



Guidelines (protocol) to comply with ethical requirements

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- R** Document report
- DEM** Demonstrator, pilot, prototype
- DEC** Websites, patent fillings, videos, etc.
- Other**

Dissemination Level

- PU** Public
- CO** Confidential, only for members of the consortium (including the Commission Services)

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Contributing beneficiaries

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List of abbreviations

Abbreviation	Description
BBEPP	Bio Base Europe Pilot Plant VZW
BTG	BTG Biomass Technology Group BV
DMP	Data Management Plan
DPO	Data Protection Officer
GDPR	General Data Protection Regulation
NOVA	nova-Institut für politische und ökologische Innovation GmbH
PODP	Processing Of Personal Data
PCC	Project Coordinating Committee
R&D&I	Research, Development and Innovation
SEP	Stakeholder Engagement Plan
SME	Small and Medium-sized Enterprise
T	Task
TTO	Technology Transfer Organisation
WP	Work Package

Executive summary

This document outlines the specific ethical requirements concerning Tech4Biowaste research involving the processing of personal data (POPD). The report presents the results of an ethics review and describes how the project complies with the general data protection regulation (GDPR). It provides the Tech4Biowaste procedures of (a) personal data collection and processing, (b) data storage, protection, retention, and destruction and (c) informed consent for surveys, interviews, events and other actions. A series of Annexes provides further details including the project's Privacy Policy, its Legal Terms, and its Cookies Policy.

1 Introduction

This document outlines the specific ethical requirements concerning any research involving the processing of personal data (POPD) including all the research methods used like interviews, questionnaires, direct online retrieval, and so on.

The aim of this report is to underline the compliance of the activities and tasks in the project with the specific ethic requirements concerning the handling of personal data. These activities cover the formulation of general ethic procedures and criteria for Tech4Biowaste. The Tech4Biowaste consortium is conscious of the importance of good ethics practices and requirements and is committed to comply with them.

The Tech4Biowaste consortium is conscious of the importance of good ethics practices and requirements and committed to comply with them. One of the tasks in WP6 Management (i.e. Task 6.6) pays explicit attention to ethics requirement, and as part of T6.6 the current document *Guidelines (protocol) to comply with ethical requirements* is being produced.

In addition, under a dedicated Work Package (WP) and associated task (T7.1) automatically added during grant preparation, a sister document is produced, D7.1 *H-requirement*, that zooms in on the involvement of human volunteers. There is some overlap between the content of the current deliverable D6.7 and its sister document D7.1.

A Data Protection Officer (DPO) is established to ensure that all data collected and processed will be carried according to the EU and national legislation.

2 Ethics review procedure of the Tech4Biowaste project

All activities carried out in the Tech4Biowaste project are compliant with applicable national, international and EU level legislations to ensure the protection and ethical use of personal data. The Tech4Biowaste project activities are different study, research, review, and fact-finding activities. All activities are conducted in respect of the fundamental ethical principles listed below:

- General Data Protection Regulation (GDPR)
- Privacy and Data Protection by Design. European Union Agency for Network and Information Security.
- e-Privacy Directive. Directive 2002/58/EC of the European Parliament and of the Council of 12 July 2002 concerning the processing of personal data and the protection of privacy in the electronic communications sector (Directive on privacy and electronic communications)
- Proposal for a Regulation of the European Parliament and of the Council concerning the respect for private life and the protection of personal data in electronic communications and repealing Directive 2002/58/EC. (Regulation on Privacy and Electronic Communications)
- European Code of Conduct for Research Integrity
- Charter of Fundamental Rights of the European Union (2012/C 326/02)
- H2020 Guidance — How to complete your ethics self-assessment

GDPR is one of the main regulations that are scrutinised to formulate the guidelines to process personal data in Tech4Biowaste. GDPR aims to protect and empower all EU citizens' personal data privacy as well as reshape the way organisations across the region manage data and proceed towards data privacy. It is organised around seven key principles (European Commission, 2016):

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

Since the Tech4Biowaste project is carried out in Europe and is operated with Europeans, the GDPR is clearly applicable. In this report, the key principles and how the Tech4Biowaste operations and actions are executed accordingly are presented. The main elements revolve around consent from the individual and how the data subject rights are ensured. The consent form for the Tech4Biowaste project can be found in Annex 1. The data subject rights are explained in Chapter 3, i.e. how the Tech4Biowaste consortium ensures that the involved individuals have the right to access, right to be forgotten and how the privacy of individuals is ensured through data protection measures.

The ethical procedures forming a sound ethical framework for the Tech4Biowaste project include the following:

- Ethical criteria for the involvement of humans and the protection of personal data in a way that is aligned with the EU General Data Protection Regulation (GDPR), Regulation (EU) 2016/678. The minimum ethical requirements for the Tech4Biowaste project activities are described in the following chapters of this document.
- Each work package (WP) leader takes into consideration the ethical framework in their WP activities and reports in project meetings and deliverables the compliance with the ethical guidelines. The project outputs, deliverables and milestones and other reporting and input will be checked and followed by the coordinator to ensure total project compliance. All possible issues will be reported and handled in the Project Coordination Committee (PCC) of Tech4Biowaste.

All ethics related matters are handled in either T6.6 Ethical requirements or T7.1 of the dedicated WP7 on Ethics (added during grant agreement preparation. These horizontal tasks set out the ethics requirements that Tech4Biowaste must comply with, across all Work Packages (WP1-WP6).

Good ethical principles are considered by all consortium partners in all of their activities with the support of the project coordinator as part of WP6 project management activities. The project coordinator also monitors the implementation of these ethical guidelines and any significant issues or deviations will be reported to the Tech4Biowaste Project Coordination Committee (PCC). A Data Protection Officer (DPO) is established to ensure that all data collected and processed will be carried according to the EU and national legislation. Linda Engel, the Data Protection Officer at nova-Institut will be consulted for data protection topics in the project and will together with project coordinator John Vos at BTG Biomass Technology Group ensure respectful processing and protection of personal data. The contact details of the Data Protection Officer at nova-Institut can be found on www.tech4biowaste.eu/data-protection-regulation.

