos, etc.

² **Dissemination level:** Use one of the following codes (in consistence with the Description of the Action)

- PU: Public, fully open, e.g. web
- SEN: Sensitive, limited under conditions of the Grant Agreement

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1 Summary

This report presents the first update of the Data Management Plan (DMP) for the READJUST project and describes the strategy adopted by the consortium to ensure effective, responsible, and compliant management of data throughout the project lifecycle. Building on the initial DMP (submitted in M6), this update refines and expands the description of the types of data collected, generated, and used across the Work Packages (WPs), reflecting the integration of the new partner joined through the Hop On Facility and the project's progress to date. It outlines how the FAIR principles continue to guide data handling practices and provides updated information on data governance, access conditions, and responsibilities. In addition, the report describes the infrastructure and procedures in place to support all READJUST partners in managing non-commercially sensitive data. The DMP will be further updated in a final version in M42 to incorporate additional data-related developments.

2 Introduction

The Horizon Europe Model Grant Agreement requires the establishment of a regularly updated DMP which complies with the relevant regulations in Europe and funding agency criteria. This DMP is therefore based on the template recommended for Horizon Europe beneficiaries. By completing the sections of the template, the requirements for research data management of Horizon Europe as described in article 17 and analysed in the Annotated Grant Agreement, are all addressed.

This deliverable refers to Task 6.5 included in WP6: Project Management and Scientific Coordination. The Task states that a DMP is to be drafted within six months from the start of the project and kept up-to-date throughout the implementation of the project. The DMP shall be available to all consortium partners at any time and revised after the main data collection phase (M24) and at the end of the project (M42). Additionally, the DMP shall evaluate the publication and dissemination of the data collected throughout the project. It follows that the exploitation plan shall be developed by observing agreements and regulations of the DMP. If necessary, the DMP can be revised and necessary updates indicated in the periodic report so that future efforts with READJUST remain compliant with EU regulations. This document therefore constitutes the updated version of the initial Data Management Plan and reflects the progress of the project's activities to date. In this respect, it incorporates data-related activities introduced by 4CF, the new partner that joined the READJUST consortium in M25 through the Hop On Facility.

The main types of data currently envisaged to be collected in the project include:

- (1) Specification of the case studies by EIT Urban Mobility and EIT Food. This may potentially include sensitive data;
- (2) Meetings, workshops and event summaries;
- (3) Results of surveys and interviews with stakeholders and experts;
- (4) Reports (All deliverables);
- (5) Scientific publications;
- (6) Regional quantitative data included in the Inequality Index;
- (7) Qualitative and quantitative data generated in the READJUST self-assessment tool;

- (8) Data generated by the READJUST policy tracker tool;
- (9) Personal data: whenever this is deemed necessary to collect for the project purposes, this is and is done in accordance with GDPR.

3 Data description

The table below (Table 1) provides an overview of the data collected and used in each work package of the READJUST project. It is currently based on activities carried out or expected to be carried out within each Work Package; thus, it might be subject to changes during the execution and implementation of the project, which will be reflected in the next update of the DMP, due by M42.

Table 1. Overview of Data Collection in READJUST

Work Package	Data collected/generated	Owner	Data Format	Description and purpose of data collected/generated	Associated task	Dissemination level
WP1 Identify inequalities in twin transition and track driving policies aggravate existing inequalities	Twin transition inequalities	Fraunhofer	Text data / text report (docx, pdf)	Review of academic and grey literature, other research and ongoing projects on inequalities in twin transitions on inequalities in twin transitions in selected areas.	T1.1	Public (PU)
		Fraunhofer	Unstructured data (docx, avi)	Interviews with key stakeholders in identified areas on inequalities in twin transitions in the mobility and agri-food context. The purpose of collecting interviews is to inform about twin transition inequalities. Personal data such as name, surname, and contact details of the interviewees as well as their personal opinions can be considered sensitive and thus will not be shared outside of the READJUST project.		Sensitive (SEN) - Interview transcripts
	Twin transition related	Fraunhofer	Text data (docx, pdf)	Review of twin transition related policies, regulations, and policy reports. The purpose of data collection is to understand the consideration of twin transition inequalities in current policy making.	T1.2	Public (PU)

Work Package	Data collected/generated	Owner	Data Format	Description and purpose of data collected/generated	Associated task	Dissemination level
	policies and regulations	Fraunhofer	Unstructured data (docx, avi)	Interviews with European and national experts in the related sectors and cases of focus. The purpose of collecting interviews is to understand how twin transition policies may lead to or address inequalities. Personal data such as name, surname, and contact details of the interviewees as well as their personal opinions can be considered sensitive and thus will not be shared outside of the READJUST project.		Sensitive (SEN) - interview transcripts
	Factors driving twin transition inequalities	UvA	Text data (docx, pdf)	Study of policy reports. The purpose of collecting reports is to identify factors driving factors driving inequalities in the twin transition.	T1.3	Public (PU)
		UvA	Text data (docx, pdf, nlogo, vdf)	Literature review and simulation model. The purpose of data collection is to review relevant literature on twin transition and social simulation. Data and code related to simulation model and also the structured output of the simulations are collected for reliability purposes.		Public (PU)
		UvA	Unstructured data (docx, pdf)	Stakeholder interviews is carried out and collected to validate the proposed simulation model. Personal data such as name, surname, and contact details of the interviewees as well as their personal opinions can be considered sensitive and thus is not shared outside of the READJUST project.		Sensitive (SEN) - interview transcripts
	Twin transition vulnerabilities	VTT	Unstructured data (docx, avi)	Online focus group interviews with external participants to map impacts of twin transitions and identify vulnerable groups. Personal data such as name, surname, and contact details of the interviewees as well as their personal opinions can be considered sensitive and thus will not be shared outside of the READJUST project. The informed consent form is included in Annex B.	T1.4	Sensitive (SEN) - interview transcripts

Work Package	Data collected/generated	Owner	Data Format	Description and purpose of data collected/generated	Associated task	Dissemination level
	Vulnerable needs assessment	VTT	Text data / Unstructured data (docx, avi)	Online surveys targeting potentially vulnerable groups, and 1-2 focus groups with NGO representatives. The purpose of data collection is to understand perceived inequalities because of the twin transition by the broad public. Personal data, sensitive information and personal opinions can be considered sensitive and thus will not be shared outside of the READJUST project.	T1.5	Sensitive (SEN)
	Scenarios of Mobility and Agrifood	4CF	Text data / Unstructured data (docx, pdf, pptx)	Literature reviews and stakeholder workshops to develop future scenarios for the Agri-Food and Mobility sectors. The purpose of data collection is to stress-test READJUST solutions against different future trajectories. Personal data (name, contact details, professional background) collected during scenario building workshops are considered sensitive and will not be shared outside the project.	T1.6	Public (PU) Sensitive (SEN) - Personal data
WP2 READJUST inequality observatory	Policy tracker tool	Yaghma	Text data / Unstructured data (pdf, csv, docx, xlsx)	Review and study of Governmental policy data (from websites, APIs). The purpose of collecting policies is for filtering elements that pertain to the twin transition. This will give an overview of the state of policy development to address twin transition and related inequalities.	T2.1	Public (PU)
		Yaghma	Unstructured data (docx, avi)	Interviews of policymakers at the city and regional level. The purpose of data collection is to get a better understanding of user expectations and to define tool requirements. Data on interviews (name and personal opinions) can be considered as sensitive. This data will not be made publicly available. The informed consent form is included in Annex D.		Sensitive (SEN) - interview transcripts

