

European Public Local Authorities' Network for
driving the Energy Transition



D1.4 - Data Management Plan

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Executive Summary

The Data Management Plan clarifies the handling of research data during and after the project. It includes data that will be collected, processed or generated during the project, methodology and standards that will be applied, whether data will be shared and how data will be curated and preserved, taking into account all data-related aspects of the project. The document describes:

- The guiding principles for data management in the project
- The legal framework constituted by the General Data Protection Directive (GDPR)
- An overview of what data will be gathered and processed in the project
- How data will be stored and processed according to the H2020 FAIR data management principles
- Resource allocation for making data FAIR
- Data security aspects

ePLANET project is a Coordination and Support Action cofounded by the European Commission through Horizon 2020 program. ePLANET aims to deploy a new clustering governance for energy transition based on a digital framework to share harmonized information, facilitating the adoption of coordinated energy transition actions by the European public sector.



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Abbreviations and acronyms

ABBREVIATION OR ACRONYM	DESCRIPTION
FAIR	Findable, Accessible, Interoperable and Reusable
DMP	Data Management Plan
SECAP	Sustainable Energy and Climate Action Plans
SEAP	Sustainable Energy Action Plans
GDPR	General Data Protection Regulation
CoM	Covenant of Mayors
DOI	Digital Object Identifier
ET	Energy Transition
MoA	Memorandum of Adhesion
ERP	Enterprise Resource Planning



1 Introduction

The present document provides an overview of research data the ePLANET project is expected to generate, the types and formats of this data, and how this data is processed and stored to make them findable, accessible, interoperable and re-usable, according to the principles of FAIR data management. The purpose of the Data Management Plan (DMP) is to contribute to good data handling during the project's lifetime, and to describe how such data will be curated and preserved.

The document is intended for use by all project participants who are responsible or in any way involved in the data collection in order to guide them in the handling, storage and processing of the data. The document aims also to provide transparency of the data management process and the implementation of the data protection procedures for the stakeholders involved in the project pilot activities and other relevant stakeholders interested in the adoption of the project solution.

1.1 Guiding principle for data management

One of the principles of ePLANET is to be an open project, making all the main results and deliverables accessible, with 40 of the 42 deliverables public, and only 2 reserved as confidential. Driven by the objective to enable an open eco-system of interoperable and complementary tools for supporting Energy Transition actions by the European local and regional authorities, the project will provide open access to all the documentation necessary to ensure its connection to external systems.

ePLANET intends to digitise energy data available in dispersed data sources, of the current energy transition measures and of the Sustainable Energy and Climate Action Plans (SECAPs), enabling an ecosystem of data and tools to support decision-making on energy transition. The data provided to the ePLANET platform from individual users or organisations will not be shared on individual building level to users from other organisations. Only anonymised and aggregated data will be disclosed to other platforms, not allowing the identification of individual buildings or other sensitive data.

To protect the privacy of individual participants or organizations, only data that can be irreversibly anonymised to the degree that it is impossible to identify individuals will be shared publicly. Non-anonymised data will be kept internally in the project and used as input to project work, but never shared publicly in its original format. Both the anonymised and non-anonymised data will, in an aggregated format, feed into project work and provide the basis for analysis in deliverables and scientific publications. If the editor of a deliverable is concerned that their deliverable contains personal information, they can request a separate screening for privacy and ethics issues before submission to be sure that no personal data is included. The leader of Task 1.4 Ethics, data protection and innovation management is responsible for performing these screenings. Public deliverables, publications and anonymised datasets will be shared openly through an open research data repository.

During the lifetime of the project, partners might discover special parts of the project's results that should be protected for further developments or commercial exploitation. If these cases arise, appropriate steps to protect such results for exploitation purposes will be taken.



1.2 Legal framework

The principles of the European Convention on Human Rights, the Rules of the Council of Europe Convention for the Protection of Persons on the automatic processing of personal data and especially the General Data Protection Regulation (GDPR) of the EU 2016/679, for Protection of personal data will be strictly followed when addressing ePLANET ethical issues.

The laws and directives to consider by area are summarized in the list below.

- The EU General Data Protection Regulation (GDPR) 2016/679, adopted on April 27, 2016, replaced Directive 95/46 / EC
- EU Directive 2016/680 on the protection of police data (PDPD), adopted on April 27, 2016
- Standard contractual clauses (CEC). Standard contractual clauses for data transfers between EU countries and outside the EU
- Binding Corporate Rules (BCR). Corporate rules for data transfer within multinational companies
- EU-US data transfers. How personal data transferred between the EU and the US is protected
- Article 29 Working Party on data protection: Working document on privacy on the Internet
- Spanish Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights
- Spanish Law 34/2002, of July 11, on services of the information society and electronic commerce
- Czech transposition law to the European GDPR regulation No. 110/2019 Coll
- Czech Republic Law 89/2012 The Civil Code of the Czech Republic
- Law 4624/2019 on the implementation of the GDPR in Greece.