For the Tech4Biowaste project, the human related ethics activities need to be taken into consideration in all work packages as all WPs engage with stakeholders and collect, manage, or validate data that might also consider personal data. Especially in activities where personal identification (e.g. name, title, company, contact details) is required, the requirements explained in this document are followed. Those kinds of activities that collect and handle personal data can be foreseen in all WPs. WP1, led by BBEPP, is focused on interaction with and engaging stakeholders. WP2, led by BBEPP, covers the preparations for creating a bio-waste technology database and online portal and the implementation of a feasibility study to confirm business interest. WP3, led by NOVA, concerns the comprehensive development and implementation of the bio-waste technology database and the online portal with potential registration of engaging stakeholders. WP4, led by BTG, concerns the preparation of a business plan addressing the long-term continuity of project outcomes. WP5, led by NOVA, will ensure the project results are communicated and disseminated to the appropriate audiences. WP6, led by BTG, deals with project management and will ensure the proper coordination of project activities. It also covers the compliance with ethical questions requirements, including GDPR compliance.

3 Compliance with the general data protection regulation

The Tech4Biowaste project will engage in data collection and processing of personal data. The project partners are fully dedicated to protecting the natural persons and to follow the legislative responsibilities and duties for processing any personal data during the project lifetime and beyond.

The project involves human volunteers in its project activities e.g. for fact finding, for populating the database and for result validation, through workshops, webinars, meetings, interviews, and other stakeholder engagement methods (as defined in D1.3 *Stakeholder Engagement Plan (SEP) - initial version*). The project is focused on Europe, so the volunteers participating in the project will (almost exclusively) originate from Europe. Stakeholders involved are from various sectors across the bio-waste value chains (see D1.1 *List of contacts of stakeholders - initial version*) and have different roles like technology users and technology suppliers, but also include R&D&I institutes, open-access scale-up facilities, technology transfer organisations (TTO's) and public administration and policy makers. Volunteers engaging with the project are mostly different experts from their fields and company representatives. When stakeholders are engaging with the project, minimum amount of personal data will be collected.

3.1 Procedures of personal data collection and processing

In Tech4Biowaste, no scientific research or analysis will be performed on the personal data collected. The following matters are always taken into account to follow ethical issues and requirements when collecting and processing personal data:

- The participation and contributions of the volunteers are always voluntary and they have the possibility to stop at any time, have the right to review any data related to them and also request for any information to be removed of them or their contributions. The data gathering process complies with the applicable laws in the EU including the General Data Protection Regulation (GDPR).
- Contact details related data will be never shared without consent, e.g. when sending invitations to the stakeholders.
- User identification is only required when;

- the User contacts Tech4Biowaste through the contact form,
 - asks for further information on a matter of interest,
 - signs up a potential Tech4Biowaste newsletter
 - signs up for a User Account in the technology database/wiki,
 - replies an online survey or questionnaire,
 - takes part in an interview,
 - signs up for a workshop, webinar or other project event,
- Identification details are used only for the purpose of providing the service and consultancy requested by the User.
 - The website and its content are accessible to all and free of charge, access does not require subscription or registration.
 - Data protection, collection and processing details are described in terms & conditions under Privacy Policy-document (Annex 2) when contacting the Tech4Biowaste project through the contact form available on the website <https://tech4biowaste.eu/data-protection-regulation>
 - On the Tech4Biowaste project website and the technology database, the Legal Terms (Annex 3), Privacy Policy (Annex 2), Cookies Policy (Annex 4) and Personal Data Management (Annex 5) documents are stored and are available for anyone to access. These documents in addition to the terms & conditions-document are presented to the stakeholders before taking part in surveys or questionnaires online.
 - On the Tech4Biowaste website, cookies will only be used to improve website surfing and reduce the time to download web elements. In no event will they be used to gather personal data. The User can always switch off the use of cookies from their web browser. System cookie files can also be deleted without affecting the quality of the website. Only the download speed is affected as the files are no longer in the cache memory.
 - In the technology database/wiki, cookies are used for technical reasons to guarantee the technical requirements of the wiki. Content providers will be tracked via a user account and single attributions will be marked with a timestamp. This will be listed in the history of the single database entries and other pages and will be visible for the administrators and content providers.
 - The website may possibly at times offer the User technical link devices (links, banners, or buttons), directories and search tools allowing users to access websites belonging to and/or managed by third parties. Tech4Biowaste does not offer or market on its own or by means of third parties, the services available at the linked sites, or control, exercise supervision or approve the products, services, contents, information, data, files and any other class of material in these linked sites.

Processing of personal data in Tech4Biowaste will be done according to the following guidelines:

- Tech4Biowaste processes only those personal data which are necessary to achieve the explained purposes:
 - To provide and maintain wanted service like website, contact request, participation in surveys, participation in workshops and webinars, and so on.
 - To notify about changes to Tech4Biowaste services.
 - To allow participation in interactive features of Tech4Biowaste project when it is chosen by the person itself (like database content, surveys, interviews, webinars, workshops).
 - To provide customer care and support.
 - To provide analysis or valuable information so that the Tech4Biowaste services can be improved.

- To monitor the usage of the Tech4Biowaste services in order to monitor the impact of the project.
 - For technical requirements in the technology database/wiki.
- The Tech4Biowaste partners process personal data to perform statistical analysis so that the Tech4Biowaste products and services can be improved, new products and services can be developed, or the Tech4Biowaste website or social media sites can be improved.
- The Tech4Biowaste partners can process personal data for project marketing purposes, i.e. to provide targeted communications, promotions, offerings, and other advertisements of Tech4Biowaste project. Tech4Biowaste project will only send communications, promotions, offerings, newsletters and other advertisements via e-mail or other person-to-person electronic communications channels if it has explicit consent from receiver to receiving such communications, newsletters, and other advertisements.
- The Tech4Biowaste partners process all collected personal data in compliance with legal obligations or to comply with any reasonable request from competent law enforcement agents or representatives, judicial authorities, governmental agencies, or bodies, including competent data protection authorities.

