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### Statement of Originality

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List of Abbreviations
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their meaning.

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<td>DCAT</td>
<td>Data Catalogue Vocabulary</td>
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<tr>
<td>DMP</td>
<td>Data Management Plan</td>
</tr>
<tr>
<td>FAIR</td>
<td>Findable, Accessible, Interoperable and Reusable (data)</td>
</tr>
<tr>
<td>GDPR</td>
<td>The European Union’s General Data Protection Regulation</td>
</tr>
<tr>
<td>MB</td>
<td>Megabyte</td>
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<tr>
<td>O4C</td>
<td>Open4Citizens</td>
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<tr>
<td>ORD</td>
<td>Open Research Data</td>
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<tr>
<td>PDF</td>
<td>Portable Document Format</td>
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<tr>
<td>TB</td>
<td>Terabyte</td>
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<tr>
<td>CSV</td>
<td>Comma Separated Value</td>
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**Glossary**

The table below provides a glossary of concepts used in this document that may require additional explanation. Terms are in alphabetical order.

<table>
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<tr>
<td>O4C Platform</td>
<td>Digital platform of the O4C project for use in hackathons (See <a href="https://opendatalab.eu/">https://opendatalab.eu/</a>)</td>
</tr>
<tr>
<td>NOODL.eu</td>
<td>Network of Open Data Labs, the legacy of the O4C project. (See <a href="https://noodl.eu/">https://noodl.eu/</a>)</td>
</tr>
<tr>
<td>O4C-style hackathon</td>
<td>The activities related to the O4C project approach to hackathons, which encompasses a pre-hackathon phase, the hackathon event and a post-hackathon phase.</td>
</tr>
<tr>
<td>Hackathon event</td>
<td>The pressure-cooker event, usually held over 2-3 days, where participants with different skills and interests work in teams to co-create solutions to challenges in urban services.</td>
</tr>
<tr>
<td>VBN</td>
<td>Aalborg University’s online research portal, <a href="http://vbn.aau.dk/en/">http://vbn.aau.dk/en/</a>. Location of O4C project publications and selected research data.</td>
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1 Executive Summary

This document – deliverable D4.7 Data Management Plan (Final) (M30) – describes the final and updated plans for data management in the Open4Citizens (O4C) project, both regarding the management of research data and the platform data. The deliverable describes how selected research data and all data used or generated in the O4C online platform will be handled. We also describe how this will be made available after the end of the project (M30, June 2018).

We have chosen to follow the H2020 Data Management Plan (DMP) template in order to ensure that the document addresses relevant data management questions in the context of Horizon2020. The template covers among other things questions surrounding what types of data has been gathered during the project and why it was gathered. It also accounts for how data is stored, the security measures as well as the size of the accumulated data and what the possible utility of the data could be.

The document has primarily been developed by two individual partners in the consortium, Dataproces and Antropologerne, each dealing with data in different domains in the project and separate measures for managing this data. For ease of understanding, the document has been divided to deal with these different types of data in separate sections; Section A on research data and Section B on data related to the O4C platform. This also means that there are slight differences regarding the relevance of questions in the H2020 DMP template that have been addressed in these sections.

Regarding the research data, the focus is on providing an account of which kinds of data has been collected, where the data is stored and ensuring that personal data is anonymised. The O4C platform section goes in depth with the data gathered in the platform, what internal security measures have been taken to protect the data and to secure users’ rights regarding their data. Further, it explains the daily operation and future of the O4C platform beyond the project.

Another important point in a Horizon 2020 project is to live up to the FAIR principles which is to make sure that data is findable, accessible, interoperable and reusable. We address these principles for both research and platform data.

In summary, this Data Management Plan provides a thorough insight into the measures taken by the partners of the O4C consortium in both managing data and making it as open as possible, focusing on two domains within which data management is required. However, we note that the O4C project has used and generated relatively small amounts of data and, given privacy considerations, relatively small amounts of research data that can be made publicly available.

At the time of submitting this deliverable, the final month of the project M30 – June 2018, the project’s legacy in the form of a Network of OpenDataLabs (NOODL.eu) is being consolidated and scaled up. Within this new data management context, this current data management plan can be further expanded upon to meet emerging needs. This will ensure that relevant O4C project data and additional data generated and used in the network or in individual labs will be generated, used, and stored in accordance with good practice guidelines. As the open data landscape matures and lessons are learned with respect to the implementation of the new General Data Protection Regulation (GDPR), these will be incorporated into data management practices in the network.
Introduction

The Open4Citizens (O4C) project has aimed to adhere to the guidelines of the Open Research Data Pilot (ORD Pilot) being run by the European Commission under Horizon2020. This involves making research data FAIR (findable, accessible, interoperable and reusable). We have produced three data management plans (DMPs) over the course of the O4C project; the first two versions in months 6 and 15 of the project, culminating in this current and final plan.

1.1 Data management responsibility

In this current deliverable, D4.7 Data Management Plan, we address the project’s research data as well as data handled in and generated by the O4C platform, https://opendatalab.eu/. These two types of project data will be considered separately. All consortium partners have been responsible for the management of data in their own pilots over the course of the project, between January 2016 and June 2018. At project level, Antropologerne has primarily been responsible for coordinating data management of the research data and Dataproses for data related to the O4C platform. After the end of the project, from the beginning of July 2018, Dataproses will continue to be responsible for management of data related to the O4C platform. Aalborg University (AAU), as O4C project leader, will be responsible for the research data made available for further use.

We plan to consolidate the five O4C pilots into a sustainable network of OpenDataLabs. As such, the consortium partners in charge of these pilots will continue to be in charge of the locally generated and used data related to their lab’s activities, to the extent that they remain responsible for their lab. These partners are Aalborg University (Aalborg and Copenhagen, Denmark pilot), Fundacio Privada i2CAT, Internet i Innovacio Digital a Catalunya (Barcelona, Spain pilot) Politecnico di Milano (Milan, Italy pilot), and Technische Universiteit Delft (Rotterdam, the Netherlands pilot). See deliverables D4.4 Open4Citizens Scenarios (Final) and D4.10 Open4Citizens Business Models and Sustainability Plans (Final) for more information about future plans and ODL ownership.

The lasting and living legacy of the Open4Citizens project is the Network of OpenDataLabs. As elaborated in the section regarding allocation of resources the O4C platform will remain open for at least another five years for use by the ODLs in the network. It will provide access to a growing number of open datasets and information related to projects being developed using the O4C approach.

