



Empowering  
innovation intermediaries  
to generate sustainable  
initiatives to incentivise  
and accelerate  
the commercialisation  
of space innovation

D6.2: Data Management Plan –  
First version



This project has received funding from the European Union's Horizon 2020 Framework Programme for Research and Innovation under Grant Agreement no 101004212.



**Grant Agreement 101004212**

*Empowering innovation intermediaries to generate sustainable initiatives to incentivise and accelerate the commercialisation of space innovation*

**COORDINATION AND SUPPORT ACTION**

**D6.2: Data Management Plan – First version**

---

<b>Issued by:</b>	Q-PLAN INTERNATIONAL
<b>Issue date:</b>	31/03/2021
<b>Due date:</b>	31/03/2021
<b>Work Package Leader:</b>	Q-PLAN INTERNATIONAL

---

**Start date of project:** 01 January 2021

**Duration:** 30 months

DOCUMENT HISTORY		
Version	Date	Changes
0.1	03/03/2021	Template version distributed for collecting input from project partners
0.2	26/03/2021	Final draft version incorporating partners' feedback distributed for quality review
1.0	31/03/2021	Final version submitted to the European Commission

DISSEMINATION LEVEL		
PU	Public	X
PP	Restricted to other programme participants (including the EC Services)	
RE	Restricted to a group specified by the consortium (including the EC Services)	
CO	Confidential, only for members of the consortium (including the EC)	



This project has received funding from the European Union's Horizon 2020 Framework Programme for Research and Innovation under Grant Agreement no 101004212.

## MAIN AUTHORS

Name	Organisation
Christos Samaras, Kostas Giagtzoglou, George Malliopoulos	QPL

## QUALITY REVIEWERS

Name	Organisation
Youssef Sabbah, Milena Garthley	TTG
Stellina Patelida, Xenophon Tsilibaris	COR

### LEGAL NOTICE

The information and views set out in this report are those of the authors and do not necessarily reflect the official opinion of the European Union. Neither the European Union institutions and bodies nor any person acting on their behalf may be held responsible for the use which may be made of the information contained therein.

© InnORBIT Consortium, 2021

Reproduction is authorised provided the source is acknowledged.



This project has received funding from the European Union's Horizon 2020 Framework Programme for Research and Innovation under Grant Agreement no 101004212.

## TABLE OF CONTENTS

EXECUTIVE SUMMARY .....	4
1 INTRODUCTION.....	5
2 DATA SUMMARY .....	7
2.1 Purpose of data collection/generation and its relation to the objectives of the project .....	7
2.2 Types and formats of collected/generated data .....	8
2.2.1 <i>Data collected/generated through direct input methods</i> .....	9
2.2.2 <i>Data collected/generated by the utilisation and maintenance of InnORBIT's digital toolbox</i> .....	11
2.2.3 <i>Data collected/generated from dissemination, communication and stakeholder engagement activities</i> .....	12
2.3 Origin of data and re-use of pre-existing data .....	13
2.4 Expected size of data .....	14
2.5 Data utility.....	15
3 FAIR DATA .....	18
3.1 Making data findable, including provisions for metadata.....	18
3.1.1 <i>Data discoverability and identification mechanisms</i> .....	18
3.1.2 <i>Naming conventions</i> .....	20
3.1.3 <i>Search keywords</i> .....	20
3.1.4 <i>Versioning</i> .....	21
3.1.5 <i>Standards for metadata creation</i> .....	21
3.2 Making data openly accessible.....	22
3.2.1 <i>Openly available and closed data</i> .....	22
3.2.2 <i>Data accessibility and availability</i> .....	25
3.2.3 <i>Methods, software tools and documentation to access the data</i> .....	26
3.2.4 <i>Data, metadata, code and documentation repositories</i> .....	26
3.2.5 <i>Restrictions</i> .....	26
3.3 Making data interoperable .....	27
3.4 Increase data re-use.....	29
3.4.1 <i>Licence schemes to permit the widest use possible</i> .....	29
3.4.2 <i>Availability for re-use</i> .....	30
3.4.3 <i>Data quality assurance processes</i> .....	32
4 ALLOCATION OF RESOURCES.....	33

4.1	Estimated costs of making data FAIR.....	33
4.2	Data management responsibilities .....	34
5	DATA SECURITY .....	37
6	ETHICAL ASPECTS AND OTHER PROCEDURES.....	39
7	CONCLUSIONS AND WAY FORWARD .....	40
	ANNEXES.....	41
	Annex I – Privacy Policy .....	41
	Annex II – Informed Consent Form.....	46
	Annex III – Data Subject Request Form .....	49
	Annex IV – Record of Processing Activities .....	53

## LIST OF FIGURES

Figure 1: Typical DOI created by Zenodo.....	19
Figure 2: CC BY-SA 4.0 .....	29
Figure 3: CC BY 4.0.....	29
Figure 4: CC BY-ND 4.0 .....	29
Figure 5: CC BY-NC-ND 4.0 .....	30
Figure 6: CC BY-NC 4.0.....	30

## LIST OF TABLES

Table 1: InnORBIT Partners .....	5
Table 2: Expected size of data.....	14
Table 3: Data utility .....	16
Table 4: Good practices for data anonymisation .....	22
Table 5: Data availability.....	23
Table 6: Data accessibility.....	25
Table 7: Dublin Core Metadata standard vocabulary .....	28
Table 8: Expected time that data will be made open through Zenodo.....	30
Table 9: Estimated costs for making data FAIR.....	33
Table 10: Data management responsibilities of InnORBIT partners per data collected/generated under each WP .....	36

## Executive summary

This document constitutes the first version of the Data Management Plan (DMP) and has been elaborated as a deliverable (D6.2) in the framework of the InnORBIT project. InnORBIT aims at empowering innovation intermediaries to generate sustainable initiatives to incentivise and accelerate the commercialisation of space innovation. Under this light, InnORBIT entails several activities within its framework, which involve the collection, production and/or processing of data, with a view to generating meaningful insights that will feed into the project and fuel the co-creation and delivery of truly demand-driven and evidence-based results.

In this context, the first version of the project's DMP sets out the overall methodological principles pertaining to the management of the data that will be collected and/or generated in the framework of InnORBIT, safeguarding sound and ethical data management for the entire duration of the project. Moreover, it provides a first, yet still meaningful overview of InnORBIT's data, as identified in this early stage of the project, along with information on the methodology pertaining to their management as well as making them Findable, Accessible, Interoperable and Re-usable (FAIR).

The first version of the DMP is the first of three versions of the InnORBIT's Data Management Plan to be produced in the course of the project and will serve as living document (D6.2 Data Management Plan – First version delivered in M3 will be updated to D6.4 Data Management Plan – Interim version in M18 and ultimately fixed as D6.5 Data Management Plan – Final version in M30). Along these lines, the DMP will be updated and further elaborated during the project to reflect an accurate, up-to-date and ultimately comprehensive plan for managing the data that will be collected and/or generated by the project across the entire life cycle, both during and after the completion of InnORBIT.

# 1 Introduction

The current document represents the initial version of the **Data Management Plan (DMP)** of InnORBIT, which has received funding from the European Union’s Horizon 2020 Research and Innovation programme under Grant Agreement No 101004212.

InnORBIT is set on generating **sustainable local initiatives** that span across sectors to accelerate the growth of **entrepreneurs, start-ups** and **scale-ups** delivering solutions in support of the commercialisation of space. **Innovation intermediaries** (clusters, digital innovation hubs, associations, etc.) hold promising potential as agents for boosting space innovation by raising awareness, facilitating knowledge transfer, enabling networking among stakeholders as well as supporting access to funding and finance opportunities. InnORBIT’s aims to: **train and empower existing innovation intermediaries in Central Eastern and South Eastern Europe** (where there is a lack of established space initiatives) **to set-up and run sustainable local initiatives** (such as incubators and accelerators) to drive **space innovation** in their ecosystems complementing the work of other existing **actions and initiatives at EU level**. Concise **business plans** for the project’s initiatives will be developed and at the same time **their performance and impact** will be **monitored and evaluated** to deliver **replication guidelines** and **policy recommendations** for better support frames.

The **consortium** of InnORBIT consists of 7 partners, from 6 different European countries, as summarised in Table 1.

*Table 1: InnORBIT Partners*

Partner Role*	No	Partner Name	Partner Short name	Country
CO	1	Q-PLAN INTERNATIONAL ADVISORS PC	QPL	Greece
BE	2	SpaceTec Partners GmbH	STP-DE	Germany
BE	3	TechTour Global	TTG	Bulgaria
BE	4	Startup Europe Central and Eastern Europe and Western Balkans Networks Management Services Non-Profit Ltd.	SEN	Hungary
BE	5	The Romanian Association for Space Technology and Industry	ROS	Romania
BE	6	Athena Research and Innovation Center in Information Communication & Knowledge Technologies/Corallia	COR	Greece
BE	7	Algebra University College	ALG	Croatia

\* CO = Coordinator, BE = Beneficiary

In this context, **all partners of InnORBIT’s consortium adhere to sound data management principles** in order to ensure that the meaningful data collected, processed and / or generated throughout the duration of

the project are well-managed, archived and preserved, in line with the [Guidelines on Data Management in Horizon 2020](#).

Along these lines, this **initial version of the DMP** aims to achieve the following **objectives**:

- Describe the data management lifecycle for the data to be collected and / or generated in the framework of InnORBIT, serving as the key element of good data management.
- Outline the methodology employed to safeguard the sound management of the data collected, and / or generated as well as to make them **Findable, Accessible, Interoperable and Re-usable (FAIR)**.
- Provide information on the data that will be collected and / or generated and the way in which it will be handled during and after the end of the project along with the standards applied to this end.
- Describe details on how the data will be made openly accessible and searchable to interested stakeholders as well as its curation and preservation.
- Present information on the resources to be allocated so as to make data FAIR clearly identifying the responsibilities pertaining data management and considering data security across the entire lifetime of data.

With the above in mind, this initial version of **the DMP is structured in 7 distinct chapters**, as follows:

- **Chapter 1** outlines the objectives and structure of the DMP along with a detailed description of InnORBIT context and consortium.
- **Chapter 2** defines the purpose and objectives under the InnORBIT activities which ultimately lead to the data collection and generation processes. In addition, it outlines data types and formats, origin, expected volume and relevant stakeholders that might utilise them.
- **Chapter 3** describes the processes followed in order to ensure and safeguard a FAIR data management in the framework of InnORBIT, during the entire lifecycle of the project.
- **Chapter 4** provides the estimated resources which are required to ensure InnORBIT's FAIR data as well as the respective data management responsibilities.
- **Chapter 5** underlines the data security strategy followed by InnORBIT together with the implemented secure storage procedures.
- **Chapter 6** addresses ethical aspects involved under the scheme of InnORBIT regarding the collected / generated data.
- **Chapter 7** concludes and pinpoints the next methodological procedure foreseen under the current data management plan.

Annexed in the document are: (i) the project's Privacy Policy (Annex I); (ii) the Informed Consent Form (Annex II); (iii) the Data Subject Request Form (Annex III); and (iv) the Record of Processing Activities (Annex IV) which will be used during the implementation of the project's activities to ensure compliance with relevant applicable EU and national regulation(s).

Note that **the DMP is not a fixed document**. It evolves during the lifespan of the project and will be **further elaborated and updated at least twice more throughout the duration of InnORBIT (i.e., as D6.4 at M18 and D6.5 at M30)**. Additional ad hoc updates may also be realised (if necessary), in order to include new data, better detail and/or reflect changes in the methodology or other aspects relevant to their management (such as costs for making data FAIR, size of data, etc.), changes in consortium policies and plans or other potential external factors. QPL is responsible for the elaboration of the DMP and with the support of all partners will update and enrich it when required.

## 2 Data summary

InnORBIT will collect/generate meaningful non-sensitive data that do not fall into any special categories<sup>1</sup> of personal data as those are described within the **General Data Protection Regulation (GDPR)**<sup>2</sup>. This data may be quantitative, qualitative or a blend of those in nature and will be analysed from a range of methodological perspectives with a view to producing insights that will successfully feed InnORBIT's activities, enable us to deliver evidence-based results and ultimately achieve the objectives of the project. With that in mind, the second chapter of the Data Management Plan starts by explaining the purpose for which this data will be collected/generated and how it relates to InnORBIT's objectives. It proceeds by describing the different types and formats of this data as well as its origin and expected size, before concluding with an overview of potential stakeholders for whom it may prove useful for re-use.

### 2.1 Purpose of data collection/generation and its relation to the objectives of the project

In order to successfully meet its objectives and ensure the production of evidence-based results, InnORBIT entails several activities during which data will be collected/generated. The purpose for which this data is collected/generated is interrelated with the objective of the activity during which it is produced.

In particular, these activities along with their objectives in the framework of InnORBIT are as follows:

- **Mapping of local ecosystems and their business support landscape** in order to analyse the business support landscape in Central Eastern and South Eastern Europe, and derive insights on existing support initiatives, sources of finance and funding, key actors, and sectors of activity, with a view to revealing opportunities that can drive and barriers that can hinder space innovation.
- **Analysis of the training needs of innovation intermediaries and the support needs of entrepreneurs, start-ups and scale-ups** aimed at identifying the available and missing skills of local innovation intermediaries with respect to effectively supporting space innovation as well as the needs of local ecosystems of entrepreneurs, start-ups and scale-ups in terms of successfully driving value from space innovation.
- **Analysis of the ideas and feedback collected during the InnORBIT Co-Creation Workshop**, with a view to design InnORBIT's capacity building programme for innovation intermediaries and business support programme for entrepreneurs, start-ups and scale-ups, and to define specific KPIs for the monitoring and evaluation system of the respective programmes as well as how each programme should be customised (if needed) to the regional specificities and contexts of each target ecosystem.
- **Deployment and utilisation of InnORBIT's digital toolbox** in order to deliver business support services to entrepreneurs, start-ups and scale-ups to drive the commercialisation of their space-

---

<sup>1</sup> Special categories of personal data according to Regulation (EU) 2016/679 of the European Parliament (General Data Protection Regulation) include personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

<sup>2</sup> Regulation (EU) 2016/679 of the European parliament and of the council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32016R0679>

enabled solutions and accelerate their growth, through the profiling and needs assessment component, the e-learning tool, and the forum.