1.3 Related external platforms

1.3.1 Covenant of Mayors

The Covenant of Mayors (CoM) platform is a private space of the European Covenant of Mayors Community. Once signed in, local authorities can update their contact information, fill in and submit action plans, monitor progress towards a target and access the capacity-sharing corner.

1.3.2 SITMUN

SITMUN is a platform managed by the Government of Catalonia that allows the creation and management of customised web applications in the field of geographic information systems. It is especially designed to meet the geographic information system needs of local and supra-municipal administrations.

1.3.3 Zenodo

Zenodo is a general-purpose open-access repository developed in 2013 under the European OpenAIRE program and operated by CERN. It allows researchers to deposit research papers,



data sets, research software, reports, and any other research related digital artifacts. For each submission, a persistent digital object identifier (DOI) is minted, which makes the stored items easily citeable.

1.3.4 Nextcloud

Nextcloud is open-source software that allows running a personal storage service on cloud or on-premise, on the user's own servers. It has features that are comparable to other services such as Dropbox, Office 365 or Google Drive when used with its integrated office suite solutions. Nextcloud is the software supporting the internal ePLANET repository used in the project for data sharing among the project partners. The ePLANET repository is installed on the project coordinator's servers.



2 Data summary

2.1 Purpose of data collection

One of the objectives of ePLANET is to create a platform that can provide a digital support to municipalities in the planning, drafting, and monitoring of their sustainable energy transition plans. This will be done by automated acquisition of a wide range of data from external databases, and collection of data uploaded and introduced on the platform by the users through a web interface. The project will also collect data from different stakeholders and individuals as a result of surveys, interviews, consultations, conference calls and meetings, with the objective of supporting the platform design with requirements, usability tests and feedback on performance, as well as for promotion of the project results.

2.2 Data types, formats and size

The data management in ePLANET is an end-to-end process that includes the phases of collection, processing, generation and sharing of data throughout the project duration and beyond. The data management process is represented in Figure 1.

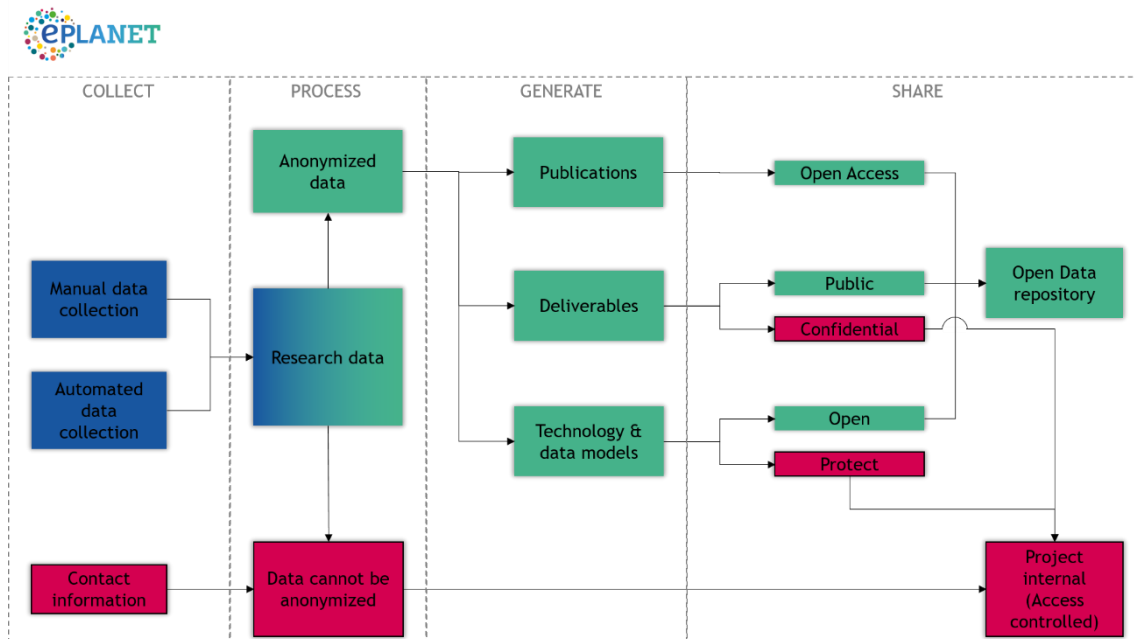


Figure 1 ePLANET data management process

2.2.1 Data types

The data collected in ePLANET can be split into the following three categories:



Table 1 ePLANET Data types

Manual data collection	<ul style="list-style-type: none"> • SEAPs or SECAPs • Interviews to pilot and follower regions • Recording webinars and workshops • Data on user acceptance • Pictures, audio and video (project meetings, site visits)
Automated data collection	<ul style="list-style-type: none"> • SEAPs or SECAPs • Buildings' characteristics and energy use data • Solar rooftop potential studies • User contact data (name and email)
Contact information	<ul style="list-style-type: none"> • Project members • Subscribers in the project web and social media • Project external individuals who voluntarily participate in project activities

The data generated by ePLANET can be split into the following types:

- Publications
- Deliverables
- Datasets
- Technology and data models

During the development of the ePLANET project, different stakeholders will be involved. Depending on their interaction with the platform, the stakeholders are split into the following categories:

2.2.1.1 Participants

Take part of the project activities such as communication, dissemination, discussion forums, and provide feedback to the project that is valuable for the design and uptake of the project solution. They can access the open project data, but do not provide data for the ePLANET platform.