1.2 Summary of data types addressed in this Data Management Plan

Research data in this project primarily comprises qualitative material collected by members of the project consortium during hackathons in order to support evaluation activities. This material, originally created in Microsoft PowerPoint format slides, is made available for further use in PDF format.

Data in the O4C Platform is primarily user-generated data from hackathon participants who have used the platform in relation to hackathons, data sets uploaded by users and information regarding the projects created as hackathon outcomes.

1.3 Structure of the document

The document is based on the template H2020 Programme Guidelines on FAIR Data Management in Horizon 2020 version 3.0, 26 July 2016 and is structured with inspiration from the questions presented in the template. The main difference in structure from the previous, mid-term, Data

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Management Plan (DMP) (deliverable D4.6) is that this version is divided into two separate parts; Part A regarding research data and Part B focused on the O4C platform data. This has been done to illustrate that in practice the consortium’s management of data in these two domains has primarily been carried out by Antropologerne and Dataproces respectively; Antropologerne as the partner primarily supporting the generation of qualitative research data across pilots during the project, and Dataproces, as the consortium partner with most general data-related expertise and main responsibility for building and managing the O4C platform.

However, all consortium partners have been involved in data generation and management, especially with respect to their specific pilot. Similarly, all pilots have been involved in discussions regarding the choice of data repository and considerations relating to data management after the end of the O4C project. At a local level, all pilots have communicated with key stakeholders about the use of data in the project and specifically stakeholders’ consent to the use of locally generated and data used for research and in the O4C platform.

2 Part A: Managing Research Data

In the context of this DMP, we apply the definition used by Corti et al. (2014) who ‘define research data as any research materials resulting from primary data generation or collection, qualitative or quantitative, or derived from existing sources intended to be analysed in the course of a research project. The scope covers numerical data, textual data, digitized materials, images, recordings or modelling scripts.’ (Corti et al., 2014: viii). As laid out in General Annex L of the Horizon 2020 Work Programme 2018-2020 (European Commission 2017), the Open4Citizens research data is ‘open by default’. However, due to the personal nature of much of the research data in this project, the data is also ‘as open as possible, as closed as necessary’ (European Commission 2017). As such, the Open4Citizens consortium has adhered to the requirements laid out in Article 29.3 of the Grant Agreement while only making selected research data available. This has involved selecting representative materials in the form of photographs, quotes and reflections on hackathon activities, gathered by the five O4C pilots as the basis for evaluation activities. These materials have been collected by the consortium and presented in PowerPoint slide decks for internal use by the project team, rather than for open publication. I.e. these are raw research materials.

We have selected material from the research data in the project that is made available to the extent that we are able to protect the privacy of individuals involved in the project, e.g. key stakeholders of hackathons and the emerging OpenDataLabs in the five project pilots, as well as hackathon participants whose views have been represented in the project’s evaluation raw materials. We have taken steps to sufficiently anonymise the materials made available, in accordance with the consent forms signed by project participants (See these in the Annex). O4C project participants and stakeholders have not given their consent to have images of themselves made available in an online repository beyond the end of the project. For this reason, we have erred on the side of caution with respect to potentially personally identifiable material, and have blurred the faces of individuals depicted in materials.

O4C project research materials are being made available with the intention of increasing transparency with respect to both 1) research methodology and 2) findings presented both in the project’s deliverables to the European Commission and in other publications. The research data being made available by the O4C project is ‘not directly attributable to a publication, or [is] raw data’ as well as ‘underlying data’², i.e. data that validates results in the project and in scientific publications. For example, the figure below shows a selection of anonymised slides from the Danish hackathon in the second cycle, which has been used for evaluation, but has not been directly

² [Link](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/open-access_en.htm)
replicated in any publications or project deliverables. As seen in the figure below, this research material is anonymised using icons over faces, hiding distinguishable name tags and uses aliases instead of real names.

Impressions from the hackathon

Copy this entire slide to insert more photos with comments. 5-10 photos for the event is ideal. These photos and descriptions should provide a general sense of the location, interactions between those present, the process and the mood. Insert photos on these slides and write a short description underneath.

Among many other activities in the Create building of AAB – we were excited and very happy to be in the Create Building of Aalborg University!
Impressions from the hackathon

Copy this entire slide to insert more photos with comments. 5-10 photos for the event is ideal. These photos and descriptions should provide a general sense of the location, interactions between those present, the process and the mood. Insert photos on these slides and write a short description underneath.

The mood at the hackathon was kept positive and energized by the professional hackathon leader.

Impressions from the hackathon

Copy this entire slide to insert more photos with comments. 5-10 photos for the event is ideal. These photos and descriptions should provide a general sense of the location, interactions between those present, the process and the mood. Insert photos on these slides and write a short description underneath.

Apart from a great organizing team and facilitation provided by the OAC team, the presence and continuous effort and inspiration of a great team of mentors proved very valuable, as it extended the support materials in a ‘live’ and energetic way that’s simply hard to do in paper or through digital channels. In particular a few of the mentors kept continually inspiring, helping and challenging the work and the discussions in the teams.
Impressions from the hackathon

Copy this entire slide to insert more photos with comments. 5-10 photos for the event is ideal. These photos and descriptions should provide a general sense of the location, interactions between those present, the process and the mood. Insert photos on these slides and write a short description underneath.

At all times during the event, we kept providing warm coffee, snacks, fruit, chocolate and a whole lot of pizza’s. To keep everyone well-energized all times!

Impressions from the hackathon

Copy this entire slide to insert more photos with comments. 5-10 photos for the event is ideal. These photos and descriptions should provide a general sense of the location, interactions between those present, the process and the mood. Insert photos on these slides and write a short description underneath.

After the hackathon, the venue was deserted, except for empty beer cans and bottles. The participants and a couple of the mentors stuck around for a couple of hours and made plans to continue partying at a local bar.
Team #1 WanderBand, Team member photos

Insert photos of individual team members with their alias in text below. If the person wants to be anonymous, take a picture of their hands, for example. Make a copy of the slide if necessary for teams with more than 6 members.

Anders
Robert
Matthias, 24
Jesper
Sebastian
John

Team #1 WanderBand, Process photos

Insert photos of key situations from the team’s hackathon process. Write a short text describing what the photo shows.