- **Improving the training of innovation intermediaries** in order to build their capacity for establishing and running local space support initiatives to deliver the project's business support programme to entrepreneurs, start-ups and scale-ups.
- **Monitoring and fine tuning of the offered training and business support services via the monitoring and evaluation system**, targeting the improvement of InnORBIT's methodologies, services and tools used to build the capacity of local innovation intermediaries, set up space support initiatives and deliver tailored business support.
- **Monitoring and assessment of the dissemination and communication activities of the project**, with a view to maximising the project's visibility and successfully conveying its value propositions and results to target audiences, as well as measuring the impact of the project's relevant activities and accordingly fine-tuning InnORBIT's strategy in this respect.
- **Creation and engagement of the Common Pool of Stakeholders and the Advisory Board**, with a view to systematically engage diverse stakeholders as well as experts in various project activities, receive their support and feedback on our programmes, methodologies and outcomes, and drive the wide-spread acceptance and replication of our results.

The following section provides further details on the different types and formats of data collected/generated during the project's activities.

## 2.2 Types and formats of collected/generated data

During the activities of InnORBIT, data of different nature will be collected/generated. The types of this data can be described in many different ways depending on the source and physical format of the data. Nevertheless, data is often seen as how it is created/captured<sup>3</sup>. Examples include electronic text documents, spreadsheets, questionnaires and transcripts, among others. Another way to think about data is the format in which different data types (qualitative, quantitative, etc.) are stored. Along these lines, InnORBIT's data will be available in easily accessible formats, such as page description languages (e.g., pdf, xps, etc.), machine-readable formats (e.g., xml, html, etc.), spreadsheets (e.g., xls, csv, etc.), text documents (e.g., docx, rtf, etc.), compressed formats (e.g., rar, zip, etc.) or any other format required by the objectives and methodology of the activity within the frame of which it is produced.

In this respect, special attention will be paid in using **open formats**<sup>4</sup> (such as csv, pdf, zip, etc.) and/or **machine-readable formats**<sup>5</sup> (such as xml, json, rdf, html, etc.) when possible in order to enhance the **interoperability** and **re-use** of InnORBIT's data. In doing so, we will be providing data that is **easily readable** and **freely usable in any software program** employed by third parties interested in utilizing the data.

---

<sup>3</sup>Jakobsson, U., Braukmann, R., Lundgren M., Expert Tour Guide on Data Management. Retrieved from <https://www.cessda.eu/Research-Infrastructure/Training/Expert-Tour-Guide-on-Data-Management/1.-Plan>

<sup>4</sup> According to the [Open Data Handbook](#): "An open format is a file format with no restrictions, monetary or otherwise, placed upon its use and can be fully processed with at least one free/open-source software tool and it is not encumbered by any copyrights, patents, trademarks or other restrictions so that anyone may use it".

<sup>5</sup> According to the [Open Data Handbook](#): "Machine readable formats are file formats that can be automatically read and processed by a computer. Machine-readable data must be structured data".

The type and formats of the data collected/generated in the context of InnORBIT can be divided into **3 categories**, namely (i) data collected/generated through direct input methods, (ii) data collected/generated by the utilisation and maintenance of InnORBIT's digital toolbox, and (iii) data collected/generated from dissemination, communication, and stakeholder engagement activities, as described in the following subsections.

### 2.2.1 Data collected/generated through direct input methods

Direct input methods, under the scope of InnORBIT, involve methodologies for collecting data through desk research and interactions between consortium partners and external stakeholders, with the latter providing data to the former. Along these lines, external stakeholders undertake the role of a data subject that is a natural person whose personal data is being processed<sup>6</sup>. In particular, the identification and selection of suitable data subjects are based on purposeful sampling according to which, external stakeholders are identified and selected by consortium partners based on their role within space and non-space sectors (e.g., entrepreneurs, innovators, advisors, researchers, industrial actors, users, investors, policy makers, etc.) and the objectives of the respective activity for which data is collected. In this context, quantitative and qualitative data will be collected/generated during InnORBIT:

- **Quantitative data** is numerical and acquired through counting or measuring<sup>7</sup>. Examples of quantitative data are the yearly turnovers of a business, the hourly compensation of a worker, the number of SMEs in Europe, etc. This data may be represented by ordinal, interval or ratio scales and lend itself to statistical manipulation.
- **Qualitative data**, sometimes referred to as categorical data, is data that can be arranged into categories based on physical traits, gender, colours or anything that does not have a number associated with it<sup>8</sup>. Moreover, written documents, interviews, and various forms of in-field observation are all sources of qualitative data. Examples of qualitative data are the preferences of learning, skillsets, country of origin, etc.

Additional details with respect to the different types and formats of data that will be collected through direct input methods under the frame of InnORBIT are provided below.

#### *Mapping of local ecosystems*

Data will be collected by means of desk research and online interviews with key public and private stakeholders from the target ecosystems, in order to analyse the business support landscape including existing initiatives and sources of finance and funding. The desk research will be based on public secondary data sources, relevant literature, online sources and databases, and will build upon our partners' knowledge and expertise. Data collected during online interviews is expected to be mostly of qualitative nature and will be recorded in the form of digital transcripts.

---

<sup>6</sup> Regulation (EU) 2016/679 of the European parliament and of the council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32016R0679>.

<sup>7</sup> Neuman, W. L. (2014). Social research methods: Qualitative and quantitative approaches. Boston: Pearson.

<sup>8</sup> Neuman, W. L. (2014). Social research methods: Qualitative and quantitative approaches. Boston: Pearson.

### *Training needs of innovation intermediaries and support needs of entrepreneurs, start-ups and scale-ups*

This data will be collected in two stages and will identify the available and missing skills of local innovation intermediaries with respect to effectively supporting space innovation as well as the needs of local ecosystems of entrepreneurs, start-ups and scale-ups in terms of successfully driving value from space innovation. The first stage will involve online interviews targeting innovation intermediaries in the consortium and their ecosystems following a semi-structured approach guided by a questionnaire developed specifically for each target stakeholder group (1 for personnel of innovation intermediaries and 1 for entrepreneurs, start-ups and scale-ups). The second stage will entail the implementation of a larger-scale online survey targeting a broader sample of innovation intermediaries as well as entrepreneurs, start-ups and scale-ups in Central Eastern and South Eastern Europe. Data collected during interviews are expected to be mostly of qualitative nature and will be recorded in the form of digital transcripts, encompassing all relevant information needed to conduct the needs analysis under the frame of InnORBIT. Data collected by means of the online survey include quantitative as well as qualitative data and will be gathered with the help of online survey tools and stored in spreadsheets.

### *Ideas and feedback collected during the InnORBIT Co-Creation Workshop*

In the frame of InnORBIT's co-creation workshop, a diverse group of key stakeholders will engage in co-designing the building blocks of the project's capacity building and business support programmes to empower innovation intermediaries to organise and run sustainable local initiatives for supporting space innovation. Ideas and relevant insights will be collected and written up by means of notes and minutes as document files. Data will also be collected on the type of stakeholders engaged (name, organization, type of organization, country, email address), via registration and the attendance sheets, to better map the insights and tailor solutions. The co-creation workshop will be organized online due to the pandemic and the event will be recorded for internal use only.

### *Training innovation intermediaries*

Data will be collected through feedback during the 1st pilot round of local space support initiatives for entrepreneurs, start-ups and scale-ups to further improve the capacity building programme, targeting the deployment of the next stages of the implementation. This data will be used to customise the training materials to better meet the learning objectives of the capacity building programme in line with regional specificities and needs. Moreover, material collected from the first pilot and feedback data could be transferred to intermediaries, so as to enable them to set-up and run their programmes grasping the efforts and lessons learned previously.

### *Monitoring and fine tuning of the capacity building and business support services*

During the 2 pilot rounds of the project, data and feedback from the entrepreneurs, start-ups and scale-ups supported as well as from the experts supporting them will be collected via surveys and online meetings for interviews or direct face-to-face meetings when possible. The collected evidence along with outcomes of the project's preparatory activities (ecosystem mapping, needs analysis, co-creation workshop, etc.) will drive the design and implementation of the monitoring and evaluation framework including the set of KPIs and respective metrics employed for measuring performance and impact to fuel the demand-driven fine-tuning and improvement of InnORBIT's services and tools. The exact data and methods of collection will be defined and detailed in the next versions of the Data Management Plan.

### *Common Pool of Stakeholders*

The Common Pool of Stakeholders in InnORBIT constitutes a stakeholders list with a view to gather potential stakeholders and engage them in the project's activities. For this purpose, personal data of potential stakeholders (such as contact details, professional information and demographics) will be collected separately by each partner to facilitate the selection and recruitment process of stakeholders, as well as the monitoring

of the activities in which they participate. A dedicated tool has been designed and is being employed for this purpose, namely the Common Pool of Stakeholders (standard Excel file). Data collected can include organisation name, contact person, as well as contact details and project activities in which they will be or have been involved. Each partner is responsible for maintaining an internal Common Pool of Stakeholders and for periodically updating the project's Common Pool of Stakeholders file which is an anonymised version of the stakeholders list where anonymised stakeholders' data from all partners are aggregated.

### *Advisory Board*

The formulation and operation of the InnORBIT Advisory Board requires the collection and processing of data from various experts in the pertinent scientific and business fields of the InnORBIT project. These experts can be divided in two categories, the first being candidate Advisory Board members, who represent experts suggested by project partners to formulate the InnORBIT Advisory Board. For this category, data collection and processing include contact information and professional information (that was openly available on the Internet). The second category is comprised of those experts who both (i) are nominated and (ii) have accepted the role of the InnORBIT Advisory Board member. For this latter category, which overlaps with the members of the first category, apart from contact information collected data will also include additional professional information, as well as members' professional photos to be uploaded on the InnORBIT website (upon members' written approval). Thus, this contains data stored in .docx, .xlsx, and .jpeg or .png (for the case of photo) files.

Data collected/generated through direct input methods will be **stored in standard .docx** as well as **.xlsx formats**. These formats allow the documentation of information from various files and documents in a single location. By doing so, it is possible to circulate raw data from transcripts, as well as text, images and other objects from other files to one document file or multiple tabs of a single spreadsheet. Moreover, both formats can be immediately converted into open and machine-readable formats (e.g., .xml and .csv) boosting the interoperability and re-usability of the data produced in the framework of InnORBIT.

### *2.2.2 Data collected/generated by the utilisation and maintenance of InnORBIT's digital toolbox*

The InnORBIT digital toolbox will facilitate the deployment of local space support initiatives and the delivery of business support services to entrepreneurs, start-ups and scale-ups. Indicative services of the digital toolbox will include: (i) registration and profiling to enable users to register their profile providing meaningful information and data about their innovations, products, services, projects as well as their needs with a view to applying for participation to the project's initiatives; (ii) e-learning tool to provide access to the material developed during the project; (iii) forum to promote networking among innovation intermediaries as well as with other space and non-space entities interested in rolling out and scaling space innovations (entrepreneurs, innovators, investors, etc.). Furthermore, fine-tuning and maintenance of the digital toolbox will enable the iterative development and demand-driven fine-tuning of the toolbox and its functionalities throughout the course of the project.

Along these lines, users of various roles (such as innovation intermediaries, entrepreneurs, start-ups, scale-ups, etc.) are expected to utilize the functionalities offered by the InnORBIT digital toolbox, which in their turn will generate valuable data for consortium partners. Data will be collected when the various digital toolbox services are used, by the pilot users, and via tracking and maintenance activities. Collected/generated data include the following:

- users' data in order for them to register, create a profile and use the toolbox, such as name, contact details, services and products descriptions, expressed needs of start-ups, etc.
- data requested for the registration of innovation intermediaries

- data generated during the application of entrepreneurs, start-ups and scale-ups for the various support initiatives, such as name of the organization, main activities, level of experience in supporting space entrepreneurship, and contact details
- statistics for training content utilisation to track the use of the training modules, e.g., download of training material, number of video or courses views, etc.
- forum data
- feedback from pilot users (collected through surveys or interviews)
- data generated based on tracking the activity of users across the digital toolbox (that will be utilised for identifying areas for improvement)
- website analytics through Google Analytics and through analytics tools specific to components used in the platform, such as the forum component and the e-learning component (the components that will be integrated in the digital toolbox will be defined during the specifications phase of the digital toolbox and will be detailed in the next versions of the Data Management Plan)

The goal is to support a data-driven process for improving the digital toolbox by identifying processes that need to be introduced/enhanced and functionalities that are of low or no interest that could be deprecated. Activity data will be collected for all roles and stands to not only streamline processes and functionalities, but also to allow the partners to identify the most prominent features required and utilised by participants, which will subsequently support the business modelling activities of the project, fostering the sustainability of the digital toolbox and the project's local space support initiatives and business support programme.

More information regarding the InnORBIT digital toolbox and the data collected/generated through its use will be provided in future updates of the DMP, as the digital toolbox functionalities will be further specified and fine-tuned in line with the findings stemming from the project's activities.