2.2.1.2 Providers

Provide data for the ePLANET platform and make use of the platform services. Data providers include persons, organisations or their representatives.

Providers includes different types of personal, technical and financial data that is necessary to develop the data analyses and services in the project. This data includes “proprietary data” defined as follows:



- Data that embody trade secrets or are commercial or financial information that is confidential and privileged.
- Data that are not customarily released to the public.
- Data whose disclosure to the public could result in financial harm to the provider, to owners of buildings whose information is contained in the data, or to other stakeholders.

Both participant and provider data will be recorded only if they give their informed consent, accept the purposes of data use of ePLANET, and the registration of these data is relevant to the project.

Participants and providers must comply with the right to information and, where appropriate, with the anonymisation of the resulting data for statistical purposes only. If data cannot be irreversibly anonymised, it will be considered confidential and will be stored in the internal project repository

2.2.1.3 Proprietary data

Proprietary data submitted to ePLANET will be treated as confidential and the access to it will be protected and restricted to the data provider or authorised users, only for the purpose of planned services.

2.2.1.4 Personal data

Personal data will be subject to European legislation for processing and will also comply with the development regulations and each of the national legislations. An overview of the personal data collected in each task of the project is presented in Appendix A.

2.2.2 Data formats

A dataset can include different types of formats. As an example, a manually collected dataset concerning user acceptance can consist of both written interview notes, audio files from interviews, pictures from pilot sites, and survey responses. Some of these data cannot be anonymised within the scope of this project (e.g. audio files), so in most cases only parts of a dataset can be made openly available. Concerning the automatically collected data the project expects to deliver these datasets anonymised as open research data.

ePLANET will use widely accepted formats for data generation, such as:

- Documents/Reports/Publications: .PDF/A, txt, doc/docx
- Spreadsheets: .xls/.xlsx
- Databases: APIs, .cvs
- Audio files: .mp3, .wav, .wma, .ra
- Pictures: .jpg, .png, .svg
- Video: .avi, .flv, .mov, .mp4, .wmv



2.2.3 Data size

During its duration, ePLANET aims to collect data of different types and granularity, the following table shows the expected size of these data:

Table 2 ePLANET Data size

Type of data	Size
Interviews to pilot and follower regions	150
Recording webinars and workshops	24
Data on user acceptance	>1000
Pictures, audio and video (project meetings, site visits)	36 project meetings 10 site visits
Project members	60
Subscribers in the project web and social media	200
Project external individuals who voluntarily participate in project activities	230
SEAPs or SECAPs	>1000
Buildings' characteristics and energy use data	212
User contact data (name and email)	>1000

Annex 1 contains detailed information on the expectation of personal data of individuals to be collected during the project in each of the tasks, as well as the purpose, types of data, the means for collection and the security and storage measures to preserve confidentiality.

2.3 Origin of data

The ePLANET project has three different phases for collecting data. The first phase involves the pilot regions of the ePLANET during the first half of the project. The second foresees to expand to other regions in the country of the pilot sites, but also other countries during the second half of the project. The third phase corresponds to the extended services after the project ends.

Additionally, data from relevant stakeholders may be collected from all the project participants' countries, including Belgium, France, Germany, Spain, Czech Republic, and



Greece. The methods and means used to collect data will vary, on a site-specific basis, as a function of the type of data to be collected.

For manually collected data the main origins will be:

- Interviews with groups and individual participants and external stakeholders
- Feedback from participants at stakeholder workshops
- Survey responses
- Market surveys
- Literature study/review and open data (re-use of existing data)

For automatically collected data the main origins will be:

- Databases containing information about existing SE(C)APs
- Databases with different building data including building characteristics, energy consumption, and investments for energy transition plans
- Regional and local public administrations

For contact information the origins will be:

- Data provided from subscriptions in the project web, social media and events
- Data provided from the users of the platform
- Direct contacts from the project partners

2.4 Data utility

The data collected by ePLANET will be used for project purposes, in one side for offering the services of the project to the pilot and follower regions through the platform, and for promoting the project outcomes and benefits.

The proprietary data in the ePLANET platform will be used for services intended for municipalities and local authorities. The objective of the platform is to provide the users with relevant technical information for the implementation of ET measures in their municipality or territory.



