# D7.1 Ethical Chart

**Project :** FAIRVILLE Grant Agreement n°101094991
**WP7 :** Agnès Deboulet
**Lead Beneficiary :** CNRS
**Due M :** 4
**Type :** R — Document, report
**Dissemination Level :** PU - Public

## I. General Statement

Ethical considerations are integrated into the project from the outset, so they are part of every relevant interaction and will continue to be addressed even after our research has been completed.

Fairville has an Advisory Board of external experts with relevant experience in research ethics in the area of our research. Fairville gives them meaningful opportunities to interact in Fairville project by providing sufficient resources (including budget and meeting time). The advisory board is kept aware of our work and our reporting schedule and they are fully integrated into Fairville, so we can include their reports and advice in our periodic reports.

More generally, the CNRS has set up an ethics committee and has entered into discussions on general ethical issues raised by the practice of research and related to the social and moral consequences of knowledge advances, the principles that should drive individual behaviour, and the making of science.

The Fairville partners will carry out the required steps as an integral part of their work for Fairville. For the project, which is under the authority of CNRS, an ethic committee will be appointed and they will be the controller accountable for the processing of

This project has received funding from the European Union's Horizon Europe research and innovation programme under the grant agreement No. 101094991. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them.

data related to a project. The Fairville participants will carry out the steps for compliance with the regulation under the supervision of the scientific coordinator.

At the CNRS, the records of the Fairville project are maintained by the Data Protection Officer (DPO) on behalf of the controllers. The Data Protection Officer advises on compliance with the regulations, cooperates with the supervisory authority, and ensures compliance with the regulation on the protection of natural persons. Formally, this task is carried out by the Fairville Executive Board, who in turn provides counselling, and monitors and validates the registration of the data processing.

The Commission Nationale Informatique et Libertés (CNIL) is the supervisory and advisory authority in France responsible for monitoring, informing and supporting the application of the European regulation and French regulations on the protection of personal data. Each european partner refers to such authority in order to ensure the compliance with the principles of personal data protection in conducting the research.

Before starting Fairville's research project and when it contains personal data, the Fairville partners will undertake the analysis addressing:

→ The lawfulness of the processing, which is the basis of the processing (a)

→ The purpose of the processing operation (b)

→ The relevance and proportionality of data (c)

→ Data security and protection (d)

→ Limited data storage (e)

→ Transparency of information about the use of data (f)

During the First Fairville meeting, the Executive Board has checked that the project was lawful, i.e. that it complies with one of the following conditions in general terms. Nevertheless, as the collection of personal data will be quite limited in the projet (we rather focus on collective dynamics); we have planned a meeting of the ethical board next June to set up the common rules in relation with the following issues:

→ The person has consented to the processing of his or her data

This project has received funding from the European Union's Horizon Europe research and innovation programme under the grant agreement No. 101094991. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them.

→ The processing relies on a legal basis

→ The processing is necessary to safeguard the vital interests of the data subject

→ The processing is necessary for the performance of a task to be carried out in the public interest

→ The processing is in accordance with a legitimate interest for the controller.

→ The data may only be stored for a predefined and limited period. The length of the period of storage should be commensurate to the purpose of the processing. At the end of the processing operation, the data shall be either anonymised or stored for subsequent reuse for scientific research purposes only.

Precise information on the processing, purpose, use of the data, storage period will be provided to the data subjects, by the concerned Fairville Partners. This information will be transparent and easily accessible. It will be transmitted directly to the data subjects. Where the provision of such information is impossible or would require disproportionate effort, or where such information would be likely to render impossible the purposes of the processing or seriously impair their achievement, it is possible, by way of derogation, not to do so with the data subjects but to take appropriate measures to protect the rights and freedom of individuals, including by making the information publicly available.

Fairville members will create a Data Management Plan (DMP) to ensure the quality of research and contribute to making data «findable, accessible, identifiable, reproducible», or FAIR.

For the data collected directly from the actors either through interview or notes derived from the participatory research (such as notes taken in the framework of observations or minutes of collective meeting), we will insure that the aforementioned are agreeing to store the content and later to process it. They will be informed precisely about the data collected, their use, the purpose of their processing, their storage period, and the procedures for exercising the relevant rights.

As for the data indirectly collected, they are also subject to information on data processing. For this type of collection, the partners will inform the data subjects about the categories of data collected and the source

This project has received funding from the European Union's Horizon Europe research and innovation programme under the grant agreement No. 101094991. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them.

of the data (stating in particular whether they come from publicly available sources).