3.2 Procedures of data storage, protection, retention, and destruction

Data storage and protection is always done with utmost carefulness according to the following principles:

- The Tech4Biowaste partners will take the appropriate technical and organizational measures to keep all personal data safe from unauthorised access or theft as well as accidental loss, tampering or destruction. Such measures and procedures will be disclosed in more detail within the public Data Management Plan (DMP) of Tech4Biowaste (D6.8) following the FAIR (Findable, Accessible, Interoperable, Reusable) data principles stipulated by the EU. Access by personnel of the Tech4Biowaste partner companies or their third-party processors will only be on a need-to-know basis and subject to strict confidentiality obligations.
- The Tech4Biowaste partners use NOVA's content collaboration platform based on Nextcloud (hereinafter referred to as "nova-cloud") as the repository to manage, share, and collaborate on the data and documents related to the project.
- nova-cloud enforces user-based two-factor authentication, and files are stored in a secure web space. The project workspace is under project beneficiary's NOVA organisation account and the data is physically stored in servers in European Union. Therefore, nova-cloud follows all the security practices and procedure to assure a safe collaboration working platform.

Additional features of the platform may be added according to technical possibilities and project necessities.

The Users always have the right to their personal data and can at any time request access to all personal data processed by the Tech4Biowaste partners pertaining to the individual. The User can modify their communication preferences at any time, as well as exercise the following rights by contacting the Tech4Biowaste personnel or the project via info@Tech4Biowaste.eu:

- Right to Access, allowing the User to consult his/her personal data.

- Right to Rectification, allowing the User to modify his/her personal data when they are inaccurate.
- Right to Erasure, allowing the User to request that his/her personal data associated with the service be erased or anonymised.
- Right to Object, allowing the User to request that his/her personal data not be processed.
- Right to Restriction of Processing, allowing the User to request that his/her data be restricted from processing in the following cases:
 - While the User contests the accuracy of his/her data.
 - When the processing is unlawful, but the User opposes erasure of their data.
 - When Tech4Biowaste does not need to process the user data, but the User needs those data for exercising or defending legal claims.
 - When the User opposes the processing of data pursuant to a legitimate interest by Tech4Biowaste, pending verification whether the legitimate grounds of the controller override yours.
- Right to Portability, allowing the User to receive the personal data he provided in electronic format, as well as to transmit those data to another entity.
- Right to Withdraw Consent, giving the User the right to withdraw the consent he granted for the processing of the personal data at any time and via any of the channels indicated below, without affecting the legality of any processing carried out prior to withdrawal.

Even though all efforts are taken to ensure data protection, if there is a breach of information, the breach notification is provided within 72 hours after becoming aware of the data breach (according to the GDPR).

Personal data is processed only for as long as necessary for the purposes listed or up until such time where the person withdraws their consent for processing them. The Tech4Biowaste partners will de-identify personal data when they are no longer necessary for the purposes outlined. All remaining collected personal data will be deleted from the project's data storage two years after the end of the project at the latest.

4 Informed consent procedures for surveys, interviews, events and other actions

This chapter consists of information that is provided to the participants throughout their engagement with the project, from invitations to their contributions.

4.1 Invitation to participate

The potential participants are invited with tailored and specific invitations that are fine-tuned based on the specific event (workshop or webinar) or action. The invitation will give general and relevant information about the Tech4Biowaste project and the event or action in question.

4.2 Notice of consent for the data collection from workshops and interviews

A notice of consent form is collected from all participants involved in workshops or interviews where data is collected. The notice of consent form is tailored based on the event type, but in general it includes the general information about the Tech4Biowaste project, data processing methods, information on the data privacy protection, confidentiality and voluntariness, handling of personal data and other rights of the

participants. The participants are asked to read and sign the notice of consent form prior to their contribution. The notice of consent form is presented in Annex 1.

4.3 Data protection

In the Tech4Biowaste project, two types of data are formed and/or collected – both general and personal data. The personal data are always the property of the individual. Any personal data will be collected at the minimum level possible and will not be used in any commercial transactions in the Tech4Biowaste project. All personal and identification details obtained from the project activities will be handled according to the legislative requirements and EU GDPR principles. They will be kept confidential in any public documents that may be produced using the data. Data will be stored on a secure password-protected private server in the EU and can be accessed only by the dedicated project partners. The general and personal data will be stored separately. All personal data will be deleted when it becomes unnecessary, but no later than 2 years after the project ends. All individuals have the right to access their personal data and ask for deletion at any time. All legitimate users of personal data will be submitted to a duty of confidentiality. Chatham House Rule is applied to protect the identity of volunteers that participate the project events. All partners handling and involved in using human volunteers' data are accountable for the correct use and storage of data according to the ethics and data management principals set out in the project. The public Data Management Plan of the Tech4Biowaste project, which is public, is scheduled to be produced by M5 (August 2021) in D6.8 and updated by M24 (March 2023) in D6.9.

Annexes

ANNEX 1: Notice of consent form

Tech4Biowaste

Encouraging Brand Owners to Switch-to-Bio-Based in highly innovative ecosystems

NOTICE OF CONSENT ON THE DATA FROM INTERVIEWS AND QUESTIONNAIRES

The Tech4Biowaste project has received funding from the Bio Based Industries Joint Undertaking under the European Union's Horizon 2020 research and innovation programme under grant agreement No. 101023200. Tech4Biowaste aims to bring Europe to the forefront of the bio-based economy by encouraging and supporting brand owners from different sectors to switch to bio-based approaches.

The project is coordinated by BTG Biomass Technology Group BV, which is responsible for the lawfulness of the processing of personal data in connection with the Tech4Biowaste related research.

Ethical procedures for an EU H2020 project require that interviewees agree to be interviewed and are informed of how the data and information from their interview will be used. The signing of the consent form is necessary to ensure that the interviewee understands the purpose of the involvement and that the conditions of the participation is understood.