3 Making data FAIR

ePLANET will contribute the OpenAIRE¹ project of the European Commission to ensure that everyone can join Open Science. The repository of the OpenAIRE project is Zenodo² that allow researchers to deposit both publications and data, while providing tools to link them. This goes in accordance of the FAIR³ (Findable, Accessible, Interoperable and Re-usable) data management, as well as with the aim of ePLANET to maximise access to, and re-use of research data generated by the project.

3.1 Making data findable

ePLANET will use its own web page and the Zenodo repository to make its research data findable in accordance with the H2020 Open Access mandate, as well as communicating it to the social accounts (Twitter and LinkedIn). Publishing of research articles on the Open Research Europe⁴ platform will also be considered.

The Zenodo ePLANET community has been established on the Zenodo website, where the project coordinators will upload all public deliverables and publications for the community.

3.1.1 The ePLANET H2020 community in Zenodo

All the documentation uploaded on the Zenodo ePLANET community will automatically generate an indexed copy on the European Commission Funded Research (OpenAIRE) community for maximum findability.

3.1.1.1 *Metadata in Zenodo*

All the material uploaded at the community generate Metadata, an example of the data generated in the following table:

Table 3 Metadata in Zenodo

Communities	ePLANET H2020 Zenodo European Commission Funded Research (OpenAIRE)
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¹ <https://www.openaire.eu/mission-and-vision>

² <https://zenodo.org/>

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

⁴ <https://open-research-europe.ec.europa.eu>



Upload type	Publication (several options), Poster, Presentation, Dataset, Image (several options), Video/Audio, Software, Lesson, Physical object or Other	
Basic information	DOI	Automatically generated
	Publication date	Automatically generated
	Title	ePLANET Deliverable title
	Authors	Author/s of the deliverable
	Description	Executive summary for deliverables
	Language	English
Other information	License	Open Access by default (CC 4.0 International)
	Funding	Grant Agreement number
	Contributors	Contributing Project members
	Contributors	Contributing Project members
	Keywords	Relevant for findability

3.1.1.2 Search Keywords

The upload documents and materials will be accompanied with keywords that are descriptive of the content. ePLANET has defined an initial general set of keywords that could be adapted and applied to the deliverables, publications and other material according to their specific objectives, target or technology:

Table 4 ePLANET initial Keywords

ePLANET keywords	
By objective	Energy transition Sustainable Energy Actions Plans SEAPs Sustainable Energy Action and Climate Plans SECAPs Green energy adoption



	Decarbonisation
By target	Public authorities Local and Regional governments Municipalities Policies
By technology	Data harmonization Open source Data Base

3.1.1.3 Versioning

Zenodo provides DOI versioning of all documents uploaded to their communities, which allows users to edit and update the uploaded documents after they have been published. This also allows users to cite specific versions of an upload and cite all versions of an upload. As an example, DOI versioning of an uploaded software package that is released in two versions can look like this:

- v1 (specific version): 10.5281/zenodo.60943
- v2 (specific version): 10.5281/zenodo.800648
- Concept (all versions): 10.5281/zenodo.705645

The first two DOIs for versions v1 and v2 represent the specific versions of the software. The last DOI represents all the versions of the given software package, i.e. the concept of the software package and the ensemble of versions. They are therefore also referred to as Version DOIs and Concept DOIs, but technically, they are both normal DOIs. A new DOI version will be created only if you update the actual files you have uploaded but not if you edit the metadata related to your upload (e.g. change the title of a file or dataset).

3.2 Making data openly accessible

The H2020 Open Access Mandate aims to make research data generated by H2020 projects accessible with as few restrictions as possible, but also accept protection of personal or sensitive data due to privacy concerns and/or commercial or security reasons.

All the documentation, including public deliverables, datasets, scientific publications, and data models will be on Zenodo and openly available. There are only two deliverables out of the 42 of the project that are classified as confidential, these are:

- D3.2 Published ePLANET common Data Model. The refining in of the Data Model during the project will give three versions of D3.3 Platform available for all stakeholders, concluding with the definitive Data Model at the end of the project.



- D6.8 Exploitation plan. The European Commission defines Exploitation⁵ as the Utilisation of results for scientific, societal or economic purposes by groups and entities that are making concrete use of results, this implies using it for instance in creating a Spin-off or Start-up company, a new product or service, a patent, scientific publications, a Standard, a societal activity, open/copyleft licenses, further research or policy changes.

Data sets from individual buildings will be also kept as confidential. It is necessary to guarantee the confidentiality of the individual buildings data provided by the ePLANET users in order to avoid disclosure of any privileged commercial or financial information that might harm the data provider or other stakeholders in any way. Guaranteeing by design the confidentiality of the proprietary data submitted to ePLANET is considered to be an essential feature for the future wide uptake of the solution. For this reason, the open access to the ePLANET data will be limited only to either aggregated data or irreversibly anonymised data that do not allow the identification of individual buildings. The full non-anonymised information on individual buildings will be used only for providing value-adding services (e.g. energy management, monitoring of the performance of the building stock, or recommendations for energy efficiency) to the ePLANET users that provide the data. It will never be shared with other platform users or third parties and will not be used for other purposes than the stated above.