Work Package	Data collected/generated	Owner	Data Format	Description and purpose of data collected/generated	Associated task	Dissemination level
		Yaghma	Structured data (py, sqlite3)	User credentials will be required to login into the Policy tracker tool software. This data will be encrypted.		Sensitive (SEN) – User credentials
	Inequality index	Fraunhofer	Numerical data (xlsx, csv)	Spatial and structural data on various factors that may impact inequality, such as wealth and income distribution, structural economic data, level of education and training, access to digital infrastructure, digital literacy, proxies for sustainable economy, sector (agriculture and mobility) specific data.	T2.2	Public (PU)
	Equality self-assessment tool	Yaghma	Text data (docx, pdf, csv)	Review (scientific literature and partners’ research work) on twin transition inequalities, vulnerable groups and measures. We use the identified inequalities in agri-food and mobility sectors from T1.1, the policy analysis from T1.2, factors driving twin transition inequalities from T1.3, the vulnerability assessment from T1.4, the vulnerable needs assessment from T1.5, the READJUST scenarios from T1.6 and the inequality index from T2.2 to enrich the tool.	T2.3	Public (PU)
		Yaghma	Text data (docx, pdf)	Twin transition policies at the local level. The purpose of data collection is for analysis by the self-assessment tool. Policymakers can upload their (draft) policies or answer a set of targeted questions to collect relevant insights into their policy draft for an assessment based on twin transition inequalities. Regulation on whether policymakers are allowed to upload (yet) unpublished policies depends per municipality/region and how the self-assessment tool handles data.	T2.3	Public (PU) / Sensitive (SEN) –
		Yaghma	Unstructured data	Interviews of policymakers at the city and regional level. The purpose of data collection is to get a better understanding of user expectations and to define tool requirements.		Sensitive (SEN) – interview transcripts

Work Package	Data collected/generated	Owner	Data Format	Description and purpose of data collected/generated	Associated task	Dissemination level
			(docx, avi)	Data from interviews (name and personal opinions) can be considered as sensitive. This data will not be made publicly available.		Sensitive (SEN) – User credentials
		Yaghma	Structured data (py, sqlite3)	User credentials will be required to login into Equality self-assessment tool. This data will be encrypted.		
	Catalogue of challenges, opportunities and blocker of just TT	4CF	Text data / Structured data (docx, xlsx, pdf)	A systematised inventory of drivers, barriers, and opportunities regarding the just twin transition. This is generated through the analysis of the scenarios and expert inputs.	T2.4	Public (PU)
WP3 Co-creation of policy measures for equal twin transition	Co-creation framework	VTT	Text data (docx, pdf)	Literature review of co-design, co-creation and inclusive policy-making approaches. The purpose of data collection is to establish a framework for co-creation of just policy measures.	T3.1	Public (PU)
	Co-creation activities	EIT UM	Unstructured data, images, contact data (docx, pdf, png, xlsx)	Co-creation sessions to capture stakeholder insights on inequalities in the agri-food and mobility domains, including perspectives on barriers, drivers, societal and cultural impacts, and potential mitigation measures. The purpose of data collection is to conduct reports, analysis, statistics for project purposes, to better understand viewpoints from different stakeholders on policy measures and to elaborate mitigation measures to address the identified inequalities. We will collect participant information, such as names, job titles, organisations, sectors, countries, and contact details, as well as engagement data including attendance, level of participation, contributions to workshops or focus groups, and collaboration	T3.2	Public (PU) focus groups results and workshop images.

Work Package	Data collected/generated	Owner	Data Format	Description and purpose of data collected/generated	Associated task	Dissemination level
				interests. Additional data may include photos or recordings of the sessions, feedback surveys, and follow-up preferences. Participants' personal data (name, surname, contact, industry, organisation, gender, etc), speeches and personal opinions are considered sensitive and will thus not be shared outside of the READJUST project. Pictures taken during the workshop will comply with GDPR and may be shared with the public upon consent of the participants.		Sensitive (SEN) - personal data, and images from focus groups.
	Co-creation activities	EIT Food	Structured data Text data (docx, pdf)	Survey data sharing insights into farmers' experience with digital technologies, in particular: current digital technology use in farming, barriers to adoption (cost, training, data concerns, etc.); what support would make technologies more accessible. The purpose of data collection is to investigate inequalities created by digital agriculture policies due to the challenges encountered by farmers in the uptake of digital technologies. The insights gathered will inform EU policy recommendations.		Public (PU) – Survey results
		EIT Food	Unstructured data, images, contact data (docx, pdf, png, xlsx)	The co-creation sessions in the form of workshops will collect participant information (names, job titles, organisations, sectors, countries, contact details) as well as engagement data (attendance, level of participation, contributions to workshops or focus groups, and collaboration interests). Sessions will capture experiences or stakeholder insights on inequalities in the agri-food domain, including perspectives on barriers, drivers, societal and cultural impacts, and potential mitigation measures. Personal data (name, surname, contact, industry, organisation, gender, etc) will be collected together with data deriving from interviews, presentations, reports, images, audio recordings, videos taken during participation in workshops and focus groups to identify responsible policy measures. Additional data includes		Public (PU) focus groups results and workshop images. Sensitive (SEN) - personal data, and

Work Package	Data collected/generated	Owner	Data Format	Description and purpose of data collected/generated	Associated task	Dissemination level
				photos and recordings of the sessions and potential feedback surveys. Pictures and recordings taken during the workshop will comply with GDPR and will only be shared upon consent of the participants.		images from focus groups.
		VTT	Text data / Unstructured data (docx, avi)	The online survey collects background information (sector/role categories) textual and numerical responses from key mobility stakeholders. The purpose of the data collection is to gather feedback on and help prioritise co-created policy recommendations. No direct personal identifiers are requested. If any personal data is incidentally provided in open text responses, it will be removed during anonymisation. Survey results will be anonymised and reported only in a way that does not allow individual respondents to be identified. Participation is voluntary, and respondents may skip any question.	T3.3	Public (PU) – Survey results
	Practical guide for policy and business	4CF	Text data (docx, pdf)	Operational guidelines and actionable steps designed for practitioners in policy and business, synthesized from the project's foresight and co-creation activities.	T3.4	Public (PU)
WP4 Policy roadmap and policy options for subpartina twin	Transition paths towards just twin transition	VTT	Unstructured data, images, contact data (docx, pdf, png, xlsx, jpg)	Workshop and interviews together with the practice partners and their networks (EIT Food, EIT UM, and Solidar). Participants' personal data such as name, surname, and contact details of the interviewees as well as their personal opinions can be considered sensitive and thus will not be shared outside of the READJUST project. Pictures taken during the workshop may be shared with the public upon consent of the participants.	T4.1	Sensitive (SEN) – personal data Public (PU) – workshops results and images.

Work Package	Data collected/generated	Owner	Data Format	Description and purpose of data collected/generated	Associated task	Dissemination level
	Policy advice and recommendations to moderate twin transitions consequences	Solidar, EIT UM, EIT Food	Unstructured data, images, contact data (docx, pdf, png, xlsx)	<p>Three policy labs will be organized to provide space for structured exchange among policymakers active in the two selected sectors and stakeholders (at EIT Food, EIT UM and Brussels).</p> <p>The Policy Lab sessions will collect participant information including names, job titles, organisations, sectors, countries, and contact details, along with engagement data such as session attendance, level of participation, contributions to discussions, and networking interests. During the sessions, participants will share policy insights, including their views on inequalities in twin transition ecosystems, key barriers and drivers, lessons learned, and proposed solutions. Additional data may include photos, video recordings, session feedback, and follow-up preferences for networking or collaboration.</p> <p>Participants' personal data such as name, surname, and contact details will be collected only for registration purposes and thus kept confidential.</p>	T4.2	Public (PU) - results and images. Sensitive (SEN) – personal data
	Policy options for equality in twin transition	Fraunhofer	Unstructured data, text data (docx, pdf, xlsx)	Policy recommendations will be derived, by developing further the inputs from tasks 4.2, 4.1 and WPs 1-3.	T4.3	Public (PU)
	Policy action roadmap	Fraunhofer	Unstructured data, text data and graphic data (docx,	Developing the policy roadmap is an analytical step based on Task 4.3. Policy strategies and examples of policy measures supporting more just twin transitions will be presented in an actionable format, differentiated by policy levels and the two sectors studied in READJUST.	T4.4	Public (PU)