DATA PROCESSING METHODS

The interview may be recorded, and it will be logged as a written file, notes can also be taken. The confidentiality of the data provided can be individually agreed upon. The data and information that has been agreed to be kept confidential will not be reported. The interview material will be stored on project beneficiary NOVA's secure and password protected, closed server systems according to NOVA's data management procedures. Members of the project team can only access the data; any recordings and notes will be deleted when the project is finished or at any time by the request of the interviewee.

DATA PRIVACY PROTECTION AND CONFIDENTIALITY

Representatives of the Tech4Biowaste project are involved in the study and the data collection conducted in connection to the project. The Tech4Biowaste consortium collects and processes, for example, the following information: the name and general details of the entity, interviewee, and the interviewee's observations and views on e.g. the bio-waste technology database stated in the questionnaires and interviews. All data and individual comments are anonymised by not associating the comments with the individual without their explicit consent. The anonymised data and information gathered will only be used for the purposes of the Tech4Biowaste project, e.g. in its publications like academic papers, policy papers, news articles, website, or presentations. If agreed, the name of the interviewee/entity can be recorded in the list of sources for public reports.

VOLUNTARINESS, HANDLING OF PERSONAL DATA AND OTHER RIGHTS OF THE SUBJECT

Participation in this project and the disclosure of personal data/data requested in the investigation is voluntary and participation will not be paid for. The subject may at any time during the interview without giving any reason and without any penalty.

- 1) refuse to participate in the interview,
- 2) refuse recording of the interview or parts of it,

- 3) decline answering any questions,
- 4) end the interview at any point,
- 5) suspend his / her participation, or
- 6) withdraw his / her consent to participate

The processing of personal data is based on the consent of the subject. The subject may revoke his / her consent to the processing of personal data by notifying the responsible person who held the interview or the project coordinator that consent has been withdrawn. Information on the possible withdrawal will be handled discreetly and will not be published in any way.

The subject has the right to ask for access to their own personal data concerning, as well as the right to request rectification or erasure or restriction of the data. The subject may oppose the processing of the personal data, which he / she has provided to the interviewer.

CONTACT INFORMATION FOR PERSON IN CHARGE

In the case of any questions about the Tech4Biowaste project and/or data protection, the subject can contact the person/s in charge:

- Coordinator of the Tech4Biowaste project: John Vos, Project Coordinator, vos@btgworld.com, +31 53 486 1191
- Representative of personal data register / Data Protection Officer (DPO): Linda Engel, linda.engel@nova-institut.de, +49 (0)2233 481458

By signing this form of consent, I confirm my participation in the research described in this document, agree voluntarily to be interviewed and give my voluntary consent to the processing of personal and or other data.

Place and date

Name and signature

ANNEX 2: Terms and Conditions (“Privacy Policy”)

Effective date: 1 July 2021

Tech4Biowaste (“us”, “we”, or “our”) operates the www.Tech4Biowaste.eu website (hereinafter referred to as the “Service”).

This page informs you of our policies regarding the collection, use, and disclosure of personal data when you use our Service and the choices you have associated with that data. The Privacy Policy for Tech4Biowaste has been created with the help of Terms Feed Privacy Policy Generator.

We use your data to provide and improve the Service. By using the Service, you agree to the collection and use of information in accordance with this policy. Unless otherwise defined in this Privacy Policy, the terms used in this Privacy Policy have the same meanings as in our Terms and Conditions, accessible from <http://www.Tech4Biowaste.eu/>

Definitions

Service

Service is the www.Tech4Biowaste.eu website operated by Tech4Biowaste.

Personal Data

Personal Data means data about a living individual who can be identified from those data (or from those and other information either in our possession or likely to come into our possession).

Usage Data

Usage Data is data collected automatically either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit).

Cookies

Cookies are small files stored on your device (computer or mobile device).

Information Collection and Use

We collect several different types of information for various purposes to provide and improve our Service to you.

Types of Data Collected

Personal Data

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you (“Personal Data”). Personally identifiable information may include, but is not limited to:

- Email address
- First name and last name
- Phone number
- Stakeholder category
- Cookies and Usage Data

Usage Data

We may also collect information how the Service is accessed and used (“Usage Data”). This Usage Data may include information such as your computer’s Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Service that

you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

Tracking Cookies Data

We use cookies and similar tracking technologies to track the activity on our Service and we hold certain information.

Cookies are files with a small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device. Other tracking technologies are also used such as beacons, tags and scripts to collect and track information and to improve and analyse our Service.

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Service.

Examples of Cookies we use:

- Session Cookies. We use Session Cookies to operate our Service.
- Preference Cookies. We use Preference Cookies to remember your preferences and various settings.
- Security Cookies. We use Security Cookies for security purposes.

Use of Data

Tech4Biowaste uses the collected data for various purposes:

- To provide and maintain the Service
- To notify you about changes to our Service
- To allow you to participate in interactive features of our Service when you choose to do so
- To provide customer care and support
- To provide analysis or valuable information so that we can improve the Service
- To monitor the usage of the Service
- To detect, prevent and address technical issues

Transfer of Data

Your information, including Personal Data, may be transferred to – and maintained on – computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

If you are located outside Germany / Netherlands and choose to provide information to us, please note that we transfer the data, including Personal Data, to Germany / Netherlands and process it there.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

Tech4Biowaste will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organisation or a country unless there are adequate controls in place including the security of your data and other personal information.

Disclosure of Data

Legal Requirements

Tech4Biowaste may disclose your Personal Data in the good faith belief that such action is necessary to:

- To comply with a legal obligation
- To protect and defend the rights or property of Tech4Biowaste

- To prevent or investigate possible wrongdoing in connection with the Service
- To protect the personal safety of users of the Service or the public
- To protect against legal liability

As a European citizen, under GDPR, you have certain individual rights. You can learn more about these guides in the GDPR Guide.