Jesper and Anders are on the same course, so had seen each other before.
Listening to the introductory elements at the beginning of the hackathon.
Robert talking to the case holders before the case choice and team formation.
Talking to the case holders at the team table while eating lunch.
The team brought their individual skills to team work, e.g. icebreaker on turning doodles into pictures.
Starter kit tools were glanced at on the first day to help focus work, but were mainly used as extra scrap paper.
Figure 1: Example of selected research material used for evaluation

Tailored tools have been produced in the project to guide innovation with open data in O4C-style hackathons. These tools constitute the Citizen Data Toolkit (see deliverable D2.5 Citizen Data Toolkit, submitted in M30, June 2018). These and the selected research data, described in the Data Summary in the section below, are made available using a Creative Commons Attribution-ShareAlike 4.0 International license. The O4C consortium members have made selected elements of the project’s research data available by self-archiving the research materials in the Aalborg University Research Portal, www.vbn.aau.dk on the dedicated project page.

2.1 Research Data Summary

What is the purpose of the data collection/generation and its relation to the objectives of the project?

Research data is primarily qualitative material used to capture and reflect on project activities, as well as to feed in to research outputs in the project such as the citizen data toolkit and the frameworks for the OpenDataLabs emerging at each of the pilots. In the second year of the project research data collected has supported both formative evaluation related to the development of OpenDataLabs as well as summative evaluation reflections regarding the project’s achievements overall. An example of these materials is shown in the figure above. These raw materials have formed the basis of reflection about project activities related to hackathons in each of the pilots. The analysis of this research data for evaluation purposes has been presented in Deliverable 4.2 Data collection and interpretation (D4.2). The material has been used in other project deliverables. The research data does not include quantitative data other than some quantitative elements of

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responses to questionnaires completed by hackathon participants and O4C pilot members. The research material therefore contains no datasets. The management of all datasets used in the project are addressed in Section B on the O4C platform. The figure below shows the scope and types of research materials generated by the project in relation to the hackathon events.

The figure above gives an overview of the scope and formats of research material gathered by the five pilots during the project from the two cycles of hackathons and related activities.

**Overview of research materials produced and collected**

The research materials generated in the Open4Citizens project primarily support evaluation activities, as well as some use of the collected visual evaluation materials such as photos and videos in dissemination activities. There is no embedded quantitative data that can be extracted from the research materials. We nevertheless describe these materials here in the Data Management Plan, for possible reuse and analysis in the OpenDataLabs or by others interested in the O4C project’s
approach. They can be considered as supplementary materials to the formal research outputs in the form of project deliverables, publications, hackathon outputs such as app mock-ups to be brought to market, and the network of OpenDataLabs.

The research material that is made publicly available consists of three elements:

1) **Templates** used to gather evaluation materials as well as to support their gathering within the Open4Citizens hackathon process,

2) Selected, anonymized examples of completed evaluation materials, and

3) **Final versions of tools** used during the O4C project to support the O4C process for innovation in service delivery using open data.

The use of these materials allows others to replicate the O4C approach to service innovation, supported by the tools in relation to the know-how described in project deliverables. In addition, more learning from the O4C approach can be supported by replicating the evaluation approach, using evaluation data gathering templates. Finally, further analysis of the selected, anonymised examples of completed evaluation materials, may support new findings about the value of the O4C approach of value in the network of OpenDataLabs and similar initiatives.

The full list of available research data consists of the following:

1) **Templates**
   - For gathering evaluation materials in Hackathon cycles 1 and 2
     - Data gathering PowerPoint slide deck
     - Guide for evaluation data gathering (consolidated from the PowerPoint deck and from the cycle 2 questionnaire)
     - Tool use questionnaire questions (only used in cycle 2)
     - Contribution Story semi-structured interview template
   - Of selected, amendable hackathon starter kit tools
   - Of amendable citizen data tools

2) **Completed evaluation materials**
   Selected, representative examples of anonymised evaluation materials from both hackathon cycles across all 5 pilots in Barcelona, Denmark (Copenhagen and Aalborg), Karlstad, Milan, and Rotterdam
   - Facts about the hackathon
   - Impressions from the hackathon
   - Hackathon participant group (team) evaluation slides
   - Stakeholder portrait (selected examples from cycle 2, across pilots)
   - Hackathon Evaluation for Partners & Stakeholders
   - Reflections on use of O4C toolkit tools
   - Reflections on replacement tools used
   - Reflections on additional tools used
   - Online tool use questionnaire responses (collated across pilots)
   - High-level observations by Antropologerne from cycle 2 hackathons

3) **Citizen Data Toolkit**
   For use by others wishing to use the Open4Citizens approach to understanding and working with open data for service innovation. The Citizen Data Toolkit consists of tools from all three toolkit sections listed below, which have been used, tested and amended in the first and second hackathon cycles. The final version of the toolkit is presented in deliverable D2.5 Citizen Data Toolkit. Tools are available as PDF documents, with their source files available in Adobe Illustrator/InDesign formats, for further adaptation by anyone with access to these programs who wishes to amend the tools.
- **Hackathon Starter Kit**
  - Templates for selected final versions of Hackathon Starter Kit Tools
  - Final versions of Hackathon Starter Kit tools, adjusted after hackathon cycle 1 and finalized after hackathon cycle 2
- **Data tools**, resulting from the design case studies (see deliverable D2.3) and lessons learned in 2 hackathon cycles
  - Final versions of tools for working with data

### O4C Toolkit tools overview

The following tools make up the O4C toolkit and will be assessed by the pilot crews and facilitators based on their use in the hackathon. All tools are represented in the O4C platform. Some are also available in analogue form.

![O4C Toolkit tools overview](image)

**Figure 3: Overview of O4C tools. Work in progress between 1st and 2nd hackathon cycles**

The figure above indicates general connections between the different types of tools and the ways in which they are connected to support different types of hackathon activities. The management of data used in the O4C platform data repository and generated in the platform during these activities is described in Part B. The diagram shows the importance of the supplementary research outputs whose management is being described here in section A for creating the main project results. In order to continue to build on O4C research outputs and results, it is important to manage these outputs and to make them available.

### 2.2 Storage, use and accessibility of research materials

It is the responsibility of each pilot to store the research data collected for evaluation purposes in accordance with the consent given by project participants. The consent forms collected from participants are stored locally in hard copy by pilots according to their organisational guidelines, i.e. in a secure location, accessible only to relevant employees. Final versions of evaluation materials which are made available online by the project for others to access and use conform to the requirements regarding anonymity laid out in the consent form, i.e. ‘I hereby give my consent for all
videos and photos of me, direct quotes, as well as any other material that I have made available to be used by OpenDataLab X and the Open4Citizens project, provided that it has been anonymised.’ And ‘The Open4Citizens project partners may use the material described in this document indefinitely.’ See the annexes for the templates of the consent form used in relation to gathering research materials in the first and second hackathon cycles. As shown in figure 1, in order to adhere to these terms regarding anonymity, visual materials have been anonymised so that individual faces are not visible, and aliases have been used in the place of real names.