### **2.2.3 Data collected/generated from dissemination, communication and stakeholder engagement activities**

#### *Data from dissemination and communication activities*

This data will be collected through the periodic monitoring of the project's miscellaneous dissemination activities such as publications in relevant journals, posts in the blogs, etc. The data will consist of a list of publications and posts published by the consortium partners. The purpose of collecting this data is to assess the outreach and efficiency of the dissemination activities during the implementation of the project. For this purpose, a template will be shared with all partners to recommend activities to be performed and log the activities they performed. The template is provided also online so as the partners can directly update their input. Finally, all the data will be integrated in a single excel file (.xlsx).

#### *Social media statistics*

This data will be collected/generated through a periodic monitoring of the InnORBIT's social media statistics (including Facebook, Twitter, LinkedIn and YouTube) with a view to measuring and assessing the performance and results of the project's social media activity in terms of dissemination and communication. Data will be both qualitative as well as quantitative in nature addressing the metrics reached on each channel (e.g., followers and tweets impressions on Twitter, friends and likes on Facebook, etc.). Additionally, this data will be followed by an analysis of the results stemming from it and possible ways to improve the results to reach the project's

targets. For this scope, the data will be stored in a Microsoft Excel file (.xlsx) while at the same time the analysis of the results will be stored in a standard Microsoft Word document (.docx).

### *Newsletter subscriptions*

A subscription form hosted in the project's website will allow any interested stakeholder to freely provide his/her contact details so as to receive the most up to date InnORBIT news, outcomes and achievements. A newsletter will be sent to subscribers once per 6 months. The subscribers will have the option to exclude themselves from such informational and promotional communications by clicking the "Unsubscribe" option in the relevant emails. The collected data will comprise a list of stakeholders along with their personal information such as: (i) email address, (ii) first and last name, (iii) country, (iv) type of organisation, (v) region, and (vi) gender. A copy of this contact list will be stored to Mailchimp's server (<https://mailchimp.com>), which is used for e-mail campaigns and newsletters distribution. All personal information included in this contact list will be used and protected according to Mailchimp's Privacy Policy.

### *Data collected from project events*

This data will be collected during the implementation of the project through: (i) the different events (e.g., validation workshops, space tracks in large matchmaking and pitching events, synergies and joint actions with EU initiatives, etc.) organised by InnORBIT (either alone or jointly with other projects or initiatives) consisting of the participants lists that will enclose demographic information about the participants; and (ii) the participation of InnORBIT partners in relevant third party events in order to reach out and engage stakeholders, thus collecting general information about the events attended and their outreach.

Along these lines, this data is collected so as to keep track of the results of activities in events for stakeholder engagement and provide the opportunity to project partners to report on these activities. Moreover, this data will be updated every time a partner attends an event, or a partner organises an event. Finally, the data will be both quantitative and qualitative in nature and will be stored in a standard spreadsheet (.xlsx).

## 2.3 Origin of data and re-use of pre-existing data

Under the activities foreseen within the project, **new data** will be collected/generated by consortium partners as well as external stakeholders participating in the relevant actions and/or using the InnORBIT digital toolkit. With that in mind and aside consortium partners, **external groups of stakeholders from which new data will originate include:**

- Entrepreneurs, start-ups, scale-ups, industry actors (in space and other industry verticals).
- Innovation intermediaries (e.g., clusters, digital innovation hubs, SME associations, etc.).
- Advisors, development agencies, business support networks (e.g., EEN, private consultancies, etc.).
- Regional and National Bodies (looking to strengthen their regional and national space ecosystem and improving their attractiveness for space actors), EU Bodies (supporting programmes that aim to stimulate the European space landscape), policy designers and implementers at regional, national and EU level.
- Investors (including business angels, seed investors, and venture capitalists who provide financing to space entrepreneurs, start-ups and SMEs) and other finance and funding instruments.
- Universities, research organisations, and Technology Transfer Offices.
- EU initiatives (such as the Copernicus and Galileo Masters, Copernicus and Galileo Incubation initiatives, Copernicus Accelerator, the European Institute of Technology, etc.), Knowledge and

Innovation Communities (KICs), regional space clusters, coordinators and partners of relevant complementary projects and initiatives in the European space landscape at regional, national and international level.

Moreover, **pre-existing data** will be utilised within the context of InnORBIT as well. In particular, outputs from EU-funded projects, national projects, institutions and other relevant initiatives will provide a solid basis for InnORBIT. This will provide useful input and aims to enhance InnORBIT’s activities such as the mapping of local ecosystems and their business support landscape, the analysis of the training needs of innovation intermediaries and the support needs of entrepreneurs, start-ups and scale-ups, and the improvement and fine tuning of the offered training and business support services through the monitoring and evaluation framework that will be developed for measuring performance and impact. Regarding the business support programme aiming to facilitate the growth of space start-ups, the consortium will opt, whenever possible, to customise suitable existing content available to partners from the provision of similar services (under privately and EU-funded activities), to safeguard the efficiency and quality of the development. Finally, consortium partners’ internal knowledge, experience and expertise from their participation in other projects and initiatives will directly and indirectly support the implementation of activities throughout the project.

## 2.4 Expected size of data

The following Table presents the different activities implemented within the course of the project in which data is collected/generated, the types and formats of the data, as well as the expected size of the data.

**Table 2: Expected size of data**

No	Name of activity	Data	Type of data	Format of data	Expected size of data (KB)*
1	Mapping of local ecosystems and their business support landscape	Mapping of local ecosystems	Interview transcripts	.docx	5,000
2	Analysis of the training needs of innovation intermediaries and the support needs of entrepreneurs, start-ups and scale-ups	Training needs of innovation intermediaries and support needs of entrepreneurs, start-ups and scale-ups	Interview transcripts, Spreadsheets	.docx, .xlsx	200
3	Analysis of the ideas and feedback collected during the InnORBIT Co-Creation Workshop	Ideas and feedback collected during the InnORBIT Co-Creation Workshop	Notes, Minutes	.docx	100

4	Deployment and utilisation of InnORBIT's digital toolbox	Utilisation of InnORBIT's digital toolbox	User-generated / machine-generated	.xlsx	1,000
		Website analytics	Machine-generated	.xlsx	1,000
5	Improving the training of innovation intermediaries	Training innovation intermediaries	Feedback forms	.docx	5,000
6	Monitoring and fine tuning of the offered training and business support services via the monitoring and evaluation system	Monitoring and fine tuning of the capacity building and business support services	User-generated / machine-generated	.xlsx	1,000
7	Monitoring and assessment of the dissemination and communication activities of the project	Data from dissemination and communication activities	Spreadsheets	.xlsx	150
		Social media statistics	Machine-generated	.docx, .xlsx	150
		Newsletter subscriptions	Spreadsheets	.xlsx	300
		Data collected from project events	Spreadsheets	.xlsx	150
8	Creation and engagement of the Common Pool of Stakeholders and the Advisory Board	Common Pool of Stakeholders	Spreadsheets	.xlsx	500
		Advisory Board	Spreadsheets	.xlsx, .docx, .jpg, .png	30,000

## 2.5 Data utility

The stakeholders that may find meaningful utility for the data to be collected/generated by the project (both within and outside of InnORBIT's consortium) along with the benefits that could arise for them by utilising this data, are concisely presented in the table that follows.

**Table 3: Data utility**

Stakeholder group	Data utility
<p>Researchers</p>	<p>InnORBIT is set to collecting/generating data that is of considerable value to researchers in the field of space innovation and space entrepreneurship. InnORBIT's data can provide useful insights into the business support landscape in Central Eastern Europe (CEE) and South Eastern Europe (SEE) that can favour or hamper space innovation; the training needs of local innovation intermediaries with respect to effectively supporting space innovation; and the needs of local ecosystems of entrepreneurs, start-ups and scale-ups in terms of successfully driving value from space innovation. Interested researchers may re-use the data of InnORBIT as a basis to replicate similar studies as well as to design and launch new studies, generating comparable research findings to further advance the field of space innovation and space entrepreneurship.</p>
<p>Entrepreneurs, start-ups, scale-ups</p>	<p>The data foreseen to be collected/generated in the frame of InnORBIT is expected to offer additional value to entrepreneurs, start-ups and scale-ups, to take up and/or grow their activities in the EU's space sector. InnORBIT data will help entrepreneurs, start-ups and scale-ups via raising their awareness on existing business support initiatives and good practises, funding instruments and sources of finance, and sectors of activity, to seize the available business opportunities offered by space technologies, data and services, and develop space-enabled solutions.</p>
<p>Innovation intermediaries</p>	<p>InnORBIT data may assist innovation intermediaries (e.g., clusters, digital innovation hubs, SME associations, etc.) throughout Europe to embed space innovation initiatives in their ecosystems, effectively taking up and replicating the project's methodology and results in practice. The collected/generated data will shed light on the training needs of innovation intermediaries for empowering them to successfully establish local initiatives and to nurture and facilitate the growth of space start-ups.</p>
<p>Policy makers</p>	<p>Throughout its duration, InnORBIT is set on collecting and producing quantifiable evidence on the effectiveness and impact of the capacity building and business support programmes to be piloted during the project, with a view to fostering their sustainability and replication beyond the project's completion. Data generated to this end (such as insights gained from the analysis, co-creation, deployment and evaluation of our local initiatives and business support and capacity building programmes) can provide meaningful advice on how to create an enabling environment and financial support framework for space entrepreneurship and will find great utility in the hands of experts who design, implement and/or fund relevant space innovation and business support policies.</p>
<p>Investors</p>	<p>The data foreseen to be collected/generated in the frame of InnORBIT is expected to offer additional value to entrepreneurs, start-ups and scale-ups,</p>

	<p>to take up and/or grow their activities in the EU's space sector. InnORBIT could help future investors in order to evaluate future funding and investments.</p>
<p>Project partners</p>	<p>The data that will be collected/generated during InnORBIT is of paramount utility for project partners in order to produce evidence-based results and ultimately achieve the objectives of the project. Indeed, this data will enable the co-design, development, validation and fine-tuning of the project's pilots and capacity building and business support services. Moreover, the data will be used to design, improve and validate sustainable business models for empowering European innovation ecosystems to successfully establish local initiatives to support space innovation, while also fostering the sustainability of InnORBIT's digital toolbox and the replication of the project's initiatives and results.</p>

## 3 FAIR data

The [Guidelines on Data Management in Horizon 2020](#) of the Commission highlight the importance of making the data produced by projects funded under Horizon 2020 **Findable, Accessible, Interoperable as well as Reusable (FAIR)**, with a view to ensuring its sound management. This means using standards and metadata to make data discoverable, specifying data sharing procedures and which data will be open, allowing data exchange via open repositories as well as facilitating the reusability of the data. The following sections of the DMP lay out the methodology followed in the framework of InnORBIT with respect to making data findable, accessible and interoperable as well as ensuring their preservation and open access, with a view to increasing its re-use.

### 3.1 Making data findable, including provisions for metadata

#### 3.1.1 Data discoverability and identification mechanisms

InnORBIT attributes special emphasis in enhancing the discoverability of the data collected/generated during its activities. To this end, the project follows a metadata-driven approach to increase the searchability of the data, while also facilitating its understanding and re-use. Metadata is defined as “data about data” or “information about information”<sup>9</sup>. It is usually structured textual information that describes something about the creation, content, or context of a digital resource – be it a single file, part of a single file, or a collection of many files. Metadata is the glue which links information and data across the world wide web. It is the tool that helps people to discover, manage, describe, preserve and build relationships with and between digital resources<sup>10</sup>. Three distinct types of metadata exist<sup>11</sup>, as presented below:

- **Descriptive metadata** used to identify and describe collections and related information resources. Descriptive metadata at the local level helps with searching and retrieving. In an online environment, descriptive metadata helps to discover resources. Most of the times it includes information such as the title, author, date, description, identifier, etc.
- **Administrative metadata** is used to facilitate the management of information resources. It is helpful for both short-term and long-term management and processing of data. This is information that will not usually be relevant to the public but will be essential for staff to manage collections internally. Such metadata may be location information, acquisition information, etc.
- **Structural metadata** enables navigation and presentation of electronic resources. It documents how the components of an item are organized. Examples of structural metadata could be the way in which pages are ordered to form chapters of a book, a photograph that is included in a manuscript or a scrapbook or the JPEG and TIFF files that were created from the original photograph negative, linked together.

---

<sup>9</sup> Huxley, L., & Jacobs, N. (2004). *Online information services in the Social Sciences*. Oxford: Chandos.

<sup>10</sup> Foulonneau, M., & Riley, J. (2008). *Metadata for digital resources: Implementation, systems design and interoperability*. Oxford: Chandos.

<sup>11</sup> Caplan, P. (2003). *Metadata fundamentals for all librarians*. Chicago: American Library Association.

With that in mind, **data produced/used during InnORBIT is discoverable with metadata** suitable to its content and format. To this end, the project employs **metadata standards** to produce rich and consistent metadata to support the long-term discovery, use and integrity of its data (see Subsection 3.1.5 for more details on the metadata standards adopted by InnORBIT).

In parallel, to further increase data discoverability, the **data produced by InnORBIT and deemed open for sharing and re-use, will be deposited to Zenodo ([www.zenodo.org](http://www.zenodo.org)), an open data repository**. This data repository, created by OpenAIRE and CERN, has been chosen to enable open access to the project's open data free of charge. In fact, Zenodo builds and operates a simple service that enables researchers, scientists, EU projects and institutions, among others, to share and showcase research results (including data and publications) that are not part of the existing institutional or subject-based repositories of the research communities. It accepts any file format, promotes peer-reviewed openly accessible research, allows the creation of own collections and it is available free of charge both for InnORBIT to upload and share data as well as for other stakeholders to explore, download and re-use this data.