Security of Data

The security of your data is important to us but remember that no method of transmission over the Internet or method of electronic storage is 100 % secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

Service Providers

We may employ third party companies and individuals to facilitate our Service ("Service Providers"), to provide the Service on our behalf, to perform Service-related services or to assist us in analysing how our Service is used.

These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

Analytics

We may use third-party Service Providers to monitor and analyse the use of our Service.

Matomo

Matomo is an open-source web analytics service. Read the Privacy Policy for Matomo here: <https://matomo.org/privacy-policy/>

Links to Other Sites

Our Service may contain links to other sites that are not operated by us. If you click a third-party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

Children's Privacy

Our Service does not address anyone under the age of 18 ("Children").

We do not knowingly collect personally identifiable information from anyone under the age of 18. If you are a parent or guardian and you are aware that your Child has provided us with Personal Data, please contact us. If we become aware that we have collected Personal Data from children without verification of parental consent, we take steps to remove that information from our servers.

Changes to This Privacy Policy

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page.

We will let you know via email and/or a prominent notice on our Service, prior to the change becoming effective and update the "effective date" at the top of this Privacy Policy. You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

Contact Us

If you have any questions about this Privacy Policy, please contact us:

By email: info@Tech4Biowaste.eu

By visiting this page on our website: www.Tech4Biowaste.eu

ANNEX 3: Legal Terms

These general conditions regulate the use and access to the Internet service for the company Tech4Biowaste, at the following electronic address: www.Tech4Biowaste.eu

1. Use of this Website:

The functioning of the Website: www.Tech4Biowaste.eu is regulated in these General Conditions that are available to the User, the main objective of which is to inform about its services and who the consortium responsible for the project is. The use of the Website attributes the status of User and implies full acceptance by the User of all the Conditions of Use of the Website in force when he or she accesses it. Consequently, if the User does not agree with any of the conditions laid down herein, he should not use this Website.

In like manner, the User undertakes not to use the information published in the Website, for illegal purposes or effects, contrary to the contents of these General Conditions, that might injure the rights or interests of third parties, or which may in any way damage, render useless, overload, deteriorate the Website or information provided in it or impede the normal use or enjoyment of the Website by other users.

The User shall refrain from obtaining information, messages, graphics, drawings, sound and/or image files, photographs, software and, in general, any class of accessible material through the Website or its services, using means other than those that have been made available to it, or, in general, those that are regularly used on the Internet.

2. Right to modify the Website, right to restrict access to the Website and right to suspend the operability of the Web:

Tech4Biowaste reserves the right to modify the presentation or configuration of the Website at any time, without prior notice, and also the information, services, the present Conditions of Use of the Website, or any other applicable general or specific conditions, instructions or notices. These modifications shall be to improve the User's services, according to market trends. In addition, Tech4Biowaste reserves the right to suspend, interrupt or leave the Website inoperative, or to restrict its access, partly or completely, individually or collectively, temporarily or finally, at any time.

3. Web Surfing Cookies:

The Tech4Biowaste Website service provider uses cookies only to make it easier for the User to surf the Website. In no event will they be used to gather personal data. They are only used to improve Website surfing and reduce downloading time of Web elements. Nevertheless, if the User does not want to use these cookies, they can rescind the use of system cookies from their Web browser options. These files can also be deleted without affecting the quality of the Website, and the only effect of this configuration is that the Website takes longer to download, as the files are not in the User's cache memory.

4. Access and use of the Website is free:

The Website service provision by the User is free and requires no prior subscription or registration. The User's identification is only required in the following situations: When the User asks us for more information on a matter of his interest, he sends us an e-mail to contact use, wants to access the images publications that are available at our library, or asks us to send him press releases or news sheets.

The registration and identification of the User's personal data will be governed by the indications in the tenth section: Privacy and confidentiality protection policy of the personal information that the Users freely and voluntarily provide.

5. Links:

The Website may possibly at times offer the User technical link devices (links, banners or buttons), directories and search tools allowing users to access Websites belonging to and/or managed by third parties. Tech4Biowaste does not offer or market on its own or by means of third parties, the services available at the linked sites, or control, exercise supervision or approve the products, services, contents, information, data, files and any other class of material in these linked sites.

Tech4Biowaste, therefore declines any responsibility regarding the information that falls outside this Website and which is not managed directly by Tech4Biowaste.

If the User wants to establish a link or make any similar action with regard to the Website, this should be previously authorised by Tech4Biowaste. Any other use, assignment to third parties, communication, and disclosure of the full or partial, public or private Contents is forbidden. Tech4Biowaste reserves the right to exercise the respective civil and criminal legal actions to demand the compliance of this clause and to claim for damages.

6. Intellectual and Industrial Property Rights:

The User acknowledges and accepts that all Industrial and Intellectual Property rights on the Contents and/or any other elements inserted in the Website (including, without limitation, trademarks, logotypes, trade names, texts, images, graphics, designs, sound, databases, software, flow charts, presentation, "look-and-feel", audio and video), are the property of Tech4Biowaste and/or third parties. In no event does access to the Website imply on the part of Tech4Biowaste and/or the third parties who own the Website's contents, any kind of waiver, transmission, licence or total or partial cession of such rights, unless otherwise expressly established.

7. Exclusion of guarantees and responsibility:

7.1 Of functioning of the Website

Tech4Biowaste does not guarantee the availability and continuity of the functioning of the Website and shall in no event be held liable for damages or losses that might be derived from (i) lack of availability or accessibility to the Website or those other sites with which a Link has been established; (ii) interruption in the functioning of the Website or computer faults, telephone failures, disconnections, delays or blocking caused by deficiencies or overloads on the telephone lines, in the Internet system or in other electronic systems produced in the course of its functioning; (iii) lack of suitability of the Website for the specific needs of the Users and (iv) other damages that might be caused by third parties through unauthorised intrusions or hackers outside the control of Tech4Biowaste.

Tech4Biowaste does not guarantee the absence of virus or any other elements in the Website introduced by outside third parties that may produce changes in the Users' physical or logic systems or in the electronic documents and files stored in their systems, and shall in no event be responsible for damages or losses that might be derived from the presence of virus, malware or other elements that could produce alterations in the physical or logic systems, electronic documents or User files.