Work Package	Data collected/generated	Owner	Data Format	Description and purpose of data collected/generated	Associated task	Dissemination level
			pdf, png, jpg)			
	Highlights and recommendations for policy and business	4CF	Text data (docx, pdf)	Strategic policy recommendations and business highlights aimed at fostering a just twin transition, summarizing key project findings for high-level decision-makers.	T4.5	Public (PU)
WPS Innovation Management: Dissemination, Exploitation, Communication (DEC)	Dissemination and networking	Eurice	Text data, images (.pdf, .docx, .png, .jpg, .ai, .eps, .indd)	Results from three policy roundtables and four dissemination webinars on project results; e.g. data from collaborative workshops, interviews, focus groups with stakeholders (e.g. policymakers, citizens, representatives from civil society or non-governmental organisations). Participants' personal data such as name, surname, and contact details will be collected only for registration purposes and kept confidential.	T5.2 – T5.3	Sensitive (SEN) – personal data Public (PU) roundtable and dissemination event results and workshop images.
		Yaghma	Contact data / Text data	Data on stakeholder analysis, e.g. stakeholders' interest, attitude, influence, knowledge, and expectations. The purpose of data collection is to enhance the dissemination of the project. Sensitive information includes data on individuals affiliated with the identified stakeholders and as such, it will not be shared outside of the READJUST project.	T5.4	Sensitive (SEN) – personal data
	Scenario videos and visuals	4CF	Multimedia data (png, jpg, mp4, avi)	Visualisations and video narratives illustrating the developed scenarios. These assets are created to make the future trajectories accessible for dissemination to a wider audience.	T5.7	Public (PU)

4 Data Management Strategy

All data gathered in the project are managed according to Open Research Europe's Guidelines for Handling Research Data. The Data Management Plan for READJUST follows YAG's internal research data handling guidelines, Research Code of Conduct and the Open Access Policy. The plan includes detailed roadmaps on the planning, collection, processing, and publication of research data.

A well-established infrastructure for data management is used to support all READJUST partners in managing non-commercially sensitive data. It consists of the following building blocks:

- The READJUST Service Center, which supports READJUST partners and YAGHMA as the coordinator in relation to the data management infrastructure. It addresses questions and issues pertaining to individual data management and publication.
- All project data will be stored in a password-protected OneDrive & Share folder which ensures frequent back-ups and contains the possibility to restore data. The data will be stored during and up to five years after the project finalisation.
- All data is treated according to the FAIR principles³, including research papers as well as open datasets.
- READJUST publish data with public dissemination level in a truly open science approach, i.e., making data not only available for project partners, but enabling proactive collaboration with stakeholders outside of the consortium to exploit the project results. READJUST allows for easy data sharing according to acknowledged standards and enables collaborative activities (e.g., peer review, creation of digital lab journals).
- The Data Management Platform, which enables data sharing among project partners and external stakeholders, thereby facilitating the exploitation of project results.

Following the incorporation of the new partner, 4CF, into M25, a person responsible for data protection was appointed. They were given an introduction to the Data Management Strategy to ensure they were fully integrated into the procedures and guidelines.

4.1 Data protection officers

The READJUST project has appointed a project-level Data Protection Officer (DPO) to ensure compliance with applicable data protection legislation, in particular the GDPR. The designated DPO is the Project Coordinator, who is responsible for overseeing data protection practices across the project, advising partners on GDPR-compliant data collection, processing, storage, and sharing, and supporting the identification and mitigation of data protection risks. The DPO also acts as a point of contact for consortium partners on data protection matters and ensures that appropriate safeguards and procedures are in place throughout the project lifecycle.

Furthermore, within each participating organisation, a responsible person for data protection has been appointed in relation to activities that require the collection and processing of personal data. The contact details of the designated responsible person are included in the informed

³ https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

consent forms used for each relevant activity involving human participants. The table below (Table 2) provides an overview of the responsible persons for data protection and their respective roles for the activities carried out so far, as well as their contact details. Where applicable, the table indicates the contact details of the data protection office within each partner organisation. This table will be updated and expanded in future versions of the DMP to include forthcoming activities involving external participants.

Table 2. Overview of main contacts for data collection and processing per partner

Partners	Responsible person and Contact details	Role	Key security and data handling procedure
<p>YAGHMA</p> <p>YAGHMA B.V. Mercuriusweg 20, 2624BC, Delft, Netherlands</p>	<p>Emad Yaghmaei Email: ey@yaghma.nl</p>	<p>Data Protection Officer; Project-level Data Controller</p>	<ul style="list-style-type: none"> • Data stored in a password-protected OneDrive & Share folder • Data stored up until 5 years after the project ends • Informed consent forms • Anonymisation • Encryption • DPO appointment • Regular backups
<p>Fraunhofer</p> <p>Fraunhofer Institute for Systems and Innovation Research ISI Breslauer Straße 48 76139 Karlsruhe, Germany</p> <p>(Data protection office: datenschutz@isi.fraunhofer.de)</p>	<p>Maria Stadler Email: maria.stadler@isi.fraunhofer.de</p> <p>Andreas Hummler Email: Andreas.hummler@isi.fraunhofer.de</p> <p>Stephanie Daimer Email: Stephanie.daimer@isi.fraunhofer.de</p>	<p>Responsible person for data protection T1.1 and T1.2.</p> <p>Responsible person for data protection T2.2</p> <p>Responsible person for data protection T4.3 and T4.4</p>	<ul style="list-style-type: none"> • Informed consent forms securely stored • Anonymisation • Separate storage of research data and contact details • Personal data is stored on institutional servers only • Technical and organisational security measures • Role-based access controls
<p>VTT</p> <p>VTT Technical Research Centre of Finland Ltd., Register Office, P.O. Box 1000, FI-02044 VTT, Finland</p> <p>(Data protection office: dataprotection@vtt.fi)</p>	<p>Nina Rilla Email: nina.rilla@vtt.fi</p> <p>Anton Sigfrid Email: Anton.Sigfrids@vtt.fi</p>	<p>Responsible person for data protection T1.4 and T1.5.</p> <p>Responsible person for data protection T3.1 and T3.3.</p>	<ul style="list-style-type: none"> • Data stored in a password-protected OneDrive & Share folder • Informed consent forms and privacy notices • Separate storage of research data and contact details • Anonymisation/pseudonymisation of data

Partners	Responsible person and Contact details	Role	Key security and data handling procedure
<p>UvA</p> <p>University of Amsterdam Spui 21, 1012 WX Amsterdam, Netherlands</p> <p>(Data protection office: fg@uva.nl)</p>	<p>Taghi Ramezan Zade Email: m.t.ramezanzadeh@uva.nl</p>	Responsible person for data protection T1.3.	<ul style="list-style-type: none"> • Data stored in a password-protected OneDrive & Share folder • Informed consent communication and privacy notices • Separate storage of research data and contact details • Anonymisation/pseudonymisation of data
<p>4CF</p> <p>4CF SP ZOO plac Trzech Krzyży 10/14/Piętro 1, 00-499 Warszawa, Poland</p>	<p>Michał Nadziak Email: michal.nadziak@4cf.pl</p>	Responsible person for data protection T1.6 and T2.4.	<ul style="list-style-type: none"> • Data stored on password-protected institutional servers • Encryption • Separate storage of contact details and research data • Informed consent forms.
<p>EIT Food</p> <p>Ubicenter APhilipssite 5 bus 343001 Heverlee Leuven, Belgium</p>	<p>Cecilia Tonelli Email: cecilia.tonelli@eitfood.eu</p>	Responsible person for data protection T3.2 and T4.1	<ul style="list-style-type: none"> • Privacy Policy and Internal Data Protection policies • Controlled access, secure systems • Compliant third-party arrangements • Defined data incident-handling procedures • Ensuring data are processed securely and in line with GDPR and applicable national law.
<p>EIT UM</p> <p>Pamplona 104 - 3rd floor 08018 Barcelona, Spain</p>	<p>Mónica Castañeda Email: monica.castaneda@eiturbanmobility.eu</p>	Responsible person for data protection T3.2 and T4.1	<ul style="list-style-type: none"> • Privacy Policy and Internal Data Protection policies • Controlled access, secure systems • Defined data incident-handling procedures • Compliant third-party arrangements • Ensuring data is processed securely and in line with GDPR and applicable national law.
<p>SOLIDAR</p> <p>Avenue des Arts 50, Brussels (1000), Belgium</p>	<p>Lavinia Mazzei lavinia.mazzei@solidar.org</p>	Responsible for data protection T4.2	<ul style="list-style-type: none"> • Informed consent form for pictures • Data stored on password protected internal servers

Partners	Responsible person and Contact details	Role	Key security and data handling procedure
<p>EURICE EURICE GmbH Heinrich-Hertz-Allee 1 66386 St. Ingbert, Germany</p> <p>(Data protection office: dsb.eurice@verimax.de)</p>	<p>Jörg Scherer contact-us@eurice.eu; dataprotection@eurice.eu</p>	<p>Data controller for T5.1, T5.2, T5.3, T5.5, T6.1, T6.3, 6, T6.5.</p>	<ul style="list-style-type: none"> • Informed consent is required (photos, videos, transcripts, citations, short biographies, and e-newsletter distribution) • Personal data is stored no later than five years after the project’s final payment. • Dissemination-related data are stored within the EU/EEA; if US-based platforms are used, transfers are covered by the EU–US Data Privacy Framework. • Data stored on EURICE services and with partners are stored exclusively in Germany.