3.3 Making data interoperable

ePLANET platform will use common ontologies for data harmonization and interoperability with external platforms and repositories, and align/map the model to relevant applications and regional observatories to enable data exchange. This will make data from different sources comparable and suitable for integration in the platform.

All ePLANET public deliverables and documentation will be on Zenodo. Data and metadata on Zenodo use a formal, accessible, shared, and broadly applicable language for knowledge representation, for instance Zenodo uses JSON Schema as internal representation of metadata and offers exports to other popular formats such as Dublin Core or MARCXML. All the documentation on Zenodo use vocabularies that follows FAIR principles. For certain terms, these refer to open, external vocabularies like license (Open Definition), funders (FundRef) and grants (OpenAIRE). Data and metadata on Zenodo include qualified references to other (meta)data, this is done by a resolvable URL.

3.4 Increase data re-use

ePLANET aims at ensuring wide availability and re-use of the collected data on performance of ET measures in the pilot regions. The public information on the platform will be anonymised,

⁵ Dissemination and Exploitation Activities in Horizon 2020, European Commission, H2020 Common Support Centre/J5, https://ec.europa.eu/research/participants/data/ref/h2020/other/events/2018-09-21/9_dissemination-exploitation-activities_en.pdf



so the visitor can extract relevant information about a specific measure but not identify the specific municipality. The collected data in ePLANET could also be re-used in other platforms upon the desire and consent of the specific municipalities and data providers, within the limits of their credentials for the platform use.

3.4.1 Licenses

Application of licences will be assessed on a case-by-basis in close collaboration with the Coordinator, the IPR manager and the partners concerned.

Where applicable, ePLANET will make use of Creative Commons licences (CC), which are tools to grant copyright permissions to creative work. As a default, CC BY-SA licence will be applied for the public data of ePLANET. This license lets others remix, adapt, and build upon your work even for commercial purposes, as long as they credit you and license their new creations under the identical terms. This license is often compared to “copyleft” free and open-source software licenses. With this licence all new works based on ePLANET will carry the same license, so any derivatives will also allow commercial use. This does not preclude ePLANET from use of less restrictive licenses as CC BY or CC0, or more restrictive licenses such as CC BY-NC, which does not allow commercial usage.

3.4.2 Longevity of the research data

3.4.2.1 Public data (anonymous)

Data associated with public deliverables will be shared once the deliverable has been approved and accepted by the EC. For data published in scientific journals, the underlying data will be made available no later than by the date of the journal publication. The data will be linked to the publication. For other public datasets not directly linked to a scientific publication or deliverable, such datasets will be made available upon assessment by the project participants when they are ready for publishing, and in the final month of the project at the latest.

Open data can be reused in accordance with the Creative Commons licences. Data classified as confidential as default will not be re-usable due to privacy concerns.

The public data will remain reusable via Zenodo for at least 20 years. This is currently the lifetime stated by the host laboratory CERN. In the event that Zenodo has to close their operations, they have provided a guarantee that they will migrate all content (including metadata) to other suitable repositories.

3.4.2.2 Confidential data (non-anonymous)

The ePLANET platform is intended to be kept operational beyond the project duration. The proprietary data for buildings provided by the users to the platform are essential for its operation and the services it provides and will be stored in the platform for its purpose according to the Service Level Agreement (SLA) between the users/data providers and the ePLANET platform. The SLA will be elaborated towards the end of the project within the scope of the project results exploitation (WP6 Sustainability beyond project duration) and will contain the rules and the longevity of the data storage in the platform, as well as the rules for deleting these data.

All other non-anonymous data will be deleted 6 months after the end of the project. These additional 6 months are necessary to keep the underlying datasets available to allow the



completion of any scientific publications being prepared towards the end of the project. An exemption is pictures and videos, taken with consent from voluntary pilot participants that are used for communication purposes. If consent is not withdrawn at an earlier time, such data will be kept for up to 5 years after the end of the project in order to comply with the EC contractual obligation to continue dissemination and exploitation activities after the project ends. If a party withdraws the consent to use this material (pictures, videos), it will be deleted without delay.



4 Allocation of resources

ePLANET uses standard tools and free of charge repository for research data. The costs of data management activities are limited to project management costs and will be covered by allocated resources in the project budget.

Long-term preservation of the public data is ensured through Zenodo. Other resources needed to support reuse of data after the project ends will be solved on a case-by-case basis.

The overall responsibility for the data management lies in the project coordinator and the designated data protection officer. CIMNE will act as a Data Controller for the ePLANET platform. Detail on the data treatment activities is presented in the table below.