Research outputs generated throughout the project are primarily in the form of qualitative material generated by all pilots in the project for analysis and evaluation purposes. Some quantitative information, e.g. about numbers and types of participants in the hackathons and partners in the OpenDataLabs has been collected through questionnaires completed by O4C crew members in the pilots, as well as by hackathon event participants and other stakeholders involved in the O4C process. Selected and anonymised materials will be made publicly available.

This includes the following:

- **Photographs** of hackathon activities and individuals involved in these
- **Quotes** by hackathon participants and other project stakeholders relating to their experience of participation in the O4C project
- **Questionnaire responses**
  - by pilot teams regarding the use of specific tools during the O4C-style hackathon, as well as reflection on various elements of the hackathons.
  - From hackathon participants about their experiences of hackathon participants
- **Written reflections** by pilot teams on the value of the O4C process of service innovation in hackathons

Photographs, originally available in the PowerPoint files in which they were gathered, are made available as PDFs. Anonymized questionnaires are available as Excel files and CSV files. Questionnaire responses from the five O4C pilot team will not be personally identifiable, but will be related to specific pilots’ hackathons. Questionnaire responses from hackathon participants and other stakeholders has personally identifiable information such as name, workplace or school, and any other personally identifiable information removed. We are not making video materials or audio recordings available on the project’s repository as anonymization of this material is not possible to the degree required with the resources available in the project.

**What is the expected size of the data?**

The total amount of research material made available on the Aalborg University Research Portal (VBN) is approximately 70 MB. This is about a third of the total research material generated in the project.

**To whom might the O4C research data be useful (‘data utility’)**

Selected, primarily qualitative research materials from the five pilot projects is being made available, as well as cross-cutting material reflecting on the evaluation of the project as a whole. As described in more detail above, this can be useful for researchers, practitioners and others wishing to duplicate or adapt the Open4Citizens model, i.e. our specific approach to empowering citizens to make appropriate use of open data for improved service delivery.

### 2.3 FAIR Research Data

The consortium members have decided to make research data available through the Aalborg University Research Portal, VBN (http://vbn.aau.dk/en/), which is compatible with OpenAire (Open AIRE, 2017c). Selected materials will be accessible for re-use after the end of the Aalborg University is a signatory of the Berlin Declaration on Open Access in the Sciences and Humanities (Berlin Declaration, 2003), whose principles the Open4Citizens project subscribes to.
Signatories to the declaration aspire to ‘promote the Internet as a functional instrument for a global scientific knowledge base and human reflection and to specify measures which research policy makers, research institutions, funding agencies, libraries, archives and museums need to consider’ (Berlin Declaration, 2003, pg. 1).

As described in section 2.2, above, selected and anonymised research material that is considered to be relevant for future use is being made available via the Open4Citizens project page on VBN\(^4\) after the end of the project (project month 30, June 2018).

2.3.1 \textit{F: Findable research data, including provisions for metadata}

Are the data produced and/or used in the project discoverable with metadata, identifiable and locatable by means of a standard identification mechanism (e.g. persistent and unique identifiers such as Digital Object Identifiers)?

For research materials collected and generated in the project and made openly available, a fit-for-purpose file naming convention has been inspired by best practice for qualitative data, such as described by the UK Data Archive (2011). This is [Project abbreviation]_[type of material]_[Pilot name, if relevant]_[Date of event or final version]_[Any additional descriptive text]_[Number, if there is more than one file with the same information]_[file format]. E.g. For some of the materials in Figure 1, this is: “O4C_Evaluation-raw-material_Aalborg_November-2017_Hackathon-Impressions_1.PDF”.

Research material in vbn.aau.dk, is findable via a search in the full text of the file names of the uploaded files, as well as through tags associated with these in the upload process. DOIs are provided upon request. At this time, at the end of the project, we do not consider that the additional effort required to get these DOIs is worth the likely minimal pay-off in terms of increased findability. We aim to additionally support access to and use of the project’s research materials by ensuring that there is an easy-to-reach and responsive person listed prominently as a contact on the project’s VBN page. For the immediate future, this will be Nicola Morelli, the project coordinator. If additional resources are secured to scale up the Network of OpenDataLabs, a dedicated NOODL.eu coordinator would be the contact person. In this way, we can respond to any challenges being faced by people wishing to access and use our materials.

2.3.2 \textit{A: Making research data openly accessible}

How will the data be made accessible (e.g. by deposition in a repository)?

Research materials will be made accessible on the Aalborg University Research Portal, www.vbn.aau.dk on the dedicated project page\(^5\). After the end of the project in M30, June 2018, the research material selected as a representative sample of the O4C project’s work, and described in this deliverable, will be made available through the Aalborg University Research Portal. This repository is primarily intended for publications and material associated with the project. For this reason, the repository is not listed on www.re3data.org\(^6\), the registry of research data repositories highlighted as a data management resource by the European Commission. Nevertheless, it is an accessible and sustainable repository that supports the needs of the O4C project both during and after the project. The repository is OpenAire-compatible\(^7\). These relate in particular to having available in-person support, should the needs of the project with respect to research data change as the Network of Open Data Labs becomes established.

\(^6\) See the list of Danish repositories here: https://www.re3data.org/search?query=&countries[]=DNK
\(^7\) http://v2.opendoar.sherpa.ac.uk/id/repository/1266
What methods or software tools are needed to access the data?
All research data uploaded to the vbn.aau.dk repository is openly accessible and downloadable. Although they are increasingly become a standard format, we are aware that PDFs are not the most accessible format. We will make the source files for the Citizen Data Toolkit tools available for those who have the necessary Adobe InDesign software to amend the tools. Here, as well, we are aware that this is not an openly accessible format. However, the project consortium has prioritised the production of visually appealing and well-designed tools that are easy to print and add value in use for those individuals who want to use them as they are. We expect that the user group for the tools who may want to amend them are designers who will have access to the necessary software.

2.3.3 I: Making data interoperable
Are the data produced in the project interoperable?
Interoperability is less relevant for the qualitative research material we are making available than for quantitative datasets. Microsoft Office has been used for producing research data, specifically Microsoft PowerPoint and Excel. Most files will be made available as PDFs. The consortium has chosen to make editable versions of the tools in the Citizen Data Toolkit (see deliverable D2.5) available in their original formats, i.e. Adobe Illustrator. We consider that individuals with an interest in amending the files for their own purposes are very likely to be designers or others with existing access to the relevant software packages. Having explored a number of open source packages for converting Microsoft Office files for those without access to this software, we will recommend that files be converted using Libre Office, should anyone contact us wishing to open our files but being unable to do so. Libre Office is available online here: https://www.libreoffice.org/download/download/.