However, Tech4Biowaste adopts various protection measures to protect the Website and Contents against hackers. However, this does not guarantee the unauthorised use by third parties to access the type of use of the Website made by the User or conditions, characteristics and circumstances in which that use is made Tech4Biowaste shall consequently in no event be responsible for damages or losses derived from such unauthorised access.

7.2 For the use of the Website

Tech4Biowaste shall in no event be responsible for the use that users and/or third parties may make of the Website, or for any damages arising therefrom.

7.3. For the Contents

The Contents of the Website are the sole property of Tech4Biowaste and are made available by it in good faith and with the best professional quality standards. Tech4Biowaste however excludes any kind of liability for damage of any nature that might be due to lack of truthfulness, accuracy and/or current importance of the contents of the Website.

8. Partial nullity

Should any of these general conditions be declared null, invalid or ineffective this shall not affect the validity or effectiveness of the other clauses that shall continue to be binding between the parties. The waiver by any of the parties to demand the compliance at a given time of any of the conditions stipulated herein, shall not imply a general waiver to comply with the other condition or conditions, nor shall it create an acquired right for the other party.

9. Applicable law and jurisdiction

The provision of the Website service and present Conditions of Use of the Website are governed by the applicable legislation in the territorial regulations of the European Union, and specifically by the laws that make up Spanish legal regulations applicable to information society and electronic commerce services and Spanish legislation on personal data protection. For any disagreements in the performance, interpretation, fulfilment of these Conditions, or in the relations between the User and Tech4Biowaste both parties expressly waive any other privileges that might correspond to them and agree to submit to the jurisdiction and exclusive competence of the Law Courts and Tribunals of Cologne (Germany).

10. Privacy and confidentiality protection policy of the personal information that the users freely and voluntarily provide:

In accordance with Regulation EU 2016/679 of the European Parliament and of the Council of 27 April 2016, Tech4Biowaste hereby sets out how the personal data voluntarily supplied by the User on the Website will be treated.

At Tech4Biowaste we take your privacy seriously and want you to understand our practices relating to the processing of Users' personal data. This privacy statement explains how we do it.

10.1 Identification of the File Manager and information recipients

You can contact us at info@Tech4Biowaste.eu

10.2 Purpose of data treatment

The personal data gathered by Tech4Biowaste on the forms and contact channels on the website has the following purposes:

CONTACT: Identification details gathered through this form are for the purpose of providing the requested service and consultancy requested in the communication made by the User.

Personal data processing for purposes other than those detailed above, will require the express prior consent of the User in each case.

Tech4Biowaste reserves the right to disclose your personal data as required by law, or when it considers that its disclosure is necessary to protect their rights and/or comply with

the requirements of a legal procedure, court order, regulator request or any other legal process affecting Tech4Biowaste.

10.3 Legitimation

The processing of the User's data for the different purposes set out in the previous section is based on the consent that Tech4Biowaste requests from the User; under no circumstances shall the withdrawal of this consent restrict the performance of the product procurement contract.

10.4 Data security

Once Tech4Biowaste has received the User's data, it will take the appropriate security measures to avoid any unauthorised access, inappropriate use or disclosures, unauthorised modifications, illegal destruction, or accidental loss.

10.5- Data communication to Third Parties

Tech4Biowaste will not communicate personal data to third-party companies except for companies of the consortium, or in cases of legal obligation or with the consent of the data subject.

Should the possibility of transferring your data be considered for other circumstances, Tech4Biowaste will request the User's express consent.

Notwithstanding the above, Tech4Biowaste informs you that the provision of some of its services and/or products requires the storage of your data in systems belonging to Tech4Biowaste or third parties and access to your data by Tech4Biowaste or third parties, with the commitment of Tech4Biowaste to comply with all applicable legislation. For these purposes, Tech4Biowaste informs you that it will commission third parties to handle certain functions such as maintenance of computer systems and management and auditing services.

10.6 Data Retention

The personal data gathered on the forms and contact channels on the website will be retained under the following conditions:

CONTACT: Tech4Biowaste will retain the information supplied until the consultation has been resolved and, in any event, for up to a maximum of twelve months, unless another consultation is made or the user signs up for our services. After that, the data will become non-identifiable or will be deleted.

10.7 Rights

The User can modify his communication preferences at any time, as well as exercise the following rights:

Right to Access, allowing the User to consult his personal data.

Right to Rectification, allowing the User to modify his personal data when they are inaccurate.

Right to Erasure, allowing the User to request that his personal data associated with the service be erased.

Right to Object, allowing the User to request that his personal data not be processed.

Right to Restriction of Processing, allowing the User to request that his data be restricted from processing in the following cases:

- While the User contests the accuracy of his data.
- When the processing is unlawful, but the User opposes erasure of his data.
- When Tech4Biowaste does not need to process the User data, but the User needs those data for exercising or defending legal claims.
- When the User opposes the processing of your data pursuant to a legitimate interest by Tech4Biowaste, pending verification whether the legitimate grounds of the controller override yours.

Right to Portability, allowing the User to receive the personal data he provided in electronic format, as well as to transmit those data to another entity.

Right to Withdraw Consent, giving the User the right to withdraw the consent he granted for the processing of the personal data at any time and via any of the channels indicated below, without affecting the legality of any processing carried out prior to withdrawal.

The User can exercise these rights via any means, providing these enable reliable acknowledgement of the sending and receipt of his request, and it is sent to Tech4Biowaste using the details included in the beginning of this Privacy policy, indicating the reference "Data Protection". The following must appear in the request: Name, surnames, a photocopy of your national ID, the petition specifying your request, and the address for receiving notifications.

10.8 Contact Tech4Biowaste

Tech4Biowaste will do its utmost to ensure that the data is always kept up to date. However, the quality of the data is the responsibility of the owner, and if there is any modification in the User data on the web, the User will notify the File Manager, who shall take no responsibility if any change in data fails to be notified to Tech4Biowaste.