Table 5 Registration of data treatment activities in the project

Responsible for the data treatment	Centre Internacional de Mètodes Numèrics a l'Enginyeria (CIMNE)
Group object of treatment	Project participants
Category of interested parties	Users and contact persons
Type of data	VAT numbers, anme, address, telephone, email
Legal basis	Sign of the MoA (Memorandum of Adhesions)
Purpose of treatment	Participation on the ePLANET project
Recipient categories	No data will be transferred outside of the project consortium
International transfer	Not foreseen outside the EU area
Technical and organisational measures	Data stored in EU servers Access by username and password Access controlled Backup copies
Conservation period	5 months after the end of the project In case of contact data, based on legitimate interest, they will be kept for the communication of events and similar services or products.
Address for rights	rgpd@cimne.upc.edu



exercise	More information on: https://www.cimne.com/3011/policy
Data protection officer	dpo@cimne.upc.edu



5 Data security

In this section the security features of the research data infrastructure used to store and handle data in the ePLANET project are described.

5.1 Nextcloud shared repository

Nextcloud is the file-sharing repository within the ePLANET consortium and during the project lifetime, and for up to 6 months after the end of the project for final closing activities. Nextcloud operates on CIMNE'S servers hosted on OVH Group cloud.

The ePLANET Nextcloud repository has the following security settings:

- Access level is restricted to persons (Project members invited by the coordinator). Further access restrictions on specific folders or files are enabled.
- Encryption with SSL/TLS protects data transfer between partners and Nextcloud.
- Tracking and monitoring for file or data integrity, user modifications, and possible manipulation of data.
- Automatic daily backups for the last 30 days and monthly backups during the whole project.

5.2 Data security for the ePLANET platform

The ePLANET platform is a new development from scratch based on CIMNE's experience in other EU projects. The platform will have the following security measures:

Table 6 ePLANET Platform security measures

Replicas	All data provided will be kept in multiple replicas in a distributed file system to avoid data loss, as well as to increase system availability for delivering services. The data will be stored in European Based servers.
Data protection	All individual buildings data stored in the platform, including the data for building identification such as building name, building owner, exact location, will be accessible only for the building data provider.
Access level	The Access will be password protected, with different level of credentials for the authorised users (e.g. read only or read and edit) and fully traceable within the system. The users and data providers of the platform will access only anonymised and aggregated information of other users for the purpose of receiving benchmarking and other statistical analysis-based services.
Authentication	CIMNE will be the sole user and responsible for the



	development and maintenance of the platform.
Interoperability	The provided API for accessing the data from external sites will be secured using authentication tokens and SSL.

5.3 Data security as specified for Zenodo

Zenodo is the platform for dissemination of the documentation of the project and has the following security settings:

- **Data file versioning:** Records are not versioned. The uploaded data is archived as a Submission Information Package. Derivatives of data files are generated, but original content is never modified. Records can be retracted from public view; however, the data files and records are preserved.
- **Replicas:** All data files are stored in the CERN Data Centres, primarily Geneva, with replicas in Budapest. Data files are kept in multiple replicas in a distributed file system, which is backed up to tape on a nightly basis.
- **Retention period:** Items will be retained for the lifetime of the repository. The host laboratory of Zenodo CERN, has defined a lifetime for the repository of the next 20 years minimum.
- **Functional preservation:** Zenodo makes no promises of usability and understandability of deposited objects over time.
- **File preservation:** Data files and metadata are backed up nightly and replicated into multiple copies in the online system.
- **Fixity and authenticity:** All data files are stored along with an MD5 checksum of the file content.
- **Files are regularly checked against their checksums to assure that file content remains constant.**
- **Succession plans:** In case of closure of the repository, a guarantee has been made from Zenodo to migrate all content to suitable alternative institutional and/or subject based repositories.



6 Appendix A. Personal data collected per task

The following table shows if there is foreseen to collect personal data per each task of the projects.

Table 7 ePLANET Personal data collected per task

Will collect personal data?		
Task number and description	Responsible	YES/NO
Task 1.1 Consortium coordination	CIMNE	YES
Task 1.2 Administrative management	CIMNE	YES
Task 1.3 Technical Management	CIMNE	NO
Task 1.4 Ethics, data protection and innovation management	CIMNE	NO
Task 1.5 Quality assurance	CIMNE	NO
Task 1.6. Common dissemination activities	CIMNE	NO
Task 2.1 - User centered requirements	ICAEN	YES
Task 2.2 - Governance networks	CRES	NO
Task 2.3 - Harmonization	CIMNE	NO
Task 2.4 - Clustering governance	ICAEN	YES
Task 2.5 - Procedures for monitoring and evaluation of ET progress	CIMNE	NO
Task 3.1 - Platform Specification	CIMNE	NO
Task 3.2 - Standardization	CIMNE	NO
Task 3.3 - Web platform adaptation	CIMNE	NO
Task 3.4 - Data sharing	CIMNE	NO
Task 3.5 - Deployment and operation in pilot territories	CRES	YES
Task 4.1 - User-centred design of training material	3OC	YES
Task 4.2 - Strategies to overcome ET barriers	3OC	NO
Task 4.3 - Elaboration of training materials	3OC	YES