4.2 Gender dimension

The integration of gender and equality considerations is a central aspect of READJUST and is systematically embedded across research and collaboration activities. Gender is treated as a crucial variable in the examination of inequalities related to the green and digital transitions.

Structural inequalities in society and the economy can amplify women’s susceptibility to the impacts of climate change and digitalisation, for example through gender-disaggregated workforces, pay gaps, and unequal access to resources and decision-making. A just transition therefore requires policies and processes that are inclusive and avoid perpetuating these inequalities. READJUST adopts an intersectional perspective, acknowledging that gender interacts with other characteristics such as class, age, ethnicity, migration background, disability, and location in shaping vulnerabilities and access to opportunities.

Particularly, gender considerations are particularly relevant for READJUST’s empirical research activities, notably within the agri-food case study. Female farmers are recognised as a particularly vulnerable group in the context of green and digital transitions. While women farmers may demonstrate a strong willingness and openness to adopt alternative, sustainable, or innovative farming practices, structural barriers often limit their ability to do so. These barriers include limited access to finance, shorter or less formalised track records, and reliance on family-owned assets as collateral to secure funding. As a result, women’s capacity to implement transformative practices may depend disproportionately on family support and existing power structures, reinforcing gendered inequalities in the agri-food sector.

In practice, the project ensures this integration in three main ways:

1. Data collection and stakeholder engagement:

- When relevant, surveys, interviews, workshops, and focus groups will collect gender information in a voluntary and self-identified manner, alongside other social variables such as age, sector, and socio-economic background.
- Recruitment strategies for participatory activities aim to include a diverse and gender-balanced group of stakeholders, ensuring representation across social groups most affected by the twin transitions.
- Events and workshops are facilitated to encourage inclusive participation and equal opportunity for input.

2. Analysis and interpretation:

- Where data allow, analyses will be disaggregated by sex/gender and interpreted with attention to gendered dynamics (e.g., barriers to accessing mobility services, differences in digital literacy, pay gaps in agri-food jobs).
- Findings will avoid undue emphasis on biological or socio-cultural factors in isolation, instead applying a nuanced approach that recognises multiple, overlapping forms of inequality.

3. Communication and dissemination:

- All project outputs, communication materials, and events are developed in an inclusive, non-discriminatory manner.
- Gender-sensitive language and imagery are applied consistently.
- Case studies and tools highlight gender-relevant insights where applicable, in order to inform policymakers of gender-sensitive solutions.

The procedures described above ensure that gender and intersectionality are not treated as add-ons, but are consistently integrated throughout READJUST's design, evidence-building, and policy recommendations.

4.3 FAIR Data

All data is treated according to the FAIR principles, including research papers as well as open datasets.

Making Data Findable

The following measures will be applied to ensure the data generated during the project are findable:

- Issuing and supporting globally unique persistent identifiers;
- Applying widely used discovery metadata schema in human and machine-readable formats, including Dublin Core, DDI, DataCite and Schema.org;
- Ensuring data and outputs are registered or indexed in a searchable resource, e.g., DataCite, Schema.org, B2FIND, and VLO. This is supported by the media READJUST platform, i.e., a dedicated tool for publishing and managing research data open source.

Making Data Openly Accessible

The following measures will be applied to ensure the data generated during the project are accessible:

- Ensuring items are retrievable by their identifier using a standardised communications protocol, e.g., Hypertext Transfer Protocol, Rsync over SecureShell, Representational State Transfer, etc.;
- Supporting both session and API key-base authentication and authorisation protocols;
- Facilitating appropriately robust deaccession procedures should changes need to be made to the items, or if items need to be removed completely.

Making Data Interoperable

The following measures will be applied to ensure the data generated during the project are interoperable:

- Using formal accessible, shared and broadly applicable language for knowledge representation via a Linked Data approach supported with JSOB-LD for Schema.org;
- Ensuring the use of FAIR controlled vocabularies and data models;
- Ensuring qualified references to other relevant data or research outputs via the DDI schema.

Increase Data Re-Use

The following measures will be applied to ensure the data generated during the project can be re-used:

- Releasing items with a clear and accessible usage license, i.e., published under the default license CC0;
- Ensuring items are associated with detailed provenance, including information about authors, providers, distributors, and other related data, and supported by W3C PROV;
- Ensuring items meet relevant community standards in urban mobility and agri-food domains.

5 Allocation of Resources

Each consortium partners will take responsibility for their collected and processed data in collaboration with the Project Coordinator/Data Protection Officer. The resources for long-term preservation (costs and potential value, time to keep the data) are decided on a per-user/per-partner basis.

6 Data Security

6.1 Provisions for Data Security

All project data is stored in a password-protected OneDrive & Share folder, and on the password-protected internal management platform (cf. D6.1), which ensures frequent back-ups and contains the possibility to restore data.

Data transfer between partners should always be protected by a password. All partners are responsible for ensuring data security by appropriate measures (e.g., encryption) and regular back-ups.

The non-sensitive synthetic data are stored in trusted/certified research data repositories. The security standards of the repository will apply in this case. Real-world data in the project, if any, are pseudonymized and stored securely in encrypted servers with access controlled by strict authentication mechanisms such as university servers or private cloud infrastructure. The data are backed up periodically to prevent data loss and ensure data recovery if needed. Data transfer may happen, if necessary, through encrypted channels. The minimum necessary amount of data can be transferred after anonymisation or pseudonymisation.

7 Data ethics

The project combines qualitative and quantitative data collection to gain a deep understanding of twin transition inequalities. Specifically, data collection activities carried out and envisaged by the project include a quantitative survey; qualitative interviews and/or focus groups with actors of the twin transition, NGOs/CSOs, policymakers, businesses, and scientists/researchers. Coordination and support action will be carried out in use-cases in agri-food and urban mobility. Any cross-border transfers of identifiable information will be subject to appropriate safeguards per GDPR Article 46. READJUST partners commit to comply with the ethics principles that govern universal research involving twin transition stakeholders, their data namely principles of safety and well-being, consent, anonymity, confidentiality, and data protection.

In case personal data is collected for the purpose of the READJUST project, such information will not be shared with third parties and partners will ensure to obtain consent on sharing personal data if required.

7.1 Procedures for informed consent

The READJUST consortium collects data from human participants in interviews, surveys, workshops, focus groups, policy labs, and co-creation sessions across several work packages. These activities involve adult stakeholders such as policymakers, experts, practitioners, and civil society representatives.

Each partner uses its own institutional informed consent templates to comply with national legislation and ethics requirements. Although templates have been tailored to the different institutions and activities, the consortium has agreed on a harmonised baseline framework to ensure that all informed consent procedures are aligned with GDPR and project-wide ethical standards.

The Project-level Data Protection Officer (DPO) is responsible for:

- reviewing new or updated consent forms before use,
- verifying that they include the required GDPR elements,
- ensuring that project-wide retention, storage, and withdrawal rules are applied consistently.

Examples currently in use are provided in Annex A, B, C, D, and E (FhG ISI – Expert Interviews; VTT – Focus Groups; 4CF – Scenario Workshops, YAGHMA – Policy Roundtables; EURICE – Pictures and Recordings). Another example is the [consent form](#) for the READJUST Community of Practice and the [Privacy Policy](#) available on the website.