ANNEX 4: Cookies Policy

Last updated: 1 July 2021

Tech4Biowaste (“us”, “we”, or “our”) uses cookies on the www.Tech4Biowaste.eu website (the “Service”) and in the technology database/wiki. By using the Service, you consent to the use of cookies.

Our Cookies Policy explains what cookies are, how we use cookies, how third-parties we may partner with may use cookies on the Service, your choices regarding cookies and further information about cookies. This Cookies Policy for Tech4Biowaste has been created with the help of TermsFeed Cookie Policy Generator.

What are cookies

Cookies are small pieces of text sent by your web browser by a website you visit. A cookie file is stored in your web browser and allows the Service or a third-party to recognise you and make your next visit easier and the Service more useful to you.

Cookies can be “persistent” or “session” cookies. Persistent cookies remain on your personal computer or mobile device when you go offline, while session cookies are deleted as soon as you close your web browser.

How Tech4Biowaste uses cookies

When you use and access the Service, we may place a number of cookies files in your web browser. We use cookies for the following purposes:

- To enable certain functions of the Service (e.g. timestamp, log-in)
- We use both session and persistent cookies on the Service and we use different types of cookies to run the Service.
- Essential cookies. We may use essential cookies to authenticate users and prevent fraudulent use of user accounts.

What are your choices regarding cookies

If you’d like to delete cookies or instruct your web browser to delete or refuse cookies, please visit the help pages of your web browser. As a European citizen, under GDPR, you have certain individual rights. You can learn more about these rights in the GDPR Guide.

Please note, however, that if you delete cookies or refuse to accept them, you might not be able to use all of the features we offer, you may not be able to store your preferences, and some of our pages might not display properly.

For the Chrome web browser, please visit this page from Google:
<https://support.google.com/accounts/answer/32050>

For the Internet Explorer web browser, please visit this page from Microsoft:
<http://support.microsoft.com/kb/278835>

For the Firefox web browser, please visit this page from Mozilla:
<https://support.mozilla.org/en-US/kb/delete-cookies-remove-info-websites-stored>

For the Safari web browser, please visit this page from Apple:
<https://support.apple.com/en-ie/guide/safari/sfri11471/mac>

For any other web browser, please visit your web browser’s official web pages.

Where can you find more information about cookies

You can learn more about cookies and the following third-party websites:

AllAboutCookies: <http://www.allaboutcookies.org/>

Network Advertising Initiative: <http://www.networkadvertising.org/>

ANNEX 5: Personal Data Management

1. Responsible for the data:

1.1 Your personal data are processed by the consortium partners of the Tech4Biowaste Project, which has received funding from the Bio Based Industries Joint Undertaking under the European Union's Horizon 2020 research and innovation programme under grant agreement No 101023200. You can contact us via e-mail at info@Tech4Biowaste.eu.

1.2 The partners reserve the right to modify, change or amend this Privacy Policy at their own discretion and from time to time. Such modifications, changes or amendments shall be communicated via the Website. In case of questions or comments with regard to the modifications, changes or amendments, you can inform us by sending an e-mail to info@Tech4Biowaste.eu.

2. Categories of personal data:

2.1 When you fill out the survey we are distributing, the contact form on our Website, or contact us via e-mail, telephone, fax or Social Media Channels, we collect:

- the basic identity information you provide us with, such as name, e-mail address, postal address, telephone number, the company you work for, your function;
- the content of your communication and the technical details of the communication itself (with whom you correspond at our end, date and time, etc.);
- your preferences regarding receiving our e-mail communications, such as newsletters, advertisements, etc.;
- electronic identification data, such as IP address;
- publicly available information of your profile on Social Media Channels and any other personal data you choose to provide to us.

2.2 Whenever you leave us your business card or interact with us at fairs and events at which we are present, we may collect:

- the basic identity information you provide us with, such as name, e-mail address, postal address, telephone number, the company you work for, your function (i.e. when such information is provided by you or shown on your business card);
- your image.

3. Purposes:

3.1 The Tech4Biowaste partners process your personal data to provide you in a personalised and efficient way with the information, products and/or services you request via the Website, e-mail, telephone, fax, Social Media Channels and fairs and events.

3.2 The Tech4Biowaste partners process your personal data to communicate with you as a result of our contact at a trade fair and/or event or as a result of your approach via the Website, e-mail, telephone, fax or one of our Social Media Channels.

3.3 The Tech4Biowaste partners process your personal data to perform statistical analyses so that we may improve our Website, our products and services or develop new products and services.

3.4 The Tech4Biowaste partners process your personal data to comply with legal obligations or to comply with any reasonable request from competent law enforcement agents or representatives, judicial authorities, governmental agencies or bodies, including competent data protection authorities. Your personal data may be transferred upon

Tech4Biowaste's own initiative to the police or the judicial authorities as evidence or if there are justified suspicions of an unlawful act or crime committed by you through your registration with or use of the Website, our Social Media Channels or other communication with us.

3.5 The Tech4Biowaste partners may process your personal data for informing any third party in the context of a possible merger with, acquisition from/by or demerger by that third party, even if that third party is located outside the EU.

3.6 The Tech4Biowaste partners may process your personal data for the preservation of the legitimate interests of Tech4Biowaste, its partners or a third party if and when your registration with, or use of, the Website, Social Media Channels or other communication channels can be considered (a) a violation of any applicable terms of use or the intellectual property rights or any other right of a third party, (b) a threat to the security or integrity of the Website, (c) a danger to the Website or any of Tech4Biowaste's or its subcontractors' underlying systems due to viruses, Trojan horses, spyware, malware or any other form of malicious code, or (d) in any way hateful, obscene, discriminating, racist, slanderous, spiteful, hurtful or in some other way inappropriate or illegal.

3.7 The Tech4Biowaste partners process your personal data mentioned under clauses 2.1, 2.2 above for marketing purposes, i.e. to provide you with targeted communications, promotions, offerings and other advertisements of Tech4Biowaste and selected partners. Tech4Biowaste will only send you communications, promotions, offerings, newsletters and other advertisements via e-mail or other person-to-person electronic communications channels if you have explicitly consented to receiving such communications, newsletters and other advertisements.