Task 4.4 - Consolidation and adaptation to target groups	3OC	NO
Task 5.1 - Continuous engagement and feedback	FEDARENE	YES
Task 5.2 - Scale-up at national level and within pilot regions	EAZK	YES
Task 5.3 - EU-wide replicability	FEDARENE	YES
Task 5.4 - Evaluation of the joint exchange activities	FEDARENE	YES
Task 6.1 - ePLANET follow-up and impact	CRES	NO
Task 6.2 - ePLANET Joint Agreement	ICLEI	YES
Task 6.3 - Best practices and solutions for energy transition	CRES	YES
Task 6.4 - Roadmap for long-term sustainability	CIMNE	NO
Task 6.5 - Final exploitation plan	CIMNE	NO
Task 7.1 - Communication and Dissemination plan and coordination	LIMA	NO
Task 7.2 - Visual identity	LIMA	NO
Task 7.3 - Project Website	LIMA	YES
Task 7.4 - Promotional material	LIMA	NO
Task 7.5 - Conferences	LIMA	NO
Task 7.6 - Social Media	LIMA	NO
Task 7.7 - Newsletters and press releases	LIMA	YES
Task 7.8 - Final event	ICAEN	YES

Task 1.1 Consortium coordination	
Purpose of personal data collection	Project management and reporting
Expected number of individuals	30-40 persons
Expected types of data to collect	Names, emails, telephone, company or organisation, pictures, videos and audios of project meetings.
Medium for collection	Provided by each partner or manually collected



Storage and security	ePLANET confidential documents with private access restricted to project partners
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Task 1.2 Administrative management

Purpose of personal data collection	Project management
Expected number of individuals	15-20 persons or organizations
Expected types of data to collect	Name, emails, fiscal address, telephone, bank account
Medium for collection	Provided by individuals or organizations
Storage and security	SIGPRO, an ERP for project management platform in CIMNE servers.

Task 2.1 User centered requirements

Purpose of personal data collection	Project management and probably in reporting.
Expected number of individuals	30-50 persons
Expected types of data to collect	Names, emails, telephone, company or organisation.
Medium for collection	Provided by each partner or manually collected
Storage and security	ePLANET confidential documents with private access restricted to project partners

Task 2.2 Clustering governance

Purpose of personal data collection	Project management and reporting.
Expected number of individuals	30-80 persons



Expected types of data to collect	Names, emails, telephone, company or organisation.
Medium for collection	Provided by each partner or manually collected
Storage and security	ePLANET confidential documents with private access restricted to project partners

Task 3.5 Deployment and operation in pilot territories

Purpose of personal data collection	Engagement of users in pilot regions by CRES with technical support from CIMNE, for users' access to and deployment of the ePLANET platform functionalities. Completion by the platform end users of usability test surveys.
Expected number of individuals	150 public authorities (144 local + 6 regional) expected to be involved in the pilot phase, with an estimate of 1 stakeholder involved by each authority, so approx.150 individuals.
Expected types of data to collect	Names, emails, telephone, organisation, stakeholder job position in organisation.
Medium for collection	Online surveys and bilateral meetings and/or phone discussions.
Storage and security	Personal data of end users will be treated as confidential ePLANET information with private access restricted to project partners. Only participating organisation names (public authorities) will be public and not individual users' information. Any statistics /indicators deriving out of the platform use will be anonymised.

Task 4.1 User-centred design of training material

Purpose of personal data collection	Analysis of knowledge gaps and training
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	needs in municipalities within ePLANET pilot regions
Expected number of individuals	Around 100 -150 municipalities are expected to participate in this analysis: 67 (Girona Pilot Region), 16 (Crete Region pilot) and 61 (Zlin Region pilot)
Expected types of data to collect	Names, emails, telephone, organisation, gender, age
Medium for collection	Online survey and phone interviews conducted by pilot region representatives
Storage and security	Socio economic data of respondents will be anonymised. Other information will have private access restricted to project partners

Task 4.3 Elaboration of training materials

Purpose of personal data collection	Capacity building activities
Expected number of individuals	Around 900-1000 stakeholders are expected to participate in these activities
Expected types of data to collect	Names, emails, telephone, company or organisation, pictures, videos and audios
Medium for collection	Workshops and webinars
Storage and security	ePLANET confidential documents with private access restricted to project partners

Task 5.1 Continuous engagement and feedback

Purpose of personal data collection	Invitation of participants to events
Expected number of individuals	150 persons
Expected types of data to collect	Names, emails, company or organisation, videos and audios of events



Medium for collection	Provided by each partner or manually collected
Storage and security	ePLANET confidential documents with private access restricted to project partners

Task 5.2 Scale-up at national level and within pilot regions

Purpose of personal data collection	Project management and reporting
Expected number of individuals	Up to 200
Expected types of data to collect	Names, emails, company or organisation, videos and audios of events
Medium for collection	Provided by each partner or manually collected
Storage and security	ePLANET confidential documents with private access restricted to project partners