*Figure 1: Typical DOI created by Zenodo*



Moreover, by employing this data repository, the **data produced during the implementation of the project is locatable by means of a standard identification mechanism**. Indeed, InnORBIT will be able to assign globally resolvable **Persistent Identifiers (PIDs)** on any data uploaded to Zenodo. An identifier is a unique identification code that is applied to a dataset, so that it can be unambiguously referenced<sup>12</sup>. For example, a catalogue number is an identifier for a particular specimen and an ISBN code is an identifier for a particular book. PIDs are simply maintainable identifiers that allow for permanent reference to a digital object. In other words, PIDs are a way of giving digital resources, such as documents, images and data records, a unique and persistent reference number.

Moreover, as a digital repository, Zenodo registers **Digital Object Identifiers (DOIs)** for all submitted data through [DataCite](https://datacite.org/), which is the leading global non-profit organisation that provides PIDs (and specifically DOIs) for research data, and preserves these submissions using the safe and trusted foundation of CERN's data centre, alongside the biggest scientific dataset in the world, the LHC's 100PB Big Data store<sup>13</sup>. This means that the data preserved in Zenodo will be accessible for years to come, and the DOIs will function as perpetual links to the resources. DOIs remain valuable since they are future proofed against Uniform Resource Locator (URL) or even protocol changes, through resolvers (such as [DOI](https://doi.org/)). With that in mind, an example of a DOI retrieved from this open repository follows the structure illustrated by Figure 1.

At the same time, **datasets not uploaded to Zenodo will be deposited in a searchable resource** (i.e., the cloud web storage service of the project) and utilise well-tailored identification mechanisms as well, in the form of standard naming conventions that will safeguard their consistency and make them **easily locatable** for project partners within the framework of the project. The following subsection provides further details in this respect.

<sup>12</sup> Tonkin, E. Persistent identifiers: considering the options (2008), Ariadne Issue 56

<sup>13</sup> Retrieved from: <https://www.software.ac.uk/tags/zenodo>

### 3.1.2 Naming conventions

Following a consistent set of naming conventions in the development of the project's data files can greatly enhance their searchability. With that in mind, InnORBIT creates consistent data file names that provide clues to their content, status and versioning, while also increasing their discoverability. In doing so, project partners as well as interested stakeholders can easily identify a file as well as classify and sort them.

According to the UK Data Archive ([UK Data Service, 2017b](#)), a best practice in naming convention is to create brief yet meaningful names for data files, that facilitate classification. The naming convention should avoid the utilisation of spaces and special characters (such as & or !), whereas the use of underscores is endorsed, to separate elements in the data file name and make them understandable. At the same time, versioning should be a part of a naming convention to clearly identify the changes and edits in a file.

With that in mind and to facilitate the reference of the datasets that will be produced during its implementation, InnORBIT employs a **standard naming convention that integrates versioning and takes into account the possibility of creating multiple datasets** during an activity that entails data collection/generation. Indeed, InnORBIT's naming convention considers this issue and addresses it by employing a unique element that captures the number of datasets that are produced under the same activity.

In particular, the **naming convention employed by the project is described below.**

□ **[Name of project] \_ [Name of Study] \_ [Number of dataset] \_ [Issue Date] \_ [Version number]**

- **Name of project:** InnORBIT
- **Name of Study:** A short version of the name of the activity for which the dataset is created
- **Number of dataset:** An indication of the number assigned to the dataset
- **Issue Date:** The date on which the latest version of the dataset was modified (YYYY.MM.DD)
- **Version number:** The versioning number of a dataset

With the above in mind, some **indicative examples** to showcase the naming structure applied in the context of InnORBIT are provided below:

- **InnORBIT\_NeedsAnalysis\_Dataset1\_2021.05.31\_v1** – The first dataset generated from the interviews and online survey conducted to identify the available and missing skills of local innovation intermediaries with respect to effectively supporting space innovation as well as the needs of local ecosystems of entrepreneurs, start-ups and scale-ups in terms of successfully driving value from space innovation. This is the first version of the dataset that was last modified on the 31<sup>st</sup> of May 2021 (31/05/2021).
- **InnORBIT\_ToolboxUtilisation\_Dataset2\_2022.05.01\_v2** – The second dataset created through the utilisation of InnORBIT digital toolbox with a view to further fine-tune its components. The last modification of this dataset, which in this case produced the second version of the dataset, was on the 1<sup>st</sup> of May 2022 (01/05/2022).

### 3.1.3 Search keywords

The project's data will be provided with easy-to-use search keywords with a view to optimize its re-use by interested stakeholders during its entire lifetime. With that in mind, the metadata standards employed by InnORBIT provide opportunities for tagging the data collected/generated and its content with keywords. In

general, keywords are a subset of metadata and include words and phrases used to name data. In the context of InnORBIT, keywords are used to add valuable information to the data collected/generated as well as to facilitate the description and interpretation of its content and value. Along these lines, the project's strategy on keywords is underpinned by the following principles:

- The who, the what, the when, the where, and the why should be covered.
- Consistency among the different keyword tags needs to be ensured.
- Relevant, understandable and clear keywording ought to be sought.

In general, the keywords will comprise terms related to space hubs, space innovation, support initiatives, innovation intermediaries, start-ups, scale-ups, SMEs, clusters, digital innovation hubs, business support, accelerators, incubators, and hackathons. The keywords will accurately reflect the content of the datasets and avoid words used only once or twice within them.

### 3.1.4 Versioning

Versioning of information makes a revision of datasets uniquely identifiable and can be used to determine whether and how data changed over time and to define specifically which version the creators/editors are working with. Moreover, effective data versioning enables understanding if a newer version of a dataset is available and which are the changes between the different versions allowing for comparisons and preventing confusion. In this context, **a clear version number indicator is used in the naming convention** of every data file produced during InnORBIT in order to facilitate the identification of different versions.

### 3.1.5 Standards for metadata creation

**InnORBIT employs standards for creating metadata** for data collected/generated by the project, with a view to describing it with **rich metadata** and thus improving their discoverability and searchability. In result, effective searching, improved digital curation and easy sharing will be realized. In addition, the metadata standards applied enable the integration of metadata from a variety of sources into other technical systems.

With that in mind, **for InnORBIT's openly available data the metadata standards provided by Zenodo will be used**. Zenodo creates metadata to accompany the datasets that are uploaded to its repository, extending their reach to a wider audience of interested stakeholders. This metadata can be exported in several standard formats, including open and machine-readable ones (such as MARCXML, Dublin Core, and DataCite Metadata Schema), following the guidelines of OpenAIRE and are stored by Zenodo in JSON-format according to a defined JSON schema<sup>14</sup>.

Project **data not available for re-use, will also be annotated with open and machine-readable metadata** following the **Dublin Core Metadata standard**. The Dublin Core Metadata element set (certified with the ISO Standard 15836) is a standard which can be easily understood and implemented and as such, is one of the best-known metadata standards. It was originally developed as a core set of elements for describing the content of web pages and enabling their search and retrieval. Among the reasons for selecting this standard is also the fact that **Zenodo is compatible with Dublin Core metadata formats** and thus any initially closed data, that may become open at a later stage (e.g., due to a change in the consortium's policy), will not lose its metadata.

---

<sup>14</sup> For more information on the JSON format and the JSON schema visit the following website: <http://json-schema.org/>

With that said, the Dublin Core metadata standard is a simple yet effective set for creating rich metadata that will describe a wide range of resources. The fifteen element “Dublin Core” described in this standard is part of a larger set of metadata vocabularies and technical specifications maintained by the [Dublin Core Metadata Initiative \(DCMI\)](#). The full set of vocabularies also includes sets of resource classes, vocabulary encoding schemes, and syntax encoding schemes. **An online metadata generator will be used** to produce the different metadata elements required ([dublincoregenerator.com](#)).

## 3.2 Making data openly accessible

### 3.2.1 Openly available and closed data

InnORBIT is part of the H2020 Open Research Data Pilot (ORDP) that aims to “*make the data collected/generated by selected projects openly available with as few restrictions as possible, while at the same time protecting sensitive data from inappropriate access*”<sup>15</sup>. Under this light, the project adopts the good practice encouraged by the ORDP, namely that of making data as open as possible and as closed as necessary<sup>16</sup>. This calls for project partners to disseminate the project’s data that have the potential to offer long-term value to external stakeholders and do not harm the confidentiality and privacy of the stakeholders that contributed to the collection/generation of this data, maximising the beneficial impact of InnORBIT.

**Only anonymised and aggregated data will be made open** to ensure that data subjects cannot be identified in any reports, publications and/or datasets resulting from the project. The relevant project partner in each case will **undertake all the necessary anonymisation procedures** to anonymise the data in such a way that the data subject is no longer identifiable (more details on data management responsibilities are provided in Section 4.2).

To this end, it is important to keep in mind that during the process of data anonymisation, data identifiers need to be removed, generalised, aggregated or distorted. Moreover, **anonymisation is different than pseudonymisation**, which falls under a distinct category in the GDPR - anonymisation theoretically destroys any way of identifying the data subject, while pseudonymisation allows for the data subject to be re-identified with additional information. Along these lines, the table which follows provides a **list of good practices** for the anonymisation of quantitative and qualitative data derived from the tour guide on data management of the Consortium of European Social Science Data Archives (CESSDA).

**Table 4: Good practices for data anonymisation**

Type of data	Good practices
Quantitative data	<ul style="list-style-type: none"> <li>Remove or aggregate variables or reduce the precision or detailed textual meaning of a variable.</li> </ul>

<sup>15</sup> Koulocheri, E. (2017). What is the Open Research Data Pilot? Retrieved from <https://www.openaire.eu/what-is-the-open-research-data-pilot>

<sup>16</sup>Guidelines on FAIR Data Management in Horizon 2020, released by the European Commission in July 2016.

	<ul style="list-style-type: none"> <li>• Aggregate or reduce the precision of a variable such as age or place of residence. As a general rule, report the lowest level of geo-referencing that will not potentially breach respondent confidentiality.</li> <li>• Generalise the meaning of a detailed text variable by replacing potentially disclosive free-text responses with more general text.</li> <li>• Restrict the upper or lower ranges of a continuous variable to hide outliers if the values for certain individuals are unusual or atypical within the wider group researched.</li> </ul>
Qualitative data	<ul style="list-style-type: none"> <li>• Use pseudonyms or generic descriptors to edit identifying information, rather than blanking-out that information.</li> <li>• Plan anonymisation at the time of transcription or initial write-up, (longitudinal studies may be an exception if relationships between waves of interviews need special attention for harmonised editing).</li> <li>• Use pseudonyms or replacements that are consistent within the research team and throughout the project. For example, using the same pseudonyms in publications and follow-up research.</li> <li>• Use “search and replace” techniques carefully so that unintended changes are not made, and misspelt words are not missed.</li> <li>• Identify replacements in text clearly, for example with [brackets] or using XML tags such as &lt;seg&gt;word to be anonymised&lt;/seg&gt;.</li> <li>• Create an anonymisation log (also known as a de-anonymisation key) of all replacements, aggregations or removals made and store such a log securely and separately from the anonymised data files.</li> </ul>

Source: Tour guide on data management of the CESSDA<sup>17</sup>

With that in mind, the following table presents the data collected/generated during the course of the project that will be made openly available. In case certain data cannot be shared (or need to be shared under restrictions), a justification for that choice is provided.

**Table 5: Data availability**

No	Data	Availability	Notes
1	Mapping of local ecosystems	Open	The report will be made available and contains condensed and anonymised data collected during the interviews
2	Training needs of innovation intermediaries and support needs of entrepreneurs, start-ups and scale-ups	Open	

<sup>17</sup> Retrieved from: <https://www.cessda.eu/Research-Infrastructure/Training/Expert-Tour-Guide-on-Data-Management/5.-Protect/Anonymisation>

3	Ideas and feedback collected during the InnORBIT Co-Creation Workshop	Open	
4	Utilisation of InnORBIT's digital toolbox	Open	The data subset that will be made available will not include personal data and will mainly include aggregated data about the utilisation of the InnORBIT digital toolbox
5	Website analytics	Open	The data subset that will be made available will not include personal data and will mainly include aggregated data about website analytics tracking
6	Training innovation intermediaries	Open	Public training courses that will be made available
7	Monitoring and fine tuning of the capacity building and business support services	Open	The data subset that will be made available will not include personal data and will mainly include aggregated data about the monitoring of the capacity building and business support programmes
8	Data from dissemination and communication activities	Open	
9	Social media statistics	Open	
10	Newsletter subscriptions	Closed	This data will remain closed (accessible only to consortium members) as it is useful only for internal reporting purposes. On top of that, any anonymization will leave little to no data of meaningful use within the dataset
11	Data collected from project events	Closed	This data will remain closed (accessible only to consortium members) as it is useful only for internal reporting purposes. On top of that, any anonymization will leave little to no data of meaningful use within the dataset
12	Common Pool of Stakeholders	Closed	This data will remain closed and will be useful only for selecting potential stakeholders to be engaged in the various project activities

13	Advisory Board	Open	
----	----------------	------	--

It is important to note that **all personal data collected/generated will be considered as closed data prior to their anonymisation and aggregation** to safeguard the confidentiality of the data subjects.

### 3.2.2 Data accessibility and availability

Public access to the open data will be made available through Zenodo, which will automatically link to OpenAIRE. The data will be fully accessible thanks to the included metadata and the search facility available on Zenodo. At the same time, closed data are intended to be stored and shared amongst authorised members of the consortium through cloud storage and file sharing providers which constitute structures that maintain and manage data and make these data accessible over a network, usually the Internet (e.g., Google Drive). Before starting using these cloud services from providers situated both inside and outside the EEA we have ensured that they comply with the relevant GDPR requirements.

The following table presents where data will be made accessible in the context of InnORBIT.