4. Legitimate processing of personal data:

4.1 For the processing of your personal data for the purpose outlined in clause 3.1, we ask for your consent.

4.2 The processing of your personal data for the purpose outlined in clause 3.4 is necessary to allow Tech4Biowaste to comply with its legal obligations.

4.3 The processing of your personal data for the purposes outlined in clauses 3.2, 3.3, 3.6 and 3.7 is necessary for the purpose of the legitimate interests of Tech4Biowaste, which are:

- being able to appropriately respond to your requests for information and other requests;
- communicate your personal data to our partners in Tech4Biowaste to provide you with adequate information;
- allowing us to defend ourselves in legal proceedings;
- continuous improvements to the Website, our Social Media Channels, products and services to ensure that you have the best experience possible;
- keeping our Website, Social Media Channels, products and services safe from misuse and illegal activity;
- safeguarding our commercial and business interests and needs in light of changing market conditions.
- marketing and promotion of our products, services, brands an overall successful commercialisation of our products and services.

4.4 For processing your personal data for the purposes outlined in in clause 3.1, the Tech4Biowaste partners as the responsible parties ask for your consent. By consenting to

our processing of your personal data for sending you communications, promotions, offerings, newsletters and other advertisements via e-mail or other person-to-person electronic communications channels, you agree that we are allowed to process your personal data for this purpose in the manner and under the conditions outlined in this Privacy Policy.

5 Quality assurances:

5.1 The Tech4Biowaste partners do its utmost to process only those personal data which are necessary to achieve the purposes listed under the purpose for processing.

5.2 Your personal data is processed only for as long as necessary for the purposes listed above or up until such time where you withdraw your consent for processing them. The Tech4Biowaste partners will de-identify your personal data when they are no longer necessary for the purposes outlined in the purpose for processing, unless there is:

- an overriding interest of Tech4Biowaste or any other third party in keeping your personal data identifiable;
- a legal or regulatory obligation or a judicial or administrative order that prevents Tech4Biowaste from de-identifying them.

5.3 The Tech4Biowaste partners will take the appropriate technical and organisational measures to keep your personal data safe from unauthorised access or theft as well as accidental loss, tampering or destruction. Such measures and procedures will be disclosed in more detail within the Data Management Plan of Tech4Biowaste, following the FAIR (Findable, Accessible, Interoperable, Reusable) data principles stipulated by the EU. Access by personnel of the Tech4Biowaste partner companies or their third-party processors will only be on a need-to-know basis and subject to strict confidentiality obligations. You understand, however, that safety and security are best efforts obligations only, which can never be guaranteed.

5.4 The Tech4Biowaste partners use NOVA's content collaboration platform based on Nextcloud (hereinafter referred to as "nova-cloud") as the repository to manage, share, and collaborate on the data and documents related to the project. nova-cloud enforces user-based two-factor authentication, and files are stored in a secure web space. The project workspace is under project beneficiary's NOVA organisation account and the data is physically stored in servers in the European Union. Therefore, nova-cloud follows all the security practices and procedures to assure a safe collaboration working platform. Additional features of the platform may be added according to technical possibilities and project necessities.

6. Your rights:

6.1 You have the right to request access to all personal data processed by the Tech4Biowaste partners pertaining to you. The Tech4Biowaste partners reserve the right to charge an administrative fee for multiple subsequent requests for access that are clearly submitted for causing nuisance or harm to Tech4Biowaste.

6.2 You have the right to ask that any personal data pertaining to you that are inaccurate, are corrected free of charge. If a request for correction is submitted, such request shall be accompanied of proof of the flawed nature of the data for which correction is asked.

6.3 You have the right to withdraw your earlier given consent under clause 4.4 for processing your personal data.

6.4 You have the right to request that personal data pertaining to you will be deleted if they are no longer required in light of the purposes which are outlined above or if you withdraw your consent for processing them. However, you need to keep in mind that a request for deletion will be evaluated by the Tech4Biowaste partners against:

- overriding interests of Tech4Biowaste or any other third party;
- legal or regulatory obligations or administrative or judicial orders which may contradict such deletion.

Instead of deletion you can also ask that the Tech4Biowaste partners limit the processing of your personal data if and when (a) you contest the accuracy of that data, (b) the processing is illegitimate or (c) the data are no longer needed for the purposes which are outlined above, but you need them to defend yourself in judicial proceedings.

6.5 You have the right to oppose the processing of personal data if you are able to prove that there are serious and justified reasons connected with his particular circumstances that warrant such opposition. However, if the intended processing qualifies as direct marketing, you have the right to oppose such processing free of charge and without justification.

6.6 You have the right to receive from us in a structured, commonly used and machine-readable format all personal data you have provided to us.

6.7 If you wish to submit a request to exercise one or more of the rights listed above, you can send an e-mail to info@Tech4Biowaste.eu for all data subject rights matters. An e-mail requesting to exercise a right shall not be construed as consent with the processing of your personal data beyond what is required for handling your request. Such request should clearly state and specify which right you wish to exercise and the reasons for it if such is required. It should also be dated and signed, and accompanied by a digitally scanned copy of your valid identity card proving your identity.

Tech4Biowaste will promptly inform you of having received this request. If the request proves valid, Tech4Biowaste shall notify it as soon as reasonably possible and at the latest thirty (30) days after having received the request.

If you have any complaint regarding the processing of your personal data by the Tech4Biowaste partners, you may always contact Tech4Biowaste via the e-mail address mentioned in the first paragraph of this clause. If you remain unsatisfied with Tech4Biowaste's response, you are free to file a complaint with the competent data protection authority, i.e. the data protection authority of the country where you reside or the German data protection authority (Federal Commissioner for Data Protection and Freedom of Information / Bundesbeauftragte für Datenschutz und Informationsfreiheit – BfDI). For more information, visit <https://www.bfdi.bund.de/>.