Common GDPR-aligned principles

All READJUST consent forms and participant information sheets contain the following elements:

- Identification of the project (READJUST, GA No. 101132562), its purpose, and the specific research activity.
- Controllers and, where applicable, joint controllers, with contact details of the institutional DPO and/or the person responsible for the study.
- Description of the personal data collected (e.g. name, contact details, recordings, transcripts, notes).
- Lawful basis for processing: performance of a task in the public interest in scientific research (GDPR Art. 6(1)(e)), with consent used as an additional ethical safeguard and for specific cases (e.g. audio/video recording, image use in dissemination).
- Storage and security arrangements (password-protected OneDrive & Share environment; encrypted transfer; role-based access; pseudonymisation).
- Retention and deletion policy (identifiable data anonymised as soon as possible; research data retained for five years after project end before deletion or long-term preservation if fully anonymised).
- Clear statement of participants' rights under GDPR (access, rectification, deletion where applicable, restriction, objection, complaint to national authority).
- Voluntary nature of participation and the possibility to withdraw at any time without consequence, with instructions on how to do so.
- Information on potential use of external tools or platforms (e.g. Microsoft Teams, Miro), including safeguards for any transfers outside the EU/EEA.

Practical procedures

Practical procedures for informing participants, obtaining consent, and managing research data throughout the project lifecycle is described:

- **Before participation:** Participants receive a plain-language information sheet and consent form, including contact details for the responsible researcher.
- **Consent capture:** Depending on the activity, consent is documented via written signature, written consent via email, online registration (with checkbox), or recorded verbal consent. Separate consent is always sought for recordings and for use of images in public materials.
- **After participation:** Research data are pseudonymised, with identifiers and consent records stored separately from content data. Access is limited to the responsible partner(s) and, if necessary, other READJUST partners under joint controllership.

8 Conclusion

This report describes the READJUST project DMP, which serves as a guide for all consortium partners to collect, use, and manage the data during the project lifecycle, as established by Deliverable 6.4.

In its current version, the DMP reflects the research activities carried out so far by the READJUST project in terms of data usage and collection. It provides an overview of the data used or expected to be used during the duration of the project, as well as the strategies, processes, resources, and infrastructure in place to ensure an effective and responsible management of data that complies with data security and ethics standards. The DMP is therefore expected to be subject to changes and updates throughout the implementation of READJUST, which will be illustrated in the next DMP update, due in M42.

9 Annexes

9.1 Annex A - Informed consent form Expert Interviews (T1.1 & T1.2)



Informed consent form

Information about EU funded project “READJUST - JUST TRANSITION TO A GREEN AND DIGITAL FUTURE FOR ALL” (Grant Agreement No. 101132562)

We would like to invite you to participate in the research project READJUST. This document provides you with information about the project to help you make an informed decision about your participation. If you decide to participate, you will be asked to sign this form. A copy will be provided for your records. Please read the following information carefully.

ABOUT THE PROJECT AND ITS PURPOSE

The research activity you are invited to participate in is part of the project READJUST (<https://www.readjust.eu>), funded by the European Commission under Horizon Europe. READJUST strives to address the inequalities created or exacerbated by digital and green transition (termed 'twin transition') policies. The projects aims to propose policy options to balance trade-offs between efficiency and equality in the twin transition in the key sectors of mobility and agri-food.

WHY HAVE I BEEN INVITED TO PARTICIPATE?

We are interested in analyzing policies and regulations related to the green and digital transitions ('twin transitions') and identifying inequalities in the agri-food and mobility sectors. Thus, we would like to interview you regarding your expert perceptions of existing and potential inequalities. If you agree to participate you can chose how the interview will be documented (e.g., audio, video or notes). All documentation will be treated confidentially.

DO I HAVE TO TAKE PART?

Your participation is highly valued but entirely voluntary. If you choose to take part, you can withdraw at any time without giving a reason or facing any negative consequences. You are also free to refuse to answer any question.

WHAT ARE THE POSSIBLE BENEFITS AND RISKS OF TAKING PART?

Your participation allows you to share your views, potentially shaping policy options for overcoming these (potential) trade-offs between efficiency and equality in green and digital transitions ('twin transitions') in the mobility and agri-food sectors.

WHAT WILL HAPPEN TO MY INFORMATION AND THE RESULTS OF THE RESEARCH?

Every effort will be made to respect and maintain your anonymity in line with applicable data privacy acts and guidelines. The collected information will be kept strictly confidential and will

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only be accessible to project team researchers. Your personal information (e.g., name, email address) will be protected and kept confidential, unless you explicitly agree otherwise.

Parts of the research material may be used for research reports, teaching materials, presentations, academic papers and funding proposals. Information will be presented in summary format and you will not be identified in any publications or presentations. Since the related deliverables will be made publicly available, you have access and can read the research results.

CONTACT FOR FURTHER INFORMATION

If you would like to find out more, or discuss any aspect of the project prior to deciding whether to participate, please contact us:

Researcher conducting this research:

Maria Stadler: maria.stadler@isi.fraunhofer.de

Andreas Hummler: andreas.hummler@isi.fraunhofer.de

Linda Widdel: linda.widdel@isi.fraunhofer.de

Nof Afghani: nof.afghani@isi.fraunhofer.de

Postal address:

Fraunhofer Institute for Systems & Innovation Research ISI

Breslauer Strasse 48

76139 Karlsruhe

Germany

Project coordinator:

Tristan De Wildt

YAGHMA B.V. (Netherlands)

tdw@yaghma.nl

WHAT SHOULD I DO IF I WANT TO TAKE PART?

Please sign the following consent form and return it to the researcher who contacted you.

THANK YOU!

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Informed consent

For research activities in the READJUST project (Horizon Europe): "READJUST - JUST TRANSITION TO A GREEN AND DIGITAL FUTURE FOR ALL"

By signing this informed consent, I declare that

- I have had the project explained to me and/or I have read and understood sufficient information about the project's purpose and the procedure of data collection.
- I had the opportunity to ask questions and received satisfactory answers about the project and the scope of my participation.
- I understand that my participation is voluntary at all times and that I have the right to withdraw at any point of time without giving reasons and without any negative consequences or losses.
- I am aware of my right not to answer questions.
- I understand that - unless I explicitly give my permission - all the information I provide will be treated as strictly anonymous and confidential, and handled in full compliance with international, EU and national laws and the General Data Protection Regulation (GDPR) 2016.
- I understand that my non-personal data will be analysed for the purposes of the study. I authorise that researchers involved in FULFILL who agreed to the strict confidentiality terms specified in this document can process my data (including research partners from non-EU countries).
- I understand my personal details (such as email address) will not be revealed to people outside the project and will only be collected for the research purposes within the project.
- I understand that I have the right to ask for information on how my data are analysed, stored, and processed. In case of personal information, I can ask for my data to be destroyed and/or removed from the project (until the project is finalised in 2027).
- I understand that the results of this research will be published, and that all personal data will maintain anonymous and no information will be identifiable as mine in any publication or presentation.
- In case of incidental findings that are related to my person (i.e., findings that are not intended and appear unexpected), I would like to be informed about the results.

Yes

No

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After reading and fully understanding the information above, I agree to participate in the research project READJUST, funded by European Commission Horizon Europe Program, conducted by Fraunhofer ISI and coordinated by Tristan De Wildt from YAGHMA B.V. (Netherlands). I consent to the processing of my (personal) information for the purposes of READJUST's research as outlined above. I declare that these decisions are entirely of my own free will and that I have received a copy of this informed consent form.

My email address to be used for READJUST's purposes is: _____

Since my answers and personal data will be strictly confidential, I consent that my participation [in case of observations: including the observation of my everyday life in my social environment] is recorded...

in audio and video, including my face.

in audio and video, excluding my face.

in audio.

only by taking notes.

I give my permission to be quoted anonymously in publications, reports or other research outputs.

Yes

No

Name:

Signature:

Date:

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9.2 Annex B - Informed consent Focus Groups Interviews (T1.4)



Information about EU funded project “READJUST - JUST TRANSITION TO A GREEN AND DIGITAL FUTURE FOR ALL” (Grant Agreement No. 101132562)

We are happy to invite you to participate in focus group events organised in the READJUST research project. This document provides you with information about the project and the focus groups to help you make an informed decision about your participation. The document involves the following parts:

- General information on the research
- Privacy notice
- Informed consent statements

If you decide to participate, you will give your informed consent by registering to and joining the focus group events.