2.3.4 R: Increase data re-use (through clarifying licences)
How will the data be licensed to permit the widest re-use possible?
The Open4Citizens project has aimed to be as open as possible. We take the guidelines developed by Open Knowledge International as our starting point. Specifically, we have explored the applicability of the Open Data Commons Open Database License (ODbL) for data created in the project. Given the fact that most of our research data is visual and qualitative rather than in the form of datasets, a Creative Commons license seems most appropriate.
All templates and tools, as well as research materials (e.g. PDFs of PowerPoint slides used to gather evaluation material) produced in the project that are being made available are being made available under the Creative Commons Attribution-ShareAlike 4.0 International license. Materials will therefore be referenced as shown in the figure below.

![Creative commons license reference used for O4C research data (CC BY-SA 4.0)](https://creativecommons.org/licenses/by-sa/4.0/legalcode)

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8 https://creativecommons.org/licenses/by-sa/4.0/ (human-readable summary), legal code: https://creativecommons.org/licenses/by-sa/4.0/legalcode
The CC BY-SA 4.0 license has been chosen by the project given the large amount of visual information that the research data encompasses.

**How long is it intended that the data remains re-usable?**
We will adhere to the repository standard of the Aalborg University Research Portal. It is intended that the research material remains accessible and re-usable for five years, in line with the availability of the O4C platform, where some of this material will also be available.

**Are data quality assurance processes described?**
For the project’s research data, quality assurance of the qualitative materials has been assured during the O4C project through their review by Antropologerne on an ongoing basis in coordination with the pilots who have produced the materials. Additional quality assurance of research data beyond the end of the project will depend on the extent to which additional resources are secured in relation to the OpenDataLab to ensure this. If no additional resources are secured, all further activities relating to the O4C project research data will be the remit of the Aalborg University VBN support staff, with whom the O4C project coordinator will maintain contact.

### 2.4 Research Data Security

**What provisions are in place for data security (including data recovery as well as secure storage and transfer of sensitive data)?**
Research data has been shared between project partners and stored in collaborative online working platforms during the project’s lifetime. These are BaseCamp (https://3.basecamp.com), Google Drive (https://drive.google.com), and Dropbox (https://www.dropbox.com). Some intermediate and all final versions of evaluation data collected in the project and analysis outputs of this material are saved in a standardised filing system in the project’s BaseCamp account.

Material created during the project is stored locally by the Open4Citizens partners according to their institutional data management and storage guidelines. This locally stored research data includes un-anonymised questionnaire data from hackathons, as well as consent forms signed by hackathon and other project participants allowing for the use of photos and videos of these participants. Consent forms will be kept beyond the end of the Open4Citizens project. Additional research data such as personal notes, unused photos and video clips etc. will be safely deleted and discarded as appropriate after the end of the project (June 2018). This research data includes all data not made publicly available for the long term in Aalborg University’s Repository. The consortium partners are discussing these procedures and requirements at the time of submitting this deliverable with respect to the research materials and their potential use in the five OpenDataLabs to ensure a common understanding and approach.

All working materials, currently stored on Google Drive and BaseCamp will be deleted when appropriate by the project coordinator at Aalborg University after the end of the O4C project when it has been assessed that they are no longer needed.

**Is the data safely stored in certified repositories for long term preservation and curation?**

The Aalborg University Research Portal (vbn.aau.dk) will be used for long-term preservation of research data. See details above. At the time of writing this deliverable, it has not been possible to get access to the VBN policies and procedures regarding data security. However, the portal itself meets the requirements to be OpenAire compatible and we are confident that all necessary requirements are in place with respect to these considerations.

### 2.5 Ethical Aspects concerning research data

**Are there any ethical or legal issues that can have an impact on data sharing?**
Ethical issues related to the research materials have been discussed above. These specifically relate to informed consent secured from project participants and to the need to anonymise all the qualitative materials produced in the project. The O4C consortium members have ensured that the
materials made openly available have been adequately anonymised in line with the procedures laid out in the project’s consent forms. The physical consent forms themselves are locally stored by each of the five pilots in a location that is not openly accessible, e.g. a dedicated file in a lockable room or filing cabinet.

**Are there any ethical or legal issues that can have an impact on sharing research data?**

At the time of writing this final data management plan, the General Data Protection Regulation (GDPR)\(^9\) has come into force in the European Union. The O4C consortium has used these new rules and associated guidelines as the basis for assessing which data is made available. We have also been guided by the Article 29 Working Party Guidelines on Consent.\(^10\)

**Is informed consent for data sharing and long term preservation included in questionnaires dealing with personal data?**

The gathering and analysis of research data in the project is guided by standard ethics guidelines for the social sciences (e.g. as outlined in Iphofen (2009)\(^11\)). For research data collected in relation to Open4Citizens hackathons, as well as questionnaires and other personally identifiable information generated, informed consent has been sought. All participants in hackathons are requested to provide their consent for all materials produced to be used by the project. See the annex for standard consent forms used in the project. On the rare occasions where project participants have not wished for their photos or quotes to be used, the pilots in question have ensured that none of this information has been made openly available.

### 3 Part B: Managing O4C Platform Data

Part B of this Data Management Plan deals with the Open4Citizens platform and how Dataproces has managed data uploaded to and generated in the platform. It will give a short explanation of the platform, the life cycle of the data and security measures taken at Dataproces as well as compliance with the FAIR principles.

#### 3.1 Data summary

**What is the purpose of the data collection/generation and its relation to the objectives of the project?**

The purpose of generating and uploading datasets to the O4C Platform at opendatalab.eu has been to make it possible for participants, curious citizens and other interested stakeholders to locate and find the data for use in projects in the various hackathons. Being publicly available, the platform will only store such datasets for the purpose of facilitating hackathon users in their search. Further data can also be stored in the marketplace section of the platform (https://opendatalab.eu/#marketplace) where hackathon outcomes generated by the participants are made available.

#### 3.1.1 The Open4Citizens platform: Functions and the users

Here, we provide a short description of the platform including the user types, data utility and datatypes. Opendatalab.eu is a platform for facilitating hackathons where it is possible to create events, sign up for these events, upload/download datasets, manipulate data and upload projects.

**User Types**

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There are two types of users in the platform:

- **Users**: One is the regular user who can sign up as a user to the platform, upload datasets, sign on for events and upload projects. The user is also able to delete their own projects and datasets.