For surveys conducted by the partners, they will provide a confidentiality commitment and ensure the security of the information systems used. The partners will comply with the terms of the processing operation registered with Fairville EB. Written or oral Consent may be given in different forms. In all cases, the concerned partners will ensure the traceability of the collection of consent.

The information necessary for consent will be free, specific, informed and unambiguous. Once given, one will be able to withdraw their consent as simply as when giving it. In the case of such an occurrence, the associated data will no longer be processed in the project. The Fairville EB or the partners will keep proof that consent has been given to him/her/them to carry out a processing operation. Preserving the security of data access, storage and hosting is crucial to protect personal data. The partners will use the tools provided by the EB and Project Manager to comply with and/or enforce compliance with the institution's internal policies.

→ Authentication has been provided for users of digital tools: digital certificates, passwords;

→ Restricted access to sites and data have been granted only to the partners and members of the EB.

→ Each partner has been granted an encrypted smartphone and some of them, when they need, crypted computers;

→ Internal computer networks is protected;

→ Secure tools are used for videoconferences.

The processed data will be either anonymised, or pseudonised when necessary or dealing with personal subjects.

According to CNRS rule, the intermediate archiving period will be two years after the last publication of the research results. Data will be archived on the MyCore (CNRS) repository and for now they start to be stored on the dedicated website.

This project has received funding from the European Union's Horizon Europe research and innovation programme under the grant agreement No. 101094991. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them.

As for Dissemination and communication, the data will be anonymised for transmission to other researchers; for publication in research papers. Un-anonymised data may be disseminated only with prior consent of the data subjects.

# II. Third countries

Part of the Fairville research is scheduled to take place in areas which at some stage can be affected by violent conflicts and meanwhile by weak levels of confidentiality and high state control on research activities. The necessary precautions have been taken to redeploy fieldwork activities to other areas not affected by conflict without negative effects on the expected results. The launching of activities will be done month 5 as mentioned in the Grant agreement, with the necessary preliniary greenlight of the EU commission reprentative.

No research will take place in areas that are unsafe for the team members. Recommendations for travellers and visitors issued by the Foreign Ministries and/or other competent authorities will be followed. Insurance cover including repatriation will be provided.

The participants should also consult the authorities of the Ministry of Foreign Affairs as well as the security and defence service of their institution in order to be updated on the administrative and security measures to be followed in compliance with the legislation of both countries (of departure and arrival).

The ethical standards and guidelines of Horizon Europe will be rigorously respected and applied in each of the countries in which the research is carried out. The same applies to the rules and regulations issued by the host institution. Personal data referred to in the previous section will be imported into the EU where the analysis of the data will take place. However, these data will only be used as explained and will only be published in anonymous form so as to prevent the identification of individuals.

This project has received funding from the European Union's Horizon Europe research and innovation programme under the grant agreement No. 101094991. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them.

# III. Intellectual property rights (IPR)

The Consortium Agreement will carefully address IPR issues, on the basis of the REA's IPR Help- Desk advice (www.ipr-helpdesk.org) on IP management under Horizon Europe; the general rule being that Foreground/Results are the property of the Consortium member carrying out the work generating this Foreground, including (depending on national laws) any generated by the appointed partners.

In the case of several members jointly carrying out the work generating the Foreground and if their respective share of the work cannot be ascertained, they shall share joint ownership of the Foreground.

Access to any background knowledge necessary for the development of the Fairville research and training programme will be granted to the other partners.

# IV. Ethical issues and protection of personal data in non-EU countries

The Fairville participants will comply with the rules governing EU-funded research and the host country's laws applying for formal ethics approval for their research if this is required by national law.

Any research conducted outside the EU are permissible and legal in at least one EU country.

Consent form for the collection of personal data will be applied in a non-EU country and Language will be adapted to the target audience.

Non-discrimination statements

This project has received funding from the European Union's Horizon Europe research and innovation programme under the grant agreement No. 101094991. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them.

Rights to equality of treatment and non discrimination will be carefully advocated and monitored inside the project by each leader institution in accordance with the european and national law. These principles are as well valid when involving associated partners and the civil society actors during the course of the participatory research action. The WP7 leaders will be very attentive to discuss on a regular base on equality statements with the WP leaders : the team need to adress equally to all human beings whatever their social, racial and gender condition and sexual orientation. The team leaders should be very attentive to the respect of these non discrimination rules within the participants themselves : equal numbers or share when possible ; equal representation and equal voice should be a driving path for Fairville research.

This project has received funding from the European Union's Horizon Europe research and innovation programme under the grant agreement No. 101094991. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them.