About the project and its purpose

The research activity you are invited to participate in is part of the project READJUST (<https://www.readjust.eu>), funded by the European Commission under Horizon Europe. READJUST strives to address the inequalities created or exacerbated by digital and green transition (termed 'twin transition') policies. The project aims to propose policy options to balance trade-offs between efficiency and equality in the twin transition in the key sectors of mobility and agri-food.

Why have I been invited to participate?

You are invited to join focus group events, organised in February–March 2025. We invite participants from academia, policymaking, businesses, and civil society organizations to join these events to share insights on on-going green and digital transitions in the mobility/agri-food sectors and their impacts on different societal groups and regions. The focus group events will be organized online.

Your contribution would be invaluable to this discussion. Participation will support the development of guidelines to help policymakers design more just and equitable policies. Moreover, you will gain insights into how other experts in the field view these pressing issues.

Do I have to take part?

Your participation is highly valued but entirely voluntary. If you choose to take part, you can withdraw at any time without giving a reason or facing any negative consequences. You are also free to refuse to answer any question.

What will happen to my information and the results of the research?

The insights gained in the focus groups will be saved via recordings and writing. The research team is committed to respect and maintain your anonymity in line with applicable data privacy acts and guidelines. The collected information will be kept strictly confidential and will only be accessible to project team researchers and other partners that are pivotal for the conduct of research (e.g. by providing collaboration platform for the events). Your personal information (e.g., name, email address) will be protected and kept confidential, unless you explicitly agree otherwise.

The anonymised or pseudonymised research data will be used for research reports, teaching materials, presentations, academic papers and funding proposals. Information will be

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presented in summary format, and you will not be identified in any publications or presentations. Since the related deliverables will be made publicly available, you have access and can read the research results.

Contact for further information

If you would like to find out more or discuss any aspect of the project prior to deciding whether to participate, please contact us.

Organization conducting the research: VTT Technical Research Centre of Finland Ltd.

Project manager: Nina Rilla, nina.rilla@vtt.fi, P.O. Box 1000, FI-02044 VTT, Finland

Researchers coordinating the focus groups: Tiina Tuominen (tiina.tuominen@vtt.fi) and Anna Leinonen (anna.leinonen@vtt.fi)

Organization coordinating the project: YAGHMA B.V. (Netherlands)

Project Coordinator: Tristan De Wildt, tdw@yaghma.nl

What should I do if I want to take part?

To participate in the study, you need to register for the focus group interview via the provided registration link. By registering for the event, you also give your consent to participate in the study.

THANK YOU!

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PRIVACY NOTICE – THE PROCESSING OF YOUR PERSONAL DATA

This privacy notice is for purpose of informing the data subject about processing of personal data and his/her data protection rights, in accordance with EU General Data Protection Regulation (2016/679, "GDPR") and applicable national legislation (including Finnish Data Protection Act 1050/2018).

1. Name, duration and nature of the study

READJUST project "Just transition to a green and digital future for all" is a research project funded by European Union (Grant Agreement ID: 101132562). Its duration is 1.3.2024-31.8.2027.

The project is a cross-sectoral study which employs multiple methods to address the inequalities that are caused or aggravated by the twin transitions (green and digital transition) with a particular focus on the mobility and food-agricultural sector.

This privacy notice concerns the processing of personal data in research tasks that are led by VTT Technical Research Centre of Finland Ltd in READJUST research project (tasks 1.4, 1.5, 3.1, 3.3, 4.1). These tasks include 1) gathering data from diverse stakeholders (data subjects) on green and digital transitions and their consequences on different societal groups and 2) co-creating means for alleviating inequalities in these transitions.

2. Controller(s), data protection officer and contact person(s)

This data involves joint controllership between two partners:

VTT Technical Research Centre of Finland Ltd ("VTT"), business ID: 2647375-4,
Tekniikantie 21, 02150 Espoo, Finland

Contact information for data protection officer (DPO): VTT Technical Research Centre of Finland Ltd., Register Office, P.O. Box 1000, FI-02044 VTT, Finland, E-mail: dataprotection@vtt.fi (DPO, data security and their substitutes)

Contact person of the study: Nina Rilla, Tekniikantie 21, FI-02150 Espoo, nina.rilla@vtt.fi

Yaghma B.V. ("Yaghma"): Poortweg 6C, 2612 PA Delft, Netherlands

Contact information for data protection officer (DPO): Emad Yaghmaei, Poortweg 6C, 2612 PA Delft, Netherlands, Email: ey@yaghma.nl

Contact person of the study: Tristan de Wildt, Poortweg 6C, 2612 PA Delft, Netherlands, tdw@yaghma.nl

3. Allocation of responsibilities between joint controllers

- YAGHMA: Governs the project's shared data storage, including the password-protected OneDrive & Share folder where contact details of data subjects are collected. Ensures that the READJUST project's overall data management plans and ethical principles are applied in the project activities.
- VTT: Regarding to the research tasks addressed in this privacy notice, VTT defines the purposes and means of processing research data according to the data management principles and the project's data management plan. Coordinates the work of data processors and collects data directly from the data subjects (one-to-one interviews, group interviews and workshops, online platforms). The events are recorded and transcribed and all research data is pseudonymised before storing it to secured OneDrive & Share folder of VTT.

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A data subject may exercise his/her rights concerning processing of personal data by contacting the following contact person: Nina Rilla, VTT, nina.rilla@vtt.fi. This contact person shall transfer the matter to other concerned Controllers, as needed.

4. Personal data to be processed

The personal data to be processed are names, organisations, and email addresses. In data collection we may use online research platforms (such as Miro, Howspace, or Microsoft Teams). The data collection events and interviews can be recorded. Therefore, personal data may also include voice and images. The project does not collect or process sensitive personal data.

The data subjects represent the following groups: Experts representing different actor positions (research, industry, policy-making, civil society organizations) and people representing different positions in agri-food and mobility systems (e.g. farmers, public transport users, small business owners, city planners).

5. Purpose of processing and legal basis

The purpose of the processing of personal data is to invite data subjects to participate in research activities (e.g. interviews, focus groups, workshops, online surveys). The research tasks aim to increase current knowledge of the consequences of twin (green and digital) transitions. This knowledge is applied to advance scientific research, i.e. to organise meaningful citizen engagement activities and develop feasible advice for policymakers to design fair policies addressing green and digital transition.

The legal basis for the processing of personal data is to perform a task in public interest in scientific research.

6. Data sources

Personal data are obtained from publicly available websites and from the partners and stakeholders of READJUST project. In addition, data subjects themselves give data when participating in the research activities.

7. Recipients of personal data

The personal data is accessible to the READJUST project partners that have signed grant agreement (Yaghma, VTT, Fraunhofer-ISI, University of Amsterdam, European Research and Project Office (EURICE), EIT Urban Mobility, EIT Food, and Solidar). These partners will process the personal data based on the requirements of the specific research tasks in READJUST project (inviting the data subjects to participate in research, and analysing the data based on the objectives of the research in project tasks 1.4, 1.5, 3.1, 3.3, 4.1). If research activities use collaboration platforms offered by external parties (such as Howspace Oy, Miro, Microsoft Teams), these partners may process personal data to offer the data subjects with access to the collaboration platform. The data will not be handed to other types of external stakeholders and all publications will be strictly anonymised.

8. Transfer of personal data outside the EU or the EEA

The transfer of personal data outside the EU/EEA area is possible in research tasks that use cloud services of a service provider located in the United States, e.g., Miro. In connection with YAGHMAs and VTT's Microsoft environment, the transfer of personal data outside the EU/EEA area is possible, for example, for technical support purposes, even if the servers are located in the EU/EEA area. More information about Microsoft's processing of data can be found from: <https://privacy.microsoft.com/en-gb/privacystatement>.

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9. Storage period of personal data

After the research, research data is retained for 2 years and personal data is anonymised. After that, the research data will be removed or, if it can be completely anonymised, stored in an open access repository (e.g. EU Open Research Repository (Pilot)) according to the READJUST project's Data Management Plan.

10. Principles of personal data protection

All project data will be stored in password-protected OneDrive & Share folders. Data transfer between READJUST partners is always protected by a password. All processors are responsible for ensuring data security by appropriate measures (e.g., encryption) and regular back-ups.