- **Facilitators**: The other user is the facilitator who can create events and create project teams for each event. The facilitator can see which users participate in his/her specific events, including but not limited to the O4C style hackathons. The facilitator cannot see the information regarding participants in other facilitators’ events and is not able to remove users’ uploaded projects. A facilitator is able to delete all datasets.

### 3.1.2 Data utility in the O4C Platform

**To whom might it be useful (‘data utility’)**

The O4C platform is focused around helping its users gain an understanding of open data, as well as aiding the development of new services/improve existing services during the hackathon cycle. The data in the platform is intended to be used as:

- **Components in digital mobile or web applications** – a dynamic product to access personally meaningful or context-aware data, such as a weather or route planner app.

- **Elements in concepts** - i.e. mock-ups of mobile or web applications.

- **Data examples** for the participants to gain a greater understanding of open data.

- **Visualisation** – a statistical representation of data, such as an infographic or a narrative told as a news article (data journalism). The main objective is to communicate about what is otherwise “raw numbers in a table”.

- **Digital service** – a product-service system with various touch points ingrained with open data. For example, a service where citizens can report faulty street objects (broken lamppost, etc.) using a smartphone application, and the government is notified about these problems and can fix them.

Projects and concrete solutions developed in the O4C hackathons include concepts, mock-ups and prototypes (e.g. for apps). A number of the most promising solutions have been further developed after the hackathon event in order to create working solutions to challenges worked on during the hackathons. These solutions, as well as the data they use, and generate are the property of the teams who develop them, with the explicit expectation from the O4C project that they will be made openly available under a creative commons license.

### 3.1.3 What types and formats of data will the project generate/collect?

There are three main types of data in the platform:

- the datasets uploaded for use in hackathons
- hackathons outcomes created by participants
- the user-generated data stored in the platform

These datatypes will be explained in the sections below.

**Datasets and their formats:**

Datasets consisted of open data that was uploaded to the platform, that was used in the hackathons by the participants. The datasets that have been chosen for the hackathon cycles and uploaded to the O4C Platform mostly consist of files in .CSV and .xlsx format, which has allowed them to be used with the visualization tools in the platform such as different kinds of graphs. The geocoded .CSV files can further be used with mapping tools that allow the user to see where objects are located on a map.

To ensure that the credit is given to the owner of the dataset, wherever possible, the name and link to the original dataset have been added to each dataset in the repository located on the platform.
Hackathon outcomes:
The hackathon outcomes uploaded to the platform are the ideas participants have worked on during the hackathon. As mentioned, there is opportunity to upload these projects to the platform at [https://opendatalab.eu/#market-place](https://opendatalab.eu/#market-place). The data that is stored in the platform in relation to uploading projects is:
- Project name
- Project description
- Thumbnail picture
- Attached CSV or Excel files with name of each file
- Link to external datasets used in the project

User-generated data:
This consists first and foremost of the information that users provide when they create a user in the platform as well as data brought to the hackathon event by participants and upload to the platform in cases where there is insufficient relevant open data available:
- First and last name
- Profession
- Date of birth
- E-mail
- Password
- Country (if they want facilitator rights)

The user-generated data also consists of the data that is generated when a user signs up for an event, such as the date of attendance, which event they participated in and so on. The data is only visible to Dataproces or the facilitator of the specific event. This means that facilitators cannot see each other’s events and there by gaining information on the users attending. Dataproces does not use this data for analysis of user behaviour, nor is it possible for outside companies to access user data for analysis. See appendix for disclaimer in the platform. See figure below or visit [https://opendatalab.eu/#register-section](https://opendatalab.eu/#register-section).
General Data Protection Regulation
To be compliant with the new European Union General Data Protection Regulation (GDPR), there is a disclaimer on opendatalab.eu, the O4C platform, that explains users’ rights regarding their personal data (See Appendix).
This includes the following points:

- Information you provide us
- Information collected by cookies and other tracking technologies
- Use of information – purpose and legal basis
- Storage of information
- Sharing of information
- Transfer to third countries
- Security
- Your rights
- Right to request access
- The right to object
- Right to rectification and erasure
- The right to restriction
- The right to withdraw consent
- The right to data portability
- Contact and complaints

Gaining consent from users to keep their data
Many of the users have signed up to the platform on physical paper forms during the hackathons and have not digitally authorized Dataproces to add their personal data to the platform. As a result,
Dataproces has anonymized the hackathon participants’ projects before these have been showcased in the O4C platform marketplace.

**Erasing user-generated data**
If the users did not explicitly agree to let us keep their personal user data, we cannot showcase this in the platform.

Another point regarding deletion of user data is that according to the GDPR companies must delete user data as soon as they do not have a specific purpose for keeping it. Therefore, Dataproces has set up a praxis where user-generated data will be evaluated once a year and deleted if it is not found necessary for the user and still covered by the disclaimer’s commitment to the user. Dataproces will maintain this praxis for 5 years where after either an agreement must be made for Dataproces to continue or for a third party to take over the task. Should none of the two scenarios be realised, Dataproces is committed to erase all user data.

3.1.4  **What is the expected size of the data?**
The database consists of two parts, user generated/uploaded data and facilitator generated/uploaded data. The size of the database is at the present moment (June 2018) about 500 Mb in total. The database size is directly proportional to the platform usage and traffic.

3.2  **Data Security**
What provisions are in place for data security (including data recovery as well as secure storage and transfer of sensitive data)?

**Server at Dataproces**
This paragraph contains a technical description of the server structure located at Dataproces, Skalhuse 5, 9240 Nibe, Denmark.

The Open4Citizens Platform is deployed internally on a server and the figure shows where each application is deployed. We have used Angular 2 framework to build the Front End part of the platform. It is deployed on an IIS server. We have used the Django platform to build our web service and it is deployed on an Apache server in another Alice virtual server instance. We use Mysql for our database and it is also running in a separate virtual server.

**Figure 6: Dataproces server structure**

It was concluded in the latest audit performed by authorized firm Attiri (http://attiri.dk/) that the Dataproces server environment hosting the platform fulfils all data security standards. The following measures have been put in place to prevent any outside or unauthorised access to data.

**Is the data safely stored in certified repositories for long-term preservation and curation?**

**Database at Dataproces**
The database server for storing the platform data is located at Dataproces Skalhuse 5, 9240 Nibe, Denmark.
- **Firewall:** The database is secured by a firewall, which only provides access to authorized users through a secure protocol. Inside the server there is another firewall that only provide a user access to the specific O4C database.
- **Backup:** There are daily backups of the data.
- **Recovery:** It is possible to retrieve files from any day.