**Table 6: Data accessibility**

No	Data	Accessibility
1	Mapping of local ecosystems	InnORBIT website
2	Training needs of innovation intermediaries and support needs of entrepreneurs, start-ups and scale-ups	Zenodo
3	Ideas and feedback collected during the InnORBIT Co-Creation Workshop	Zenodo
4	Utilisation of InnORBIT's digital toolbox	Zenodo
5	Website analytics	Zenodo
6	Training innovation intermediaries	InnORBIT website
7	Monitoring and fine tuning of the capacity building and business support services	Zenodo
8	Data from dissemination and communication activities	Zenodo
9	Social media statistics	Zenodo
10	Newsletter subscriptions	-

11	Data collected from project events	-
12	Common Pool of Stakeholders	-
13	Advisory Board	InnORBIT website

### 3.2.3 *Methods, software tools and documentation to access the data*

InnORBIT emphasises the accessibility of the data collected/generated during the project. With that in mind, no specialised method, software tool and/or documentation is expected to be needed at the moment, in order to access the data. Stakeholders will have the ability to access the data by simply using their web browser (e.g., Google Chrome, Internet Explorer, Safari, etc.) through their computers (either desktop or laptop), smart phones and/or tablets.

More specifically, they first need to access Zenodo through its webpage (following the link <https://zenodo.org/>) and utilise the search engine of the repository to search for interesting data. By typing the name of the project (or any other relevant keyword connected to the InnORBIT data) the search engine will direct the user to the project's data, ready to be explored and re-used. Moreover, since the data will be available in open formats, we will be ensuring that they can appropriately be read by a range of different software that are widely and freely accessible to all potential users of the data.

Closed data will only be accessed by authorised project partners through usage of a cloud storage service. Again, no specialised method, software tool and / or documentation is needed to this end.

### 3.2.4 *Data, metadata, code and documentation repositories*

InnORBIT's open data along with their linking metadata as well as any relevant code and documentation (if applicable) required to access this data, will be deposited to and securely stored by Zenodo. It is quite unlikely that Zenodo will terminate its operation and stop providing its services, but in such a case all data, metadata, code and documentation uploaded will be transferred and hosted to other suitable repositories without undue delay. In this respect, it is important to note that, since all of InnORBIT's openly available data will make use of PIDs (i.e., DOIs), the links to the data will not be affected. In parallel, the project's data that will not be openly available for sharing will be deposited, together with their accompanying metadata, code and documentation (if necessary), to the cloud web storage service employed by the project.

### 3.2.5 *Restrictions*

By utilising Zenodo for sharing the project's openly available data, InnORBIT can apply different levels of accessibility for this data considering any relevant issues (such as ethical, rules of personal data, intellectual property, commercial, privacy-related, security-related, etc.). More specifically, Zenodo offers the following levels of data accessibility:

- **Open access:** Data remains available for re-use. Nevertheless, the level in which this data can be re-used is determined also by their accompanied licence for re-use (see subsection 3.4.1).
- **Embargoed status:** Access to the data will be restricted until the end of the embargo period, at which time, the content will automatically become publicly available.
- **Restricted access:** The data will not be made publicly available and sharing will be made possible only by the approval of the project partner that have the responsibility of the data.
- **Closed access:** The data is protected against unauthorized access at all levels and only members of the consortium have the right to access it.

Project partners will mainly use the open access level to disseminate the project's data amongst the interested stakeholders. Nevertheless, in some cases embargo periods or restricted access may be used as described in Subsection 3.2.1. Data that will not be available for re-use will be accessible only by authorised partners of InnORBIT's consortium and/or authorised personnel from the Research Executive Agency (REA) of the European Commission.

Moreover, **InnORBIT will ensure open access to all peer-reviewed scientific publications** that may be produced in the framework of the project. In particular, according to the Grant Agreement, InnORBIT will:

- as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications as well as deposit, at the same time, the research data needed to validate the results presented in the deposited scientific publications;
- ensure open access to the deposited publication — via the repository — at the latest on publication, if an electronic version is available for free via the publisher, or within six months of publication in any other case;
- safeguard open access — via the repository — to the bibliographic metadata that identify the deposited publication. The bibliographic metadata shall be in a standard format and include the terms “European Union (EU)” and “Horizon 2020”; the name of the action, acronym and grant number; the publication date, and length of the embargo period if applicable; and a PID.

Along these lines, this section has provided the methodology applied in the frame of InnORBIT to ensure that its data is as openly accessible as possible by any stakeholder that may find it interesting for re-use. In this context, InnORBIT also focuses on providing metadata standards and appropriate metadata vocabularies to increase data interoperability. The following section provides further details in this respect.

### 3.3 Making data interoperable

Data interoperability refers to the ability of systems and services that create, exchange and use data to have clear, shared expectations for the contents, context and meaning of that data<sup>18</sup>. InnORBIT has adopted in its data management methodology the use of metadata vocabularies, standards and methods that will increase the interoperability of the data collected/generated through its activities.

More specifically, **the interoperability of the data that will not be publicly shared will be facilitated using the Dublin Core Metadata standard**. This standard is a small “metadata element set” which accounts for

---

<sup>18</sup> L. Steele & T. Orrell (2017). The frontiers of data interoperability for sustainable development. Publish What You Fund and Development Initiatives.

issues that must be resolved in order to ensure that data meet traditional standards for quality and consistency, while remaining broadly interoperable with other data sources in the linked data environment. The fifteen elements of the standard provide a vocabulary of concepts with natural-language definitions (e.g., title, creator, author, etc.) that are instantly converted into open machine-readable formats (such as XML, HTML, etc.), enabling machine-processability. Each element is optional and may be repeated, while the standard itself offer ways exist for refining them, encouraging the use of encoding and vocabulary schemes. The vocabulary of the Dublin Core Metadata standard is presented by the following table<sup>19</sup>:

**Table 7: Dublin Core Metadata standard vocabulary**

No	Element	Element definition
1	Title	A name given to the resource.
2	Creator	An entity primarily responsible for making the content of the resource.
3	Subject	The topic of the content of the resource.
4	Description	An account of the content of the resource.
5	Publisher	An entity responsible for making the resource available.
6	Contributor	An entity responsible for making contributions to the content of the resource.
7	Date	A date associated with an event in the life cycle of the resource.
8	Type	The nature or genre of the content of the resource.
9	Format	The physical or digital manifestation of the resource.
10	Identifier	An unambiguous reference to the resource within a given context.
11	Source	A reference to a resource from which the present resource is derived.
12	Language	A language of the intellectual content of the resource.
13	Relation	A reference to a related resource.
14	Coverage	The extent or scope of the content of the resource.
15	Rights	Information about rights held in and over the resource.

<sup>19</sup> Sugimoto, S., Baker, T., & Weibel, S. L. (2002). Dublin Core: Process and Principles. Lecture Notes in Computer Science Digital Libraries: People, Knowledge, and Technology, 25-35.

The interoperability of openly available data will be facilitated through Zenodo since its metadata will be stored internally in JSON format according to a defined JSON schema. This encloses HTML microdata that allows machine-readable data to be embedded in HTML documents in the form of nested groups of name-value pairs. Moreover, the JSON schema provides a collection of shared vocabularies in microdata format that can be used to mark-up pages in ways that can be understood by the major search engines. Moreover, all metadata linked to the open data is exported via the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) and can be harvested. The OAI-PMH develops and promotes interoperability standards that facilitate the efficient dissemination of data amongst diverse communities<sup>20</sup>.

### 3.4 Increase data re-use

#### 3.4.1 Licence schemes to permit the widest use possible

The application of a licence to InnORBIT’s open data is a simple way to ensure that any interested third-party can re-use it. In this context, licences are the instrument which permit a third-party to copy, distribute, display and/or modify the project’s data only for the purposes that are set by the licence. Licences typically grant permissions on condition that certain terms are met. While the precise details vary, three conditions are commonly found in licences which are the attribution, non-derivative, and non-commerciality.

Along these lines, InnORBIT publishes openly available data under the **Creative Commons licencing scheme** to foster their re-use and build an equitable and accessible environment for them. Zenodo provides InnORBIT the **opportunity to publish its open data under five Creative Common licences** as follows:

- **Creative commons Attribution-Share Alike 4.0** (CC BY-SA 4.0) according to which any third party can freely copy, distribute, display and modify the datasets for any purpose. Remix, transform, or built upon data, must be distributed under the same license as the original. Third parties must give appropriate credit, provide a link to the license, and indicate if changes were made.
- **Creative Commons Attribution 4.0 International** (CC BY 4.0) according to which any third party can freely copy, distribute, display and modify the datasets for any purpose. Third parties must give appropriate credit, provide a link to the license, and indicate if changes were made.
- **Creative Commons Attribution-No Derivatives 4.0 International** (CC BY-ND 4.0) during which any third party can freely copy, distribute, display and modify the datasets for any purpose. Remix, transform, or built upon data, however must not be distributed. Third parties must give appropriate credit, provide a link to the license, and indicate if changes were made.

Figure 2: CC BY-SA 4.0

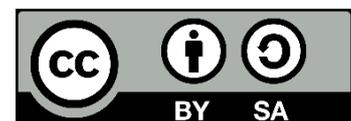


Figure 3: CC BY 4.0



Figure 4: CC BY-ND 4.0



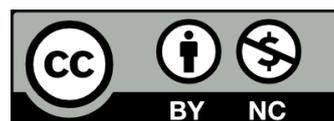
<sup>20</sup> Corrado, E.M. (2005) ‘The importance of open access, open source, and open standards for libraries’, Issues in Science and Technology Librarianship.

- **Creative Commons Attribution-NonCommercial 4.0 International** (CC BY-NC 4.0) based on which third parties can copy, distribute, display and modify the datasets for any purpose other than commercial unless they get a permission by project partners first. Third parties must give appropriate credit, provide a link to the license, and indicate if changes were made.
- **Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International** (CC BY-NC-ND 4.0) according to which third parties can copy, distribute, display and modify the datasets for any purpose other than commercial unless they get a permission by project partners first. Remix, transform, or built upon data, however, must not be distributed. Third parties must give appropriate credit, provide a link to the license, and indicate if changes were made.

Figure 5: CC BY-NC-ND 4.0



Figure 6: CC BY-NC 4.0



Different licensing schemes may be selected to better fit the need of InnORBIT’s open data ensuring not only their long-term preservation and re-use but also the interests of the consortium along with the rights of individuals for whom the data is about. In such a case, this subsection of the DMP will be updated accordingly.

### 3.4.2 Availability for re-use

The re-use of data is a key component of InnORBIT’s methodology for making data FAIR. In fact, making data available for re-use ensures interested stakeholders, other than project partners, can benefit from this data, contributing towards maximising the impact of the project. **Rich metadata** created based on metadata standards that enable proper discovery as well as **appropriate licensing schemes facilitate the re-use of InnORBIT’s open data**, allowing them to find valuable utility.

In principle, it is expected that data will become available for re-use no later than 120 days after the end of its processing in the framework of the project (i.e., collection, anonymisation, aggregation, etc.) to ensure that any additional data management activities required to this end do not compete with the timely delivery of the project’s planned outputs.

With that in mind, the expected time that InnORBIT’s data will be made openly accessible and uploaded to Zenodo is indicatively provided in the following table:

Table 8: Expected time that data will be made open through Zenodo<sup>21</sup>

No	Data	Expected time for making data open	Notes
1	Mapping of local ecosystems	31/05/2021	Open access

<sup>21</sup> This timetable is based on expectations and may be modified during the course of the project taking into account any unforeseen risk that may occur.

2	Training needs of innovation intermediaries and support needs of entrepreneurs, start-ups and scale-ups	31/10/2021	Open access
3	Ideas and feedback collected during the InnORBIT Co-Creation Workshop	30/11/2021	Open access
4	Utilisation of InnORBIT's digital toolbox	30/06/2023	This data will be collected during the second pilot round and will be made open by the end of the project.
5	Website analytics	30/06/2023	This data will be collected during the second pilot round and will be made open by the end of the project.
6	Training innovation intermediaries	31/12/2021 and 30/09/2021	Open access
7	Monitoring and fine tuning of the capacity building and business support services	30/06/2023	The data will be collected during the second pilot round and will be made open by the end of the project.
8	Data from dissemination and communication activities	1 <sup>st</sup> version: 31/05/2022 2 <sup>nd</sup> version: 31/08/2023	This data will be collected throughout the project. An up-to-date version of the respective dataset will be uploaded after the end of each period.
9	Social media statistics	1 <sup>st</sup> version: 31/05/2022 2 <sup>nd</sup> version: 31/08/2023	This data will be collected throughout the project. An up-to-date version of the respective dataset will be uploaded after the end of each period.
10	Newsletter subscriptions	-	This data will be closed.
11	Data collected from project events	-	This data will be closed.
12	Common Pool of Stakeholders	-	This data will be closed.
13	Advisory Board	ad hoc	Data pertaining to confirmed Advisory Board members will be made available through the project website upon granting the consortium written permission to do so.

### 3.4.3 Data quality assurance processes

**Quality Assurance (QA)** and **Quality Control (QC)** activities are an integral part of InnORBIT's data management methodology and are implemented prior to the publication of any data to Zenodo, safeguarding the transparency, consistency, comparability, completeness and accuracy of the data.

**QA** is a planned system of review procedures conducted outside the framework of developing a dataset, by personnel not directly involved in the dataset development process<sup>22</sup>. In the context of InnORBIT, it takes the form of **peer-reviews of methods and/or data summaries** to assess the quality of the dataset and identify any need for improvement, ensures that the dataset correctly incorporates the scientific knowledge and data generated.

**QC** is defined as a system of checks to assess and maintain the quality of the dataset being compiled<sup>23</sup>. The relevant procedures of InnORBIT are designed to provide routine technical checks as they measure and control data consistency, integrity, correctness and completeness as well as identify and address errors and omissions. In this context, QC checks cover everything from data acquisition and handling, application of approved procedures and methods, and documentation. Some of the general quality checks undertaken in the framework of the project include checking (i) for transcription errors in data input; (ii) that scale measures are within the range of acceptable values; and (iii) whether proper naming conventions are used.