Whenever possible, research data will be pseudonymised or completely anonymised before commencing the research, and personal data (direct identifiers and signed and scanned consent forms) will be stored separately from research data. Full anonymity is ensured in all publications, that is, the data processors ensure that data subjects cannot be identified in research publications, unless otherwise clearly agreed with the data subject. If pictures are taken during workshops, these pictures may be shared with the public upon consent of the participants.

11. Rights of the data subject

The data subject has the following rights, however, which may be derogated from and/or restricted in accordance with applicable legislation. Please note that in case the controller cannot identify the data subject, certain rights of the data subjects may not apply, unless the data subject provides additional information enabling his or her identification.¹ Restriction and deviation are verified on a case-by-case basis.

The data subject may exercise the above rights by contacting the controller using the contact details specified above.

- **Right of access:** The data subjects have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her is being processed and access to his or her personal data and information concerning the processing of his or her personal data.
- **Right to rectification:** The data subjects have the right to obtain from the controller rectification of inaccurate personal data concerning him or her. The data subjects have the right to have incomplete personal data completed.
- **Right to restriction of processing:** The data subjects have the right to obtain from the controller restriction of processing.
- **Right to object:** The data subjects have the right to object to processing of personal data concerning him or her.
- **Right to lodge a complaint with a supervisory authority:** The data subjects have a right to lodge a complaint with a supervisory authority if the data subject considers that the processing of personal data breaches the data subject's rights pursuant to applicable law. In Finland, see Finnish Data Protection Ombudsman contact information: <https://tietosuoja.fi/en/contact-information>

¹ Article 11 of the GDPR.

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INFORMED CONSENT – please note the following:

By registering and joining the event, you declare that

- You consent for documents with your identifiable personal data (name, job role, contact details) to be processed by the data controllers and processors described above for the communication purposes during the research.
- You consent for research data, such as event recordings (audio/video), transcripts, and notes to be processed for the purpose of the research.

For further information, please contact the researchers coordinating the focus groups: Tiina Tuominen (tiina.tuominen@vtt.fi) and Anna Leinonen (anna.leinonen@vtt.fi)

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9.3 Annex C - Informed consent Focus Groups – Scenario development (T1.6)

READJUST

Appendix 1. Participation information form

Title of the project: *Just transition to a green and digital future for all - READJUST - Hop-ON (acronym: READJUST - Hop-ON)*

Institution conducting the study: 4CF

Principal Investigator: Michał Nadziak

Researchers: Katarzyna Figiel, Anna Sacio-Szymańska

Dear Participant,

You are invited to participate in a research project examining how selected sectors are adapting to the twin transition. The study aims to identify the mechanisms and conditions shaping the transformation of the Agri-Food and Mobility sectors, as well as the inequalities and risks associated with twin transition policies and actions. It also seeks to explore the challenges encountered by key stakeholders. All personal data collected in this project will be used exclusively for research purposes.

The purpose of the project

The study is part of the wider research project *Just transition to a green and digital future for all - READJUST - Hop-ON* (acronym: *READJUST - Hop-ON*). The project is funded by the HORIZON EUROPE programme. The main objective of *READJUST - Hop-ON* is to track, assess, analyse, and address a wide range of aspects of inequalities (both intended and unintended/undesired inequalities) triggered by twin transitions policies and subsequently co-create policy measures for equal twin transition in selected sectors Agri Food and Mobility. 4CF involvement enhances the project's capacity for more future-oriented and more resilient policy analysis and co-creation. 4CF will provide a process for stress-testing *READJUST* solutions (such as the PAET roadmap or policy measures targeting Mobility and Agrifood) in diverse scenarios of post-Twin Transition. 4CF will also create replicable foresight tools & practices for stakeholders in policy-making and corporate sectors.

The data we collect from your participation will be used for this purpose only and is intended to benefit both the research and the local community.

Why are you being asked to participate?

You are invited to participate because your professional or lived experience offers valuable insight into selected sectors changes brought on by green and digital transitions (e.g. Agri Food, Mobility). Participants are selected from various sectors and regions across Europe. You were identified either through institutional networks, public domain sources, or by recommendation from project partners.

Which institutions is responsible for the research project?

YAGHMA B.V. (Netherlands) is responsible for the project (data controller). VTT (Finland), Fraunhofer (Germany), UvA (Netherlands), EURICE (Germany), EIT Urban Mobility (Spain), SOLIDAR (Belgium), EIT FOOD (Belgium), 4CF (Poland), are joint data

READJUST

controllers and official partners in the project. All data sharing will have the same adequate level of protection.

Participation is voluntary

Participation in the project is voluntary. You can stop your participation at any time without giving a reason. There will be no negative consequences for you if you chose not to participate or later decide to withdraw.

What does participation involve for you?

You may be invited to participate through participant observation, or stakeholder workshops. These sessions will focus on the challenges and dynamics in Agri Food and Mobility sectors during the twin transition. We will collect the following personal data: - Name and contact information - Background information - We may also use publicly available data, such as institutional websites or publications, to supplement our understanding.

Data protection - how we store and use your personal data

Your data will be accessible only to the project team within the institutions mentioned. Your name and contact details will be replaced with a code stored separately. Data will be securely saved on institutional servers, encrypted and/or password-protected. You will not be personally identifiable in any publications unless you explicitly agree to it. If any third-party services are used (e.g., notes, transcription), they will be bound by confidentiality agreements. No data will be processed outside the EU unless specified with appropriate safeguards.

Your personal privacy – how we will store and use your personal data

- We will only use your personal data for the purpose(s) specified here and we will process your personal data in accordance with data protection legislation (the GDPR).
- The data will only be processed by staff employed by the responsible institutions in this project (see above). This means that identifiable data gathered in the workshops will only be available to researchers from 4CF. Data or findings can be shared with the other partners in the project, but this data will be completely anonymised.
- Your name and contact details will be replaced with a code. The list of names, contact details and respective codes will be stored separately from the rest of the collected data.
- The data will be collected on devices owned by the involved institutions and stored on their servers and the 4CF account as well.
- No personal data will be publicly available.

What gives us the right to process your personal data?

We will process your personal data based on Public interest (General Data Protection Regulation art. 6 nr. 1 bokstav 2), jf. art. 9 nr. 2 bokstav j).

READJUST

What happens to your personal data when the project ends?

The planned end date of the project will be 01.09.2027. After the project ends, your data will be anonymised and stored for future academic use (e.g., replication, education, or further research). Only de-identified data will be retained, stored securely by project partners

Your rights

As long as you can be identified in the collected data, you have the right to:

- access the personal data that is being processed about you
- request that your personal data is deleted
- request that incorrect personal data about you is corrected/rectified
- receive a copy of your personal data (data portability), and
- send a complaint to the Data Protection Authority regarding the processing of your personal data.

Where can I find out more?

If you have questions about the project, or want to exercise your rights, contact:
Principal Investigator at 4CF: Michał Nadziak (michal.nadziak@4cf.pl);
- Project Leader Tristan de Wildt (tdw@yaghma.nl).

We hope you will consider participating in this important research. Your insights and experiences are invaluable to our work.

Thank you for your time and consideration.
The 4CF research team!

9.4 Annex D - Informed consent Policy Roundtable 1 and 2 (T2.1)



Participation information form

We are happy to invite you to an interview organised in the READJUST research project. READJUST is developing the READJUST Observatory, a digital platform designed to increase the impact of equality enablers by gathering experiences and presenting knowledge in an accessible manner. A key feature of this observatory is the Policy Tracker Tool, which will contain a library of policy actions and a collection of best practices for the Twin Transition. The goal of the interview is to gather feedback from policymakers on how to improve the tool.

This document provides you with information about the project and the interview to help you make an informed decision about your participation. The document involves the following parts:

- General information on the research
- Privacy notice
- Informed consent statements

About the project and its purpose

The research activity you are invited to participate in is part of the project READJUST (<https://www.readjust.eu>), funded by the European Commission under Horizon Europe. READJUST strives to address the inequalities created or exacerbated by digital and green transition (termed 'twin transition') policies. The project aims to propose policy options to balance trade-offs between efficiency and equality in the twin transition in the key sectors of mobility and agri-food.

Why have I been invited to participate?

This interview is part of a series of interviews, organised in August–October 2025. The interviews take place each time with a different municipality or regional entity. For READJUST, in order to increase its project outreach and societal contribution, it is crucial to understand which use case the Policy Tracker could fulfil and how it should be improved further accordingly.