The picture below is a simple visualization of a user logging on to the OpenDataLab and getting access to the database located at Dataproces through the internet. Only authenticated users will gain access through the firewall shown to the right. When inside the Dataproces server, there is another firewall that directs the user to the specific database which the user is permitted to access.

![Diagram of database access](image)

**Figure 7:** Access to Dataproc's database from the O4C platform

### 3.3 FAIR Data Handling in the O4C Platform

The approach to data storage in the platform is inspired by the FAIR principles to make it easier for the participants and other interested stakeholders to find, access and re-use the datasets and to make them interoperable with other datasets.

- **Making data findable, including provisions for metadata:** To locate metadata in the platform it is possible to search by tags or name in the data repository or by browsing the marketplace.
- **Making data openly accessible:** You can download datasets, which are available through the frontpage of the platform. This requires no user profile or login. It is also possible to upload new datasets, or download existing datasets, edit them and re-upload them to the platform.
- **Making data interoperable:** The file formats is Excel and CSV which are common formats.
- **Increase data re-use:** The data is reusable by third parties. Any data uploaded or generated in the platform will be available for later users to exploit and explore. The data will only be shared through www.opendatalab.eu where anyone will have access to them.

#### 3.3.1 Are data quality assurance processes described?

**Datasets:**

- The user who uploads the dataset agrees to take full responsibility for the quality, which is not Dataproc’s responsibility. To upload data to the platform the user is required to register in the platform and it is tracked which user uploaded the specific datasets. Furthermore, users are required to agree to the terms and conditions on the platform before they can use it.

**Terms and conditions for uploading data**

For securing the quality of the uploaded datasets, Dataproc requires users who upload data to agree to the terms and conditions of the platform. See the appendix for the full disclaimer.
In accordance with the terms, the user who uploads the dataset is considered responsible if the datasets are infected with viruses, are illegal or else and thereby preventing upload of potentially harmful files.

### 3.4 Ethical Aspects re: Platform Data

**Are there any ethical or legal issues that can have an impact on data sharing?**

When organising O4C hackathon events, the O4C pilots have collected information from public repositories, which contain open data. Since open data consist of information databases that are public domain, the data can be freely used and redistributed by anyone. In regards to the open data from various data sources that are made available on the O4C Platform, Dataproces does not guarantee that this data has been published with the prior, necessary and informed approval that it requires.

### 4 Allocation of Resources

**Are the resources for long-term preservation discussed (costs and potential value, who decides and how what data will be kept and for how long)?**

At the end of the O4C project, the value of the O4C project outputs, including research data and data in and related to the O4C platform, is being determined by the five project pilots as they consolidate activities in their emerging, local OpenDataLabs.

#### 4.1 Resources for O4C platform data

As mentioned under the section Data security, all datasets that are uploaded to the O4C Platform will be stored on a server at Dataproces who has ensured preservation and backup throughout the project. The aim is that the Platform will continue to be available after the O4C project has been fulfilled (beyond June 2018). This means that the open data that has been collected, generated and uploaded to the Platform during the project lifetime will be accessible after the end of the funding period of the O4C project. The data in the O4C platform will be available for as long as the internal server at Dataproces is up and running and costs covered by the business case by Dataproces. In that regard, Dataproces has continuously worked on developing the business plan for the platform. This also means that the software is not open source but the property of Dataproces. The path Dataproces has set for the sustainable business model of the platform is to create a platform that handles both an open data environment and a closed data environment. The platform simultaneously collects the process information and gathers the ideas and thoughts throughout the O4C hackathon event. This has given a powerful tool, a powerful platform that can handle both the idea generation period, and the idea development period afterwards, and help the user/host to keep track of the idea owner. Dataproces will continue to evolve and use the platform after the project funding stops, and when value is created internal at Dataproces, the plan is to push the same process to our customers. Dataproces has no intention to take down the platform, and will for at least a period of 5 years keep the platform online.

#### 4.2 Resources for research data

Resources for data management during the project have been allocated under tasks T3.2 Data mapping, integration and technical support, as well as T4.4 Data management plan. At the end of the Open4Citizens project (M30, June 2018), no additional funds are available for data management. Long-term curation of the research materials will therefore be funded through generic funding for the Information Technology Services at Aalborg University. Research data will be maintained in line with the general guidelines for the Aalborg University Research Portal. The Open4Citizens (O4C) project aims to consolidate and scale up the Network of OpenDataLabs (NOODL.eu) as a legacy of the project (See Deliverable D4.10 Sustainability and Business Plans).
5 Conclusions and Outlook

The Open4Citizens (O4C) project has used and generated relatively small amounts of data related to the O4C Platform and in the form of research data (primarily qualitative research materials), that can be made available for re-use. This deliverable has described how the data has been managed by the project’s consortium partners and how we intend it to be FAIR (findable, accessible, interoperable, re-usable) beyond the project, i.e. after June 2018.

At the time of writing this deliverable, at the end of the project, the five O4C project pilots in Aalborg/Copenhagen (Denmark), Barcelona (Spain), and Karlstad (Sweden), Milan (Italy) and Rotterdam (the Netherlands) form the basis of the emerging Network of OpenDataLabs (NOODL.eu).

This network is a legacy of the O4C project that currently looks likely to be sustainable in some shape or form. This current data management plan is expected to be a starting point for data management in NOODL.eu. This allows the project partners who will remain involved in the network as OpenDataLab owners or key stakeholders to improve future data management related to relevant data and materials from the project, as well as related to new data used and generated in the network.

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12 See details at https://noodl.eu/
Bibliography


Open Aire 2017a, Open Aire FAQ. Retrieved April 27, 2017, from https://www.openaire.eu/support/faq#article-id-234


6 Annex

The annexes below provide supporting documentation for points raised in the main body of the document.

6.1 Privacy Policy of the O4C platform

Last updated 23 May 2018

This Privacy Policy explains how information about you is collected, used and disclosed by Dataproces ApS (“Dataproces”) when you use the platform at www.opendatalab.eu.

We collect information you provide directly to us, such as when you register on the platform, request customer support, and/or send us an e-mail or otherwise interact with us. At www.opendatalab.eu we log information about your use of the platform, including the type of browser you use, access times, pages viewed at our platform, your IP address, and the page you visited before navigating to www.opendatalab.eu.

We update this Privacy Policy from time to time. If we make changes, we will notify you by revising the date at the top of the policy or by sending you a notification at the e-mail you provided us, depending on the specific changes. We might ask you for a renewed consent, if it is needed for the continued use of the information.