Task 5.3 Joint Exchange Activities

Purpose of personal data collection	Invitation of participants to events and peer to peer activities
Expected number of individuals	20 persons
Expected types of data to collect	Names, emails, telephone, company or organisation, pictures
Medium for collection	Provided by each partner or follower region or manually collected
Storage and security	ePLANET confidential documents with private access restricted to project partners



Task 5.4 Evaluation of the joint exchange activities

Purpose of personal data collection	Evaluation of joint exchange activities
Expected number of individuals	20 persons
Expected types of data to collect	Names, emails, telephone, company or organisation, photos
Medium for collection	Provided by each partner or follower region or manually collected
Storage and security	ePLANET confidential documents with private access restricted to project partners

Task 6.2 ePLANET Joint Agreement

Purpose of personal data collection	Signatories to the Memorandum of Adhesion (MoA) and ePLANET Joint Agreement.
Expected number of individuals	Related to MoA: 603 Related to the ePLANET Joint Agreement: all representatives of local and regional authorities within and beyond the participating regions engaged in ePLANET activities at any of the 3-tier approach levels.
Expected types of data to collect	Names, professional job titles and signatures.
Medium for collection	Manually or electronically collected.
Storage and security	The signed documents will be kept confidential in a private repository. Only the list of signatories will be public.

Task 6.3 Best practices and solutions for energy transition

Purpose of personal data collection	Collection of information from the partners and particularly from the three public authorities engaged in pilot activities
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	(DDGI, RDFC, EAZK), using a template to be developed by CRES, for the development of a repository of best practices solutions and case studies for energy transition, implemented in their territories.
Expected number of individuals	The information collection template will be circulated to the 10 project partners, and in particular the 3 pilot regional authorities will be expected to provide input for their own organisation plus best practices in energy transition from local authorities in their territories. At least 30-50 completed templates at project level are expected in the context of which information may be sought by partners from respective personnel of public authorities.
Expected types of data to collect	Collection from partners, of best practices on energy transition in public authorities in their territories. In the process of above information collection, personal data may be disclosed of the individuals completing the template (names, emails, telephone, organisation, stakeholder job position in organisation).
Medium for collection	Online collection of completed template to be provided by each partner.
Storage and security	<p>The repository of best practices (D6.5) will be publicly available online even after project duration, as a useful tool for supporting the long-term sustainability of the project, capacity building and exploitation / capitalisation of the project outcomes by interested public authorities in future.</p> <p>Personal data of individuals completing the collection templates will be treated as confidential ePLANET information with private access restricted to project partners. Only relevant organisation names (public authorities) will be public and not individual users' information.</p>



Task 7.3 Project website	
Purpose of personal data collection	Foster website usability
Expected number of individuals	All visitors
Expected types of data to collect	Cookies IDs of website visitors
Medium for collection	Automatic, website browser
Storage and security	Cookies will be stored within www.eplaneth2020.eu server.

Task 7.7 Newsletter and press releases	
Purpose of personal data collection	Newsletter recipients
Expected number of individuals	50-200 (expected)
Expected types of data to collect	Email
Medium for collection	Manual subscription to ePLANET distribution list, managed by Mailchimp website.
Storage and security	Data will be stored within Mailchimp (www.mailchimp.com) servers. Mailchimp is GDPR Compliance, according to the information in their website (https://mailchimp.com/gdpr/). Users will be able to easily unsubscribe from the newsletter distribution list.

Task 7.8 Final event	
Purpose of personal data collection	Project management and reporting.
Expected number of individuals	30-90 persons
Expected types of data to collect	Names, emails, telephone, company or organisation, pictures of project meetings.



Medium for collection	Provided by each partner or manually collected
Storage and security	ePLANET confidential documents with private access restricted to project partners



7 Appendix B. Consent form for photography/filming



Consent form for photography/filming

I consent to the ePLANET consortium using photographs and/or video recordings including images of me both internally and externally to promote the project. These images could be used in print and digital media formats including print publications, websites, e-marketing, posters banners, film, social media, teaching and research purposes.

I understand that images on websites can be viewed throughout the world and not just in Europe and that some overseas countries may not provide the same level of protection to the rights of individuals as EU legislation provides.

I understand that some images or recordings may be kept permanently once they are published and be kept as an archive of ePLANET project.

I have read and understand the conditions and consent to my images being used as described.

Location and date

Name

Signature

ePLANET consortium is committed to processing information in accordance with the General Data Protection Regulation (GDPR). The personal data collected on this form will be held securely and will only be used for administrative purposes.

Your rights

You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required. You can ask the ePLANET consortium to stop using your images at any time, in which case it will not be used in future publications but may continue to appear in publications already in circulation. You can withdraw consent by sending an email to bgrillone@cimne.upc.edu For more information about GDPR see our Privacy Policy in <https://www.eplaneth2020.eu/privacy-policy>



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