---

<sup>22</sup> 2006 IPCC Guidelines for National Greenhouse Gas Inventories, Vol. 1 General Guidance and Reporting, CHAPTER 6 Quality Assurance / Quality Control and Verification.

<sup>23</sup> 2006 IPCC Guidelines for National Greenhouse Gas Inventories, Vol. 1 General Guidance and Reporting, CHAPTER 6 Quality Assurance / Quality Control and Verification.

## 4 Allocation of resources

### 4.1 Estimated costs of making data FAIR

The costs required for making the data collected/generated during InnORBIT's activities FAIR are integrated in the budget of the project. With that in mind, the table which follows provides an overview of the estimated costs of making data FAIR as well as their budget source within the framework of InnORBIT.

*Table 9: Estimated costs for making data FAIR*

No	Data Processing / Management Activity	Budget source	Total estimated effort in Person Months <sup>24</sup>	Total estimated cost in Euro <sup>25</sup>
1	Collection	Budget allocated to the WP under which the respective data are processed	10,89	51757,08
2	Documentation	Budget allocated to the WP under which the respective data are processed	1,45	6915,21
3	Storage	Budget allocated to the WP under which the respective data are processed	0,84	3995,10
4	Access and security	Budget allocated to the WP under which the respective data are processed	0,59	2791,95
5	Preservation	Budget allocated to the WP under which the respective data are processed	0,18	855,93
6	Availability and re-use	Budget allocated to the WP under which the respective data are processed	1,06	5032,73
7	Overall data management	WP6	2,09	9923,36
<b>Total</b>			17,10	81271,36

In order to produce the estimations of the costs for making data FAIR in the context of InnORBIT, a series of **assumptions** were made, taking into account the respective **guidelines** provided by the Research Data

<sup>24</sup> The total estimated effort for each data processing/management activity reflects the cumulative effort for the implementation of the respective activity for all data collected/generated across the different WPs of InnORBIT.

<sup>25</sup> The total cost of each data processing/management activity is calculated by multiplying the effort estimated for the respective activity with the weighted average cost of a person month in the framework of InnORBIT.

Management Support, a multidisciplinary network of data experts within Utrecht University<sup>26</sup>, as well as of the UK Data Service and its data management costing tool<sup>27</sup>. With that in mind, the estimated costs for making InnORBIT's data FAIR cover **data-related activities and resources across the data lifecycle**, spanning from collection and documentation through storage and preservation over to sharing and re-use.

In particular, costs for **data collection** cover activities necessary for acquiring external datasets (if required), gathering/generating new data, transcribing (if applicable), formatting and organising this data as well as acquiring informed consent from data subjects. This data processing activity reflects the majority of the costs required for making data FAIR as the majority of InnORBIT's data constitutes new data collected/generated over the course of the project. At the same time, **data documentation** costs address the effort required for describing data (e.g., marking data with variable and value labels, code descriptions, etc.) as well as creating well-defined metadata along with a meaningful description of the context and methodology of how data was collected/generated and processed (where necessary).

Costs for **data storage** include the resources required for ensuring adequate storage space for the data as well as the effort necessary for conducting data back-ups, while **data access and security** costs encompass costs related to ensuring access to the data as well as for protecting it from unauthorised access or use or from disclosure. Given that the storage of InnORBIT's data will not require the procurement of additional space (other than what is already available to project partners) as well as that no special measures or software are required to access and secure the data (other than what is inherently built into the repositories of InnORBIT's data), such costs are kept to a minimum.

**Data preservation** costs, on the other hand, are estimated relatively higher than data storage, access and security costs, as additional effort will be required in several cases in order to convert the collected/generated data from their original form (e.g., physical interview transcripts) to an open and/or machine-readable format suitable for long-term preservation (e.g., to an .xlsx format.). Adequate effort for **data availability and re-use** costs is also foreseen to safeguard the appropriate digitisation and anonymisation of the data as well as cover any resources required for data sharing and cleaning. Along the same lines, appropriate effort is foreseen for **overall data management** as well, in order to cover the effort related with the operationalisation of data management in the framework of InnORBIT.

Finally, costs for **long-term preservation** in the framework of InnORBIT are assumed to be negligible, since the open data of the project will be hosted in the repository of Zenodo free of charge.

## 4.2 Data management responsibilities

Effective, proper and secure handling of the InnORBIT data collected/generated requires the establishment of specific data management roles within the data management methodology and procedures of the project. These responsibilities are outlined in this section of the DMP as follows.

**Project Coordinator (PC):** The PC, QPL, is responsible for overall data management in the framework of InnORBIT, including the elaboration of the DMP and its updates (when necessary along with support of all partners). At the same time, the PC is responsible for the elaboration of proper templates for the Informed Consent Form and the Data Subject Request Form to be utilised by project partners during the relevant project

---

<sup>26</sup> Research Data Management Support. Guides: Costs of data management. Utrecht University. Retrieved from: <https://www.uu.nl/en/research/research-data-management/guides/costs-of-data-management>

<sup>27</sup> UK Data Service. Costing Data Management. Retrieved from: <https://www.ukdataservice.ac.uk/manage-data/plan/costing>

activities after appropriately adjusted. Moreover, the PC will draft the project's Privacy Policy that will be uploaded on the project's website. The PC in collaboration with the relevant project partners (e.g., Task Leaders) will examine if additional specific privacy policies are required for certain project's tasks and will coordinate the elaboration of such privacy policies.

Finally, the PC coordinates with Work Package Leaders, Task Leaders and Responsible Partners to determine whether and how the data collected/generated by the project are shared and become available for re-use, contributes to its quality assurance and uploads the project's openly available data to Zenodo.

**Work Package Leaders (WPL):** The WPL is responsible for coordinating the implementation of the data processing activities performed under the WPs they are leading. They align with the PC and the respective Work Task Leaders on whether and how the data gathered/produced under the tasks that fall within the WP they are leading will be shared and/or re-used. This includes the definition of access procedures as well as potential embargo periods along with any necessary software and/or other tools which may be required for data sharing and re-use. Finally, the WPLs are mainly responsible for assuring the quality of the data stemming from the activities of the WP they are leading, including assessing their quality and indicating any need for improvement to the respective Work Task Leaders.

**Work Task Leaders (WTL):** WTLs are responsible for the data collected/generated in the frame of the tasks that fall under their leadership as well as for safeguarding their appropriate and timely processing.

Moreover, they are responsible for properly adjusting the Informed Consent Form and Data Subject Request Form templates, to the needs and specificities of the activities carried out in the task they are leading. WTLs are responsible for identifying the need for a specific privacy policy regarding the task they are leading and collaborate with the PC for drafting and publicizing it.

Finally, they undertake any necessary actions to prepare the data collected/generated through the tasks they are leading for sharing either within the consortium or openly (including the use of proper naming conventions, application of suitable anonymisation techniques, creation of appropriate metadata and documentation, etc.).

**Partners:** All project partners are tasked to collect, digitise, anonymise, store, destroy and/or otherwise process data for the specific purpose of the activity in which it has been collected/generated within the framework of the project. They are responsible for appropriately collecting the necessary consent for processing data as well as for ensuring that the Informed Consent Form and the Data Subject Request Form used to this end are properly adjusted to the needs of the activity they are participating (including references to project's Privacy Policy and any other applicable specific privacy policies) and, in any particularities, applicable to their organisation while ensuring adherence to provisions of National Data Protection Legislation in their respective country. Moreover, they are responsible for managing the consents they have collected with a view to demonstrating their compliance with the relevant applicable EU and national regulation. Finally, they perform quality checks to assess and maintain the quality of the dataset(s) held within their records.

**Data repositories:** Data repositories are tasked with the storage and long-term preservation of the project's data. In this respect, Zenodo maintains and preserves the openly available data of InnORBIT, enabling its sharing and re-use. To this end, Zenodo assigns metadata and DOIs to the data, while also taking all the necessary measures to securely back-up the data and be able to restore it, safeguarding its long-term preservation.

In this context, the following table illustrates the allocation of data management responsibilities amongst the members of the InnORBIT consortium per data collected/generated under each WP.

**Table 10: Data management responsibilities of InnORBIT partners per data collected/generated under each WP**

WP	WPL	Data	Tasks	Task Leaders	Responsible Partners
<b>WP1</b>	QPL	Mapping of local ecosystems	1.1	STP	All Partners
		Training needs of innovation intermediaries and support needs of entrepreneurs, start-ups and scale-ups	1.2	QPL	All Partners
		Ideas and feedback collected during the InnORBIT Co-Creation Workshop	1.3	QPL	All Partners
<b>WP2</b>	TTG	Utilisation of InnORBIT's digital toolbox	2.2	TTG	All Partners
		Website analytics	2.2		
<b>WP3</b>	STP	Training innovation intermediaries	3.1	STP	All Partners
<b>WP4</b>	TTG	Monitoring and fine tuning of the capacity building and business support services	4.1	TTG	All Partners
<b>WP5</b>	QPL	Data from dissemination and communication activities	5.1	QPL	All Partners
		Social media statistics	5.1	QPL	All Partners
		Newsletter subscriptions	5.1	QPL	All Partners
		Data collected from project events	5.1	QPL	All Partners
		Common Pool of Stakeholders	5.1	QPL	All Partners
<b>WP6</b>	QPL	Advisory Board	6.1	QPL	All Partners

More details regarding responsibilities pertaining to personal data processing are provided in the Record of Processing Activities annexed in this document (Annex IV).

## 5 Data security

InnORBIT will **securely handle any collected/generated data** throughout its entire lifecycle as it is essential to safeguard this data against accidental loss and/or unauthorised access. To achieve this the project will apply appropriate technical and organisational measures based on a risk assessment of the relevant data that takes into account the impact and the likelihood of a potential data breach.

With that in mind, the project's data security strategy aims at minimizing the probability that a data breach will occur during the course and after the completion of InnORBIT, either from human error or hardware failure, as well as inhibit any unauthorised access.

Particularly, in case of personal data collection/generation it is crucial that this **data can only be accessible by those authorised to do so**.

All project partners are responsible for processing<sup>28</sup> data using appropriate means, such as private servers or cloud service providers that adhere to the relevant legal data protection requirements (e.g., GDPR) and will ensure that this **data is protected**, and any **necessary data security controls have been implemented**, to minimize the risk of information leak and destruction. This case refers to the data that will be closed and therefore will not be shared and/or re-used within the framework of the project. In this case, to minimize the consequences of potential data losses, the data will be **backed up at regular time intervals based on change frequency and criticality**. The **backed-up files will be stored in appropriate storage media including external hard drives, flash drives, NAS devices and reputable cloud services**, so as to safeguard their preservation, while also enabling their recovery at any time. Moreover, **integrity checks**<sup>29</sup> will be carried out regularly ensuring that the stored data has not been changed or corrupted.

Access to closed data will only be permitted to authorised project partners. In case there is a **personal data breach**, the responsible **project partner will notify, without undue delay** and, where feasible, not later than **72 hours after having become aware of it, its competent national supervisory authority** (e.g., data protection authority) **as well as the data subject(s) that may be affected by the breach**. Moreover, the responsible partner will document any personal data breaches, including information such as the facts relevant to the breach, its effects and the remedial action(s) taken.

**Identification and authentication access controls play an important role** in the context of the project, as they help partners to protect the data collected/generated during InnORBIT and especially personal data. To this end, each project partner is responsible for and committed to ensuring the application of appropriate access controls to the data they are processing. At the same time, **technical access controls are foreseen to be built into the InnORBIT's web portal and the InnORBIT's digital toolkit**, setting out clear roles with access rights to the data stored there, so that only authorised personnel have access. Each project partner will be provided with unique accounts containing one or more roles assigned to them and at the same time enforcing role-based security when its staff processes the project's data. These accounts are expected to be

---

<sup>28</sup> Processing, according to Regulation (EU) 2016/679 of the European Parliament (General Data Protection Regulation), means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

<sup>29</sup> An integrity check is the process of comparing the current state of stored data and/or programs to a previously recorded state in order to detect any changes.

username/password protected, maximising access control. Moreover, in order to safeguard the privacy of the users of the project's web portal and InnORBIT's digital toolkit, dedicated **privacy policies** will define the way in which these online spaces collect, process and use personal data, the security procedures followed, the users' rights as well as the cookies policy employed.

On another note, openly available data will be stored safely for long-term preservation on Zenodo, in the same cloud infrastructure as research data from CERN's Large Hadron Collider, using CERN's battle-tested repository software INVENIO, which is used by some of the world's largest repositories (such as INSPIRE HEP and the CERN Document Server). Along these lines, data is stored and backed-up in CERN's EOS service in an 18 petabytes disk cluster. Both data files and metadata are kept in multiple online replicas and independent replicas ensuring their long-term preservation as well as their recovery when necessary. Moreover, for each file two independent MD5 checksums are stored. One checksum is stored by INVENIO, used to detect changes to files made from outside of it whereas the other checksum is stored by EOS, and used for automatic detection and recovery of file corruption on disks. In this context, access control is applied by the different level of openness that Zenodo allows (i.e., open, embargoed, restricted and closed).

## 6 Ethical aspects and other procedures

This Chapter concerns the ethical aspects of the InnORBIT DMP and the ethical compliance of the underlying data foreseen to be collected/generated under the project's activities. The project will process data that is not included in any special category of personal data (i.e., non-sensitive data) according to the relevant data protection legislation (e.g., GDPR).

In accordance with the **Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR)**, all personal data processed for project's activities shall be:

- processed lawfully, fairly and in a transparent manner in relation to the data subject;
- collected for specified, explicit and legitimate purposes relative to project's objectives and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- processed in a manner that ensures appropriate security of the personal data (see section 4).