Your contribution would be invaluable to this discussion. Participation will support the development of guidelines to help policymakers design more just and equitable policies.

Do I have to take part?

Your participation is highly valued but entirely voluntary. If you choose to take part, you can withdraw at any time without giving a reason or facing any negative consequences. You are also free to refuse to answer any question.

What will happen to my information and the results of the research?

The insights gained in the interview will be saved via recordings and writing. The research team is committed to respect and maintain your anonymity in line with applicable data privacy acts and guidelines. The collected information will be kept strictly confidential and will only be accessible to project team researchers and other partners that are pivotal for the conduct of research (e.g. by providing collaboration platform for the events). Your personal information (e.g., name, email address) will be protected and kept confidential, unless you explicitly agree otherwise.

The anonymised or pseudonymised research data will be used for research reports, teaching materials, presentations, academic papers and funding proposals. Information will be presented in summary format, and you will not be identified in any publications or presentations. Since the related deliverables will be made publicly available, you have access and can read the research results.

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the Agency. Neither the European Union nor the granting authority can be held responsible for them.





Contact for further information

If you would like to find out more or discuss any aspect of the project prior to deciding whether to participate, please contact us.

Organization conducting the research

YAGHMA B.V., Poortweg 6C, 2612 PA Delft, the Netherlands

Researchers coordinating the interviews

Tristan de Wildt (tdw@yaghma.nl), Elena Sertore (es@yaghma.nl) and Emad Yaghmaei (ey@yaghma.nl)

Consent

I confirm that:

- I have read and understood the participation information provided above.
- I have had the opportunity to ask questions and have received satisfactory answers.
- I understand that my participation is voluntary and that I can withdraw at any time without giving a reason.
- I consent to take part in this research interview.
- I consent that the interview will be audio recorded.

Name: _____

Date: _____

Signature: _____

9.5 Annex E - Informed consent GDPR pictures-recordings (T)



INFORMATION SHEET ON THE PROCESSING OF YOUR PERSONAL DATA – I COMMUNICATION ACTIVITIES BY P-5 EURICE WITHIN READJUST

Dear colleagues,

You are receiving this information as EURICE processes your personal data within the scope of the project EU funded project "READJUST" (Grant Agreement No. 101132562). This information sheet conveys important information about our privacy practices and your rights as it relates to your personal data. We encourage you to read this notice carefully and contact us in case of any questions.

P-5 EURICE is required by law to protect your personal data. This notice explains how we process (e.g. collect, store, protect, destruct) your personal data. We will process any personal data about you in accordance with this notice and with applicable law.

1. WHO ARE WE?

The institution responsible for the processing of your personal data according to the data protection regulations is:

European Research and Project Office GmbH
Heinrich-Hertz-Allee 1
66386 St. Ingbert
Germany
Represented by:
Jörg Scherer
Telephone: +49 6894 388130
E-mail: contact-us@eurice.eu

A data protection officer has been appointed for our company:
Verimax GmbH
Warndtstr. 115
66127 Saarbrücken
Germany
Telephone: +49 89 80065780
E-mail: dsb.eurice@verimax.de

2. PURPOSES FOR THE PROCESSING OF PERSONAL DATA

Processing of photographs, audio-visual recordings, short profiles, citations, contact details (such as name, surname, e-mail address) within the communication strategy of READJUST

- Processing on project-related websites that run under the responsibility of EURICE
- Processing on communication materials (print, audio-visual and digital), such as flyers, leaflets, e-newsletters and video clips
- Processing on project-related Social Media channels (YouTube, LinkedIn) to inform about project activities
- Processing for the provision of project-related information to relevant stakeholders and media in the context of project communication activities of EURICE (such as the distribution of press releases,

initiation of TV & radio interviews, networking activities)

For this purpose, your personal data might be processed and stored on the Project Management Tool. In this context, the data will be transferred to those persons that need them to fulfil their contractual obligations (e.g. Project Manager of the project). In addition, please note that the Project Management Tool is hosted by millepondo services GmbH & Co. KG, a German software provider located in Cologne. A Data Processing Agreement according to Article 28 GDPR was signed between EURICE and millepondo services GmbH & Co. KG.

3. LEGAL BASIS OF DATA PROCESSING

The processing of your personal data is in accordance with Art. 6, para. 1, letter a) GDPR (General Data Protection Regulation) on the basis of your consent

4. RECIPIENTS OF PERSONAL DATA

- interested parties
- project participants
- funding agencies
- policy makers
- general public
- external auditors

5. TRANSMISSION TO A THIRD COUNTRY OR INTERNATIONAL ORGANIZATION

There is no direct transmission of your data to any third country (countries outside the European Economic Area (EEA)) on our end. Your data will, in principle, be processed in the European Union.

In order to reach broader public and to promote our project activities we also use the services of YouTube and LinkedIn, whose servers are situated outside the EU. Please check our privacy statement under <https://readjust.eu/privacy> for further information.

Please note that data on the Internet can be accessed anywhere in the world, including in unsecure third



countries where there is no adequate level of data protection. We therefore expressly point out that digital images, for example on our website, can be accessed worldwide and that further use by third parties cannot be ruled out.

6. DURATION OF STORAGE

Periods for retention result from the applicable Horizon Europe provisions. In accordance thereto, the data must be retained for up to five years after receipt of the project's final payment, according to Art. 18.1 Grant Agreement.

7. WHICH DATA PROTECTION RIGHTS DO I HAVE?

Each individual has the right to withdraw consent in accordance with Art. 7 (3) GDPR, the right of access in accordance with Art. 15 GDPR, the right to rectification in accordance with Art. 16 GDPR, the right to erasure (right to be forgotten) in accordance with Art. 17 GDPR, the right to restriction of processing in accordance with Art. 18 GDPR, the right to data portability in accordance with Art. 20 GDPR as well as the right to object in accordance with Art. 21 GDPR. Limitations in accordance with §§ 34 and 35 of the German BDSG apply to the right to access and the right to erasure. In addition, individuals have a right to lodge complaints with us. In this case, please contact our data protection officer Verimax GmbH as well as the competent data protection supervisory authority (Art. 77 GDPR in conjunction with § 19 BDSG).

The competent supervisory authority is

Unabhängige Datenschutzzentrum Saarland
Die Landesbeauftragte für Datenschutz und
Informationsfreiheit
Fritz-Dobisch-Straße 12
66111 Saarbrücken
Germany
Telephone: +49 681 94781-0
Poststelle(at)datenschutz.saarland.de

Am I obliged to provide my data?

Providing your personal data within the scope of internal and external communication activities relating to READJUST, e.g. for the publication on the project website, in project promotional and publicity material or in the context of press work, is voluntary.



Consent Form | COMMUNICATION ACTIVITIES BY P-5 EURICE WITHIN READJUST

Subject Matter

Communication of READJUST - Processing of personal data for communication activities under the responsibility of partner EURICE within the Horizon Europe funded project READJUST

Purpose

- Processing on project-related websites that run under the responsibility of EURICE
- Processing on communication materials (print, audio-visual and digital), such as flyers, leaflets, e-newsletters and video clips
- Processing on project-related Social Media channels (YouTube, LinkedIn) to inform about project activities
- Processing for the provision of project-related information to relevant stakeholders and media in the context of project communication activities of EURICE (such as the distribution of press releases, initiation of TV & radio interviews, networking activities)

For the described purposes, P-5 EURICE processes the following personal data if the data subject (you) consents to this:

Personal data

- Photographs
- audio-visual recordings
- short profiles
- citations
- contact details (such as name, surname, e-mail address)

Explanation

The data subject declares his/her consent to the free use of his/her personal data for the purposes described above. It is not allowed to use the data for purposes other than those described above or to place them on the market by making them available to third parties. The lawfulness of the processing is based on Art. 6, para. 1, letter A GDPR (General Data Protection Regulation).

The data subject has received the "Information Sheet" on the collection of his/her personal data in the context of the use of photographs in accordance with Art. 13 GDPR. This consent is voluntary. If it is not given, there will be no disadvantages. This consent can be revoked at any time with effect for the future via e-mail at dataprotection@eurice.eu.

[please insert title, first name, last name, company]

Location, Date

Signature