For all personal data processing activities within the framework of the project at least one lawful basis as of Art. 6 GDPR applies. Where informed consent is chosen as the lawful basis for processing, all relevant provisions of the data protection legislation (e.g., Art.7 GDPR) are observed.

No transfer of personal data outside the EU is foreseen as part of project's implementation. In case of data storage providers situated both inside and outside the EEA, partners are committed to ensure their compliance with the relevant GDPR requirements before start using their services.

It is important to highlight that **each project partner is responsible for ensuring that the templates for the Informed Consent Form and Subject Data Request Form (including references to project's Privacy Policy and any other applicable specific privacy policies) are appropriately adjusted** according to (i) the needs of the activity for which they are being used by them as well as to (ii) the relevant data protection laws and regulations applicable to their respective countries and/or organisation. Moreover, **all partners should keep records to demonstrate that data subjects have consented to processing of their personal data** and use consent management mechanisms that make it easy for individuals to withdraw their consent. InnORBIT is under the contractual obligation to retain project's data for up to five years after the end of the project (unless further retention is requested by auditors). After the expiry of the retention period, and unless further legitimate grounds for retention arise, partners are obliged to dispose of personal data in a secure manner.

The project's Privacy Policy and the templates of the Informed Consent Form and the Data Subject Request Form, used in the implementation of the project's activities, are compliant with the General Data Protection Regulation and annexed to this DMP (see Annex).

## 7 Conclusions and way forward

This first version of the InnORBIT Data Management Plan aims at safeguarding the sound management of the data collected, processed and/or generated during the project's activities across their entire lifecycle, while also making them FAIR. It describes all the underlying processes of the InnORBIT data management, collection, process and generation, in accordance with the GDPR guidelines, and sheds light on (i) the data being collected, processed and/or generated under the project activities, (ii) the specific objectives under which each dataset is collected, processed and/or generated, (iii) the allocation of resources and data management responsibilities, and (iv) the data security and ethical aspects of the data.

In the framework of InnORBIT, the DMP is a living document and is updated throughout the course of the project, considering its latest developments and available results. It is expected to be further developed and updated at least twice by the end the project (i.e., as D6.4 by M18 and as D6.5 by M30). If necessary, additional ad hoc updates may be realised in order to include new data, better detail and/or reflect modifications in the methodologies applied or other aspects relevant to data management (such as costs for making data FAIR, size of data, etc.), changes in consortium policies and plans or other potential external factors.

## Annexes

### Annex I – Privacy Policy

## PRIVACY POLICY

**LAST UPDATE: 12/02/2021**

### 1. Who we are:

InnORBIT is a coordination project funded by the European Union's Horizon 2020 Research and Innovation programme. InnORBIT aims at empowering innovation intermediaries (clusters, digital innovation hubs, SME associations, etc.) to run local initiatives for incentivising space innovation, assuming the role of space hubs within their innovation ecosystems. More specifically, InnORBIT will: (i) co-design and develop capacity building and business support programmes to empower innovation intermediaries to organise and run sustainable local initiatives for supporting space innovation; (ii) organise effective and sustainable initiatives for supporting space innovation and successfully engage entrepreneurs, start-ups and scale-ups, including SMEs not traditionally involved in it; (iii) deliver business support services to entrepreneurs, start-ups and scale-ups to drive the commercialisation of their space-enabled solutions and accelerate their growth in tandem with EU actions. In parallel to these activities, InnORBIT will develop concise business plans for its initiatives and will monitor and evaluate their performance and impact to deliver replication guidelines and policy recommendations for better support frames.

The partners of the InnORBIT consortium, listed below, process certain types of personal data for the purposes of the project. Each partner is responsible for the personal data they collect and process during their activities under the framework of the project:

- Q-PLAN INTERNATIONAL ADVISORS PC, Greece (Coordinator). <https://qplan-intl.gr>
- SpaceTec Partners GmbH, Germany. <https://www.spacetec.partners>
- TechTour Global, Bulgaria. <https://www.techtour.com>
- Startup Europe Central and Eastern Europe and Western Balkans Networks Management Services Non-Profit Ltd., Hungary. <https://startupeurope.network>
- The Romanian Association for Space Technology and Industry (ROMSPACE), Romania. <https://www.romspace.ro/>
- Athena Research and Innovation Center in Information Communication & Knowledge Technologies/Corallia. <https://www.corallia.org/en/>
- Algebra University College, Croatia. <https://www.algebra.hr>

For further information, we can be contacted at:

[info@innorbit.eu](mailto:info@innorbit.eu)

### 2. How we collect your personal data

We collect personal data both directly and indirectly:

**Directly.** We obtain personal data directly from individuals in a variety of ways, including but not limited to the following cases:

- an individual subscribes to our newsletter/s;
- an individual registers to attend in meetings and events we host and during attendance at such events;
- we establish cooperative relationships with an individual;
- we provide professional services pursuant to our contract with the European Commission;
- an individual participates in an interview or survey organized by us.

**Indirectly.** We obtain personal data indirectly about individuals from a variety of sources, including:

- our research partners;
- our networks and contacts;
- public and open data sources such as public registers, news articles and internet searches;
- social and professional networking sites (e.g., LinkedIn).

### 3. **What types of data we collect?**

We only collect the data that are necessary for the smooth implementation of our project. These data fall into the following categories:

- **contact details** (name/surname, e-mail address, street address, mobile phone number, land line phone number);
- **professional information** (job title, organization, field of expertise);
- **demographics** (e.g., age, gender, nationality);
- **information about what a person knows or believes;**
- **videos and photos** (from people that attend our events).

### 4. **Bases of lawful processing**

We process personal data on the following legal bases:

Legal obligations – for processing activities required for compliance both with applicable national and European legislation as well as with the specific legal and regulatory framework of the Horizon 2020 Framework Programme for Research and Innovation of the European Union.

Consent – for processing activities such as organization of surveys and interviews, completing of questionnaires and dissemination of project's results.

Contractual obligations – for processing activities such as reporting to the European Commission and complying with project's publicity obligations.

### 5. **What we do with your personal data**

We process your personal data with the purpose of:

- Conducting research (e.g., interviews, surveys);
- Disseminating our project's results to different types of stakeholders;
- Sending invitations and providing access to guests attending our events and webinars;

- Administering, maintaining, and ensuring the security of our information systems, applications, and websites;
- Processing online requests or queries, including responding to communications from individuals;
- Complying with contractual, legal, and regulatory obligations.

## **6. How we secure your personal data when we process it**

We continuously apply a personal data risk assessment process to identify, analyse, and evaluate the security risks that may threaten your personal data. Based on the results of this risk assessment, we define and apply a set of both technical and organizational measures to mitigate the above security risks, including but not limited to:

- Data Protection Policies to guide our personnel when processing your data;
- Written contracts with organizations that process personal data on our behalf;
- Non-Disclosure Agreements with our personnel;
- Back up process, antimalware protection, access control mechanisms, etc.
- Some of our partners have appointed a Data Protection Officer.

## **7. Do we share personal data with third parties?**

We may occasionally share personal data with trusted third parties to help us deliver efficient and quality services. When we do so, we ensure that recipients are contractually bound to safeguard the data we entrust to them before we share the data. We may engage with several or all the following categories of recipients:

- Parties that support us as we provide our services (e.g., cloud-based software services such as Dropbox, Microsoft SharePoint, Google);
- Our professional advisers, including lawyers, auditors, and insurers;
- Dissemination services providers (e.g., Mailchimp);
- Law enforcement or other government and regulatory agencies or other third parties as required by, and in accordance with applicable law or regulation;
- The European Commission according to our relevant contractual obligations.

## **8. Do we transfer your personal data outside the European Economic Area?**

We do not own file servers located outside the European Economic Area (EEA). However, some partners may use cloud and/or marketing services from reputable providers such as SharePoint, Dropbox, Mailchimp, Google, etc., situated both inside and outside the EEA. We always check that such providers comply with the relevant GDPR requirements before start using their services.

## **9. Do we use cookies?**

Our websites use cookies. Where cookies are used, a statement will be sent to your browser explaining the use of cookies. To learn more, please refer to our cookie policy.

## **10. Your rights**

You have the following rights regarding our processing of your personal data:

- **Right to withdraw consent** – You can withdraw consent that you have previously given to one or more specified purposes to process your personal data. This will not affect the lawfulness of any processing carried out before you withdraw your consent.
- **Right of access** – You can ask us to verify whether we are processing personal data about you and, if so, to have access to a copy of such data.
- **Right to rectification and erasure** – You can ask us to correct our records if you believe they contain incorrect or incomplete information about you or ask us to erase your personal data after you withdraw your consent to processing or when we no longer need it for the purpose it was originally collected.
- **Right to restriction of processing** – You can ask us to temporarily restrict our processing of your personal data if you contest the accuracy of your personal data, prefer to restrict its use rather than having us erase it, or need us to preserve it for you to establish, exercise or defend a legal claim. A temporary restriction may apply while verifying whether we have overriding legitimate grounds to process it. You can ask us to inform you before we lift that temporary processing restriction.
- **Right to data portability** – In some circumstances, where you have provided personal data to us, you can ask us to transmit that personal data (in a structured, commonly used, and machine-readable format) directly to another entity.
- **Right to object** – You can object to our use of your personal data for direct marketing purposes, including profiling or where processing has taken the form of automated decision-making. However, we may need to keep some minimal information (e.g., e-mail address) to comply with your request to cease marketing to you.
- **Right to make a complaint to your local Data Protection Authority (DPA)** (see [https://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index\\_en.htm](https://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm)) regarding any concerns you may have about our data handling practices.

To ask us to do anything of the above, you can contact us by email: [info@innorbit.eu](mailto:info@innorbit.eu). We will promptly examine your request against the relevant requirements of the laws and regulations governing privacy and personal data protection and we will answer the latest within 30 days after receiving your request. We will ask from you some kind of identification (e.g., photocopy of your identity card or passport) to avoid non-authorized reveal of your personal data. If, for reasons of complexity of the request or a multitude of requests, we are unable to respond promptly, we will notify you within 30 days of any delay, which in no case may exceed two months from the expiration of the 30-day deadline.

## **11. How long do we retain personal data?**

We retain personal data to provide our services, stay in contact with you and to comply with applicable laws, regulations, and contractual obligations to which we are subject. Please note that we have an obligation to retain data concerning projects funded by the Horizon 2020 Framework Programme for Research and Innovation of the European Union for up to five years after the end of the project (unless further retention is requested by auditors). After the expiry of the retention period, and unless further legitimate grounds for retention arise, we will dispose of personal data in a secure manner.

## **12. Disclaimer of liability for third party websites**

Although our site may contain links to third-party sites, including the sites of the consortium partners, we are not responsible for the privacy practices or content of these sites and we expressly disclaim any liability for any loss or damage that may be caused by the use of these links. We do not monitor the privacy practices or the content of these sites. If you have any questions about the privacy practices of another site, you should

contact the site's responsible personnel. We suggest you read the privacy policy of each website you interact with, before allowing the collection and use of your personal data.

We may also provide social media features that allow you to share information on your social networks and interact with our project on various social media sites. The use of these social media features may result in the collection or sharing of information about you. We recommend that you check the privacy policies and regulations of the social networking sites you interact with, so that you can be sure that you understand what information may be collected, used and disclosed by these sites.

### **13. Children**

We do not knowingly collect, use, or disclose information from children under the age of 16. If we learn that we have collected the personal information of a child under 16 we will take steps to delete the information as soon as possible. Please immediately contact us if you become aware that a child under 16 has provided us with personal information.

### **14. Revisions of this Privacy Policy**

This Privacy Policy is valid from **12/02/2021** and replaces any other previous notifications that we had issued in the past regarding our personal data management practices. We reserve the right to revise this Policy at any time. The current version will be always uploaded to our website indicating the date of entry into force, so you know when the most recent revision took place. If there are critical changes in this policy or our personal data practices change significantly in the future, we will notify you by posting the changes on our website.

## Annex II – Informed Consent Form

# Text in red colour contains guidelines for adjusting this template and should be deleted.

# Text in grey colour contains examples and should be adjusted to the context of each activity.

# Text included in < > and/or highlighted with yellow should be replaced with content that is suitable to the context of each activity & project as well as to the organisation seeking to obtain the consent.

# Before using this template take the time to carefully read and adjust it to the needs of the activity at hand as well as to any relevant regulations and particularities applicable to your country and organisation.

### INFORMED CONSENT FORM

#### **Who we are:**

We are < Insert Partner Name > and we are contacting you in the framework of InnORBIT, a project funded by the European Union under the Horizon 2020 Framework Programme for Research and Innovation. A detailed description on how InnORBIT handles personal data is presented in the project's Privacy Policy available through the project's web page / that accompanies this Consent Form.

#### **Project:**

**InnORBIT** - Empowering innovation intermediaries to generate sustainable initiatives to incentivise and accelerate the commercialisation of space innovation (GA Number 101004212).

#### **Partner:**

Organisation name: < Insert Partner Name >

Address: < Insert Partner Address >

Phone: < Insert Partner Phone >

E-mail: < Insert Partner Generic E-mail Address >

#### **Responsible persons:**

# You may delete the line referring to the Data Protection Officer if your organisation does not have one.

#	Role	Name	E-mail
1	InnORBIT Project Manager	< Insert name of project manager from your organisation, NOT the name of the Project Coordinator >	< Insert email of project manager from your organisation, NOT the email of the Project Coordinator >
2	Interviewer	< Insert name of interviewer from your organisation >	< Insert e-mail of interviewer from your organisation >

3	Data Protection Officer	< Insert name of DPO from your organisation >	< Insert e-mail of DPO from your organisation >
---	-------------------------	---	---

### **What do we need from you?**

# Please explain in a brief paragraph (4-5 lines) the activity and its purpose under the frame of the project.

*Example (e.g., specifically tailored to interviews for Task 1.1): We would like you to participate in an interview that will be carried out by InnORBIT with a view to mapping the local ecosystems and their business support landscape. This will enable insight into their inner-workings and framework conditions that can favour or hamper space innovation within their context. Specifically, we look to identify existing support initiatives and good practices; ranging from policy, the academic sector & RTOs, public & private funding sources, to innovation support actors & schemes.*

The interview is expected to last for no more than < Insert number of minutes > minutes. We will take written notes and we will be making a sound recording of the interview.

# Please adapt the following text to accurately depict the type of personal data to be collected.

To effectively conduct this interview, we need to process some of your personal data:

- Your contact details (full name, email, phone number);
- Some basic demographics (age, gender);
- Your professional info (organization, job position, field of expertise);
- Your opinions on the subject matter.

### **Why do we need your data & what will we do with them?**

We need your data to contact you in order to plan and carry out the aforementioned interview and to resolve any ambiguities, questions and other issues that may arise after and as a result of the interview. We also need to record your data to keep track of the interview process. The project's deliverables that will be derived by the interview will not include your personal data or any other information that could identify you. Your personal data will remain on our written notes (interview's transcript) and the sound recording we will make during the interview.

We will share your data with a few other InnORBIT project partners that are also involved in this task and will participate in the drafting of the relevant deliverables. We are also obliged to grant access to your data to:

- EU officials such as our Project Officer for purposes related to project's evaluation;
- EU agencies and other authorities for project's auditing purposes.

We would also be very happy if you gave us your consent to contact you in the future to ask you to participate in other project's activities (e.g., surveys, interviews, InnORBIT Advisory Board, etc.) and also to inform you about the project's progress (e.g., by sending you a newsletter or similar messages).

### **How can you withdraw your consent?**

You should know that you can withdraw your consent at any time by communicating either on the phone or by email with the responsible persons listed in the previous page. With regards to the informational messages and

newsletters you can always opt out by simply clicking the link "Unsubscribe" or something similar included at the end of all the relevant messages.

**I hereby give my consent to the processing of my personal data needed for:**

*(Please, tick the boxes below to confirm that you give us your consent for the respective subject. Any boxes left unticked mean that **you do not consent to the relevant subject.**)*

#	Consent Subject	Tick box
1	My participation in an interview that will be carried out by InnORBIT to < insert key objective of the interview >	
2	My participation in future activities of InnORBIT	
3	Receiving newsletters and messages regarding InnORBIT activities	

\_\_\_\_\_  
Name of participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## Annex III – Data Subject Request Form

# Text in red colour contains guidelines for adjusting this template and should be deleted.

# Text included in < > and/or highlighted with yellow should be replaced with content that is suitable to the context of each activity & project as well as to the organisation seeking to obtain the consent.



# Data Subject Request form

# You may delete the data referring to the Data Protection Officer if your organisation does not have one.

## Contact

<Insert name of responsible Project Manager>

<Insert name of DPO > (Data Protection Officer)

<Insert email of responsible Project Manager>

<Insert e-mail of DPO >

# Data Subject Request Form

This form should be used to submit a data subject request under the provisions of the European Union General Data Protection Regulation (GDPR).

## Submitter Details

<b>Title:</b>	
<b>Name:</b>	
<b>Address:</b>	

## Type of Request

Please select the type of request you are making:

- Consent Withdrawal*
- Access request*
- Rectification of personal data*
- Erasure of personal data*
- Restriction of processing of personal data*
- Personal data portability request*
- Objection to processing of personal data*
- Request regarding automated decision making and profiling*

## Personal data involved

## Request details

## Request reason/justification

**Name:** .....

**Signature:** .....

**Date:** .....

\*\*\*

Once completed, this form should be submitted via e-mail to < Insert contact e-mail of Partner > or posted to:

< Insert Partner Name >

< Insert Partner Address >

## Annex IV – Record of Processing Activities

No	Project Activity / purpose	Data processing activity	Linked WP(s)	Linked Tasks	Data subjects	Data source	Data category(-ies)	Responsible partner	Involved partner(s)	Type of involvement	Special category (Art. 9 GDPR)	Lawfulness of processing	Transfer to third countries (non EU-EEA)	Recipients	Comments
1	Mapping of local ecosystems and their business support landscape	Interviews	WP1	Task 1.1	Interviewees	Data subject	Contact details Professional information	QPL			No	Art. 6(1)(a) - consent	No		
2	Mapping of local ecosystems and their business support landscape	Interviews	WP1	Task 1.1	Interviewees	Data subject	Contact details Professional information	STP-DE			No	Art. 6(1)(a) - consent	No		
3	Mapping of local ecosystems and their business support landscape	Interviews	WP1	Task 1.1	Interviewees	Data subject	Contact details Professional information	TTG			No	Art. 6(1)(a) - consent	No		
4	Mapping of local ecosystems and their business support landscape	Interviews	WP1	Task 1.1	Interviewees	Data subject	Contact details Professional information	SEN			No	Art. 6(1)(a) - consent	No		
5	Analysis of the training needs of innovation intermediaries and the support needs of entrepreneurs, start-ups and scale-ups	Interviews	WP2	Task 1.2	Interviewees	Data subject	Contact details Professional information	QPL			No	Art. 6(1)(a) - consent	No		
6	Analysis of the training needs of innovation intermediaries and the support needs of entrepreneurs, start-ups and scale-ups	Survey	WP2	Task 1.2	Survey participants	Data subject	Contact details Professional information	QPL			No	Art. 6(1)(a) - consent	No		
7	Analysis of the ideas and feedback collected during the InnORBIT Co-Creation Workshop	Event organization	WP1	Task 1.3	Events participants	Data subject	Contact details Professional information Videos and photos	SEN			No	Art. 6(1)(a) - consent	No		

8	Deployment and utilisation of InnORBIT's digital toolbox	Use of InnORBIT digital toolbox	WP2	Task 2.2	InnORBIT digital toolbox users	Data subject	Contact details Professional information Videos and photos	TTG			No	Art. 6(1)(a) - consent	No		
9	Improving the training of innovation intermediaries	Training innovation intermediaries	WP3	Task 3.1	Innovation intermediaries personnel	Data subject	Contact details Professional information Videos and photos	STP-DE			No	Art. 6(1)(a) - consent	No		
10	Monitoring and fine tuning of the offered training and business support services via the monitoring and evaluation system	Survey	WP4	Task 4.1	InnORBIT digital toolbox users	Data subject	Contact details Professional information	TTG	STP-DE, SEN	Use	No	Art. 6(1)(a) - consent	No		
11	Monitoring and fine tuning of the offered training and business support services via the monitoring and evaluation system	Interviews	WP4	Task 4.1	Interviewees	Data subject	Contact details Professional information	ROS			No	Art. 6(1)(a) - consent	No		
12	Monitoring and fine tuning of the offered training and business support services via the monitoring and evaluation system	Interviews	WP4	Task 4.1	Interviewees	Data subject	Contact details Professional information	COR			No	Art. 6(1)(a) - consent	No		
13	Monitoring and fine tuning of the offered training and business support services via the monitoring and evaluation system	Interviews	WP4	Task 4.1	Interviewees	Data subject	Contact details Professional information	ALG			No	Art. 6(1)(a) - consent	No		
14	Monitoring and fine tuning of the offered training and business support services via the monitoring and evaluation system	Interviews	WP4	Task 4.1	Interviewees	Data subject	Contact details Professional information	SEN			No	Art. 6(1)(a) - consent	No		
15	Monitoring and fine tuning of the offered training and business support services via the monitoring and evaluation system	Survey	WP4	Task 4.1	Survey participants	Data subject	Contact details Professional information	ROS			No	Art. 6(1)(a) - consent	No		
16	Monitoring and fine tuning of the offered training and business support services via the monitoring and evaluation system	Survey	WP4	Task 4.1	Survey participants	Data subject	Contact details Professional information	COR			No	Art. 6(1)(a) - consent	No		

17	Monitoring and fine tuning of the offered training and business support services via the monitoring and evaluation system	Survey	WP4	Task 4.1	Survey participants	Data subject	Contact details Professional information	ALG			No	Art. 6(1)(a) - consent	No		
18	Monitoring and fine tuning of the offered training and business support services via the monitoring and evaluation system	Survey	WP4	Task 4.1	Survey participants	Data subject	Contact details Professional information	SEN			No	Art. 6(1)(a) - consent	No		
19	Monitoring and assessment of the dissemination and communication activities of the project	Dissemination of newsletter	WP5	Task 5.1	Newsletter subscribers	Data subject	Contact details	QPL			No	Art. 6(1)(a) - consent	No		
20	Monitoring and assessment of the dissemination and communication activities of the project	Event organization	WP5	Task 5.1	Events participants	Data subject	Contact details Professional information Videos and photos	QPL			No	Art. 6(1)(a) - consent	No		
21	Monitoring and assessment of the dissemination and communication activities of the project	Event organization	WP5	Task 5.1	Events participants	Data subject	Contact details Professional information Videos and photos	STP-DE			No	Art. 6(1)(a) - consent	No		
22	Monitoring and assessment of the dissemination and communication activities of the project	Event organization	WP5	Task 5.1	Events participants	Data subject	Contact details Professional information Videos and photos	TTG			No	Art. 6(1)(a) - consent	No		
23	Monitoring and assessment of the dissemination and communication activities of the project	Event organization	WP5	Task 5.1	Events participants	Data subject	Contact details Professional information Videos and photos	SEN			No	Art. 6(1)(a) - consent	No		
24	Monitoring and assessment of the dissemination and communication activities of the project	Event organization	WP5	Task 5.1	Events participants	Data subject	Contact details Professional information Videos and photos	ROS			No	Art. 6(1)(a) - consent	No		
25	Monitoring and assessment of the dissemination and communication activities of the project	Event organization	WP5	Task 5.1	Events participants	Data subject	Contact details Professional information Videos and photos	COR			No	Art. 6(1)(a) - consent	No		

26	Monitoring and assessment of the dissemination and communication activities of the project	Event organization	WP5	Task 5.1	Events participants	Data subject	Contact details Professional information Videos and photos	ALG			No	Art. 6(1)(a) - consent	No		
27	Creation and engagement of the Common Pool of Stakeholders and the Advisory Board	Common Pool of Stakeholders engagement	WP5	Task 5.1	InnORBIT activities participants	Data subject	Contact details Professional information Demographics	QPL			No	Art. 6(1)(a) - consent	No		
28	Creation and engagement of the Common Pool of Stakeholders and the Advisory Board	Common Pool of Stakeholders engagement	WP5	Task 5.1	InnORBIT activities participants	Data subject	Contact details Professional information Demographics	STP-DE			No	Art. 6(1)(a) - consent	No		
29	Creation and engagement of the Common Pool of Stakeholders and the Advisory Board	Common Pool of Stakeholders engagement	WP5	Task 5.1	InnORBIT activities participants	Data subject	Contact details Professional information Demographics	TTG			No	Art. 6(1)(a) - consent	No		
30	Creation and engagement of the Common Pool of Stakeholders and the Advisory Board	Common Pool of Stakeholders engagement	WP5	Task 5.1	InnORBIT activities participants	Data subject	Contact details Professional information Demographics	SEN			No	Art. 6(1)(a) - consent	No		
31	Creation and engagement of the Common Pool of Stakeholders and the Advisory Board	Common Pool of Stakeholders engagement	WP5	Task 5.1	InnORBIT activities participants	Data subject	Contact details Professional information Demographics	ROS			No	Art. 6(1)(a) - consent	No		
32	Creation and engagement of the Common Pool of Stakeholders and the Advisory Board	Common Pool of Stakeholders engagement	WP5	Task 5.1	InnORBIT activities participants	Data subject	Contact details Professional information Demographics	COR			No	Art. 6(1)(a) - consent	No		
33	Creation and engagement of the Common Pool of Stakeholders and the Advisory Board	Common Pool of Stakeholders engagement	WP5	Task 5.1	InnORBIT activities participants	Data subject	Contact details Professional information Demographics	ALG			No	Art. 6(1)(a) - consent	No		
34	Creation and engagement of the Common Pool of Stakeholders and the Advisory Board	Advisory Board engagement	WP6	Task 6.1	Advisory Board members	Data subject	Contact details Professional information Demographics	QPL	All partners	Collection Access Use	No	Art. 6(1)(a) - consent	No		

35	Project management, meetings and reporting	Project management	WP6	Task 6.1 Task 6.3	Project partners	Data subject	Contact details Professional information Videos and photos	QPL			No	Art. 6(1)(b) - contract	No		
36	Project management, meetings and reporting	Project management	WP6	Task 6.1 Task 6.3	Project partners	Data subject	Contact details Professional information Videos and photos	STP-DE			No	Art. 6(1)(b) - contract	No		
37	Project management, meetings and reporting	Project management	WP6	Task 6.1 Task 6.3	Project partners	Data subject	Contact details Professional information Videos and photos	TTG			No	Art. 6(1)(b) - contract	No		
38	Project management, meetings and reporting	Project management	WP6	Task 6.1 Task 6.3	Project partners	Data subject	Contact details Professional information Videos and photos	SEN			No	Art. 6(1)(b) - contract	No		
39	Project management, meetings and reporting	Project management	WP6	Task 6.1 Task 6.3	Project partners	Data subject	Contact details Professional information Videos and photos	ROS			No	Art. 6(1)(b) - contract	No		
40	Project management, meetings and reporting	Project management	WP6	Task 6.1 Task 6.3	Project partners	Data subject	Contact details Professional information Videos and photos	COR			No	Art. 6(1)(b) - contract	No		
41	Project management, meetings and reporting	Project management	WP6	Task 6.1 Task 6.3	Project partners	Data subject	Contact details Professional information Videos and photos	ALG			No	Art. 6(1)(b) - contract	No		