Collection of Information

Information you provide us:

This Privacy Policy only concerns the registered users at www.opendatalab.eu. If you submit information to Dataproces through our platform, please review this Privacy Policy thoroughly. When you access or use the platform, we automatically collect general information about you and how you use the platform. We log information about your use of the platform, including access time and your IP address.

Information Collected by Cookies and Other Tracking Technologies:

We use various technologies to collect information, and this may include sending cookies to your computer or mobile device. Cookies are small data files stored on your computer’s hard drive or in device memory that help us to improve our Services and your experience and see which areas and features of our Services are popular. We may also collect information using web beacons (also known as “tracking pixels”). Web beacons are electronic images that may be used in our Services or emails and help deliver cookies, count visits, and understand usage and campaign effectiveness.

Use of information – purpose and legal basis:

We use information about you for the following purposes in accordance with the legal basis for each type of personal data:

- Collection of your e-mail to get a login on the platform or for contact purposes.

- Collection of the data acquired to register on the platform.

Storage of information:

Dataproces will store your personal data for as long as necessary in order to provide a login and access to the platform, unless further storage is required in order to establish, exercise or defend a legal claim or to comply with applicable law, including accounting rules. Your personal data are deleted or anonymizes as soon as it no longer serves the purpose and in any event no later than three (3) years after your latest interaction with www.opendatalab.eu.
Sharing of information:
We disclose information about you to the other companies that have signed up on www.opendatalab.eu. They can only see your name and profile picture if you have provided your profile with a picture.
We will share your information if we believe your actions are inconsistent with the spirit or language of our policies of if the disclosure is necessary to protect the rights, property and safety of Dataproces or others.
The recipients’ use of the disclosed information will not be covered by this Privacy Policy, but by the companies sharing events and data with you. If you have questions concerning the processing carried out by such third partied, you can review their privacy policy or contact them directly.
In connection with out processing, we use data processors such as server hosting providers, technical service providers for supporting internal operations, user login services and analytics service providers

Transfer to third countries:
In connection with the processing we will not transfer your personal data to recipients in third countries, including U.S.

Security:
Dataproces takes reasonable measures to help protect information about you from loss, theft, misuse and unauthorized access, disclosure, alteration and destruction.

Your rights:
If you wish to use any of the rights described below, you may contact us at any time by emailing us at dp@dataproces.dk
We process and answer your requests without undue delay and in any event within one month from our receipt of the request unless a longer period is required due to the complexity of the request. In this case, our response time can be up to three months as permitted by Article 12 of the GDPR.

Right to request access:
You have the right to request access to into the data that we are processing on you, see Article 15 of the GDPR, including information about:

- The purpose of the processing
- The categories of personal data concerned
- The recipients or categories of recipient to whom the personal data have been or will be disclosed
- The period for which the personal data will be stored.

Furthermore, you have the right to obtain a copy of the personal data undergoing processing. Please note that the access may be restricted due to intellectual property or trade secrets.

The right to object
You have the right to object to our processing of your personal data on grounds relating to your particular situation when the data are processed based on the balancing-of-interest rule in Section 6(1)(f) of the GDPR, see Article 21 of the GDPR. In this case, we will cease the processing unless there are compelling legitimate grounds for the processing which override your interests, rights and freedoms or if the processing is necessary for the establishment, exercise or defence of legal claims.
Right to rectification and erasure
You have the right to have inaccurate personal data rectified, see Article 16 of the GDPR. Furthermore, you have the right to have your personal data erased where one of the following grounds applies, see Article 17 of the GDPR:

- the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed,
- if you have withdrawn your consent and there are no other legal grounds for the processing,
- if you have objected to the processing and there are no overriding legitimate grounds for the processing,
- the personal data have been unlawfully processed or
- the personal data have been collected in relation to the offer of information society services.

Please note that your right to erasure may be limited if the data are necessary for compliance with a legal obligation or for the establishment, exercise or defence of legal claims.

The right to restriction
You have the right to obtain restriction of processing in certain circumstances, see Article 18 of the GDPR. If you have the right to restriction, we will only process your data with your consent or for the establishment, exercise or defence of a legal claim or to protect a person or important grounds of public interest.

The right to withdraw consent
If we have asked for your consent to our processing of your data, you have the right to withdraw your consent at any time, see Article 7 of the GDPR. If you withdraw your consent, we will cease processing of the data for which you have withdrawn consent, unless we have a legal obligation to keep some or parts of your data. Please note that if you withdraw your consent, your user license to use the App will cease automatically.

The withdrawal of your consent does not affect the lawfulness of processing based on your consent before its withdrawal.

The right to data portability
You have the right to receive the personal data you have provided us with which we process in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller if the processing is based on consent or contract performance, see Article 20 of the GDPR.

Contact and complaints
Dataprocess has the following contact information:
Dataprocess ApS, Skalhuse 5, 9240 Nibe, Denmark
E-mail: dp@dataprocess.dk
If you wish to make a complaint over the processing of your personal data, you have the right to lodge a complaint to the relevant supervisory authority.
6.2 Consent forms for project participants

CONSENT FORM | OPENDATALAB [INSERT YOUR CITY] HACKATHON | [INSERT HACKATHON DATES]

I hereby give my consent for all videos and photos of me, direct quotes, as well as any other material that I have made available to be used by OpenDataLab [insert your city] and the Open4Citizens project, provided that it has been anonymised. If I am happy for my name to be used in relation to this material, I have indicated this at the bottom of the form.

I also give permission for the Open4Citizens project to use these materials for dissemination and communication on project websites and social media channels (e.g. Facebook, Twitter, Instagram, LinkedIn and others) as long as my name is not used. The material may also be used in other dissemination information, such as workshop material, conference posters, and in both popular and academic articles.

The Open4Citizens project partners may use this anonymised material for project dissemination, reporting and communications with project funders, primarily the European Commission, as well as advisory and other boards. In addition, it may be used in reference material as an example of work carried out by the project partners.

This material may not be used by any third party in any other context, including for commercial purposes (e.g. advertisement and marketing).

The Open4Citizens project partners may use the material described in this document indefinitely. I can revoke this consent as it applies to future use of materials at any time by contacting the Open4Citizens project or OpenDataLab [insert your city]. See www.open4citizens.eu or [Insert preferred contact information = e.g. Name of main O4C pilot partner at your location plus e-mail address, website, physical office address etc.]

Any additional comments about how the material can be used can be added here:

________________________________________

☐ I am happy for my name to be used in relation to material gathered (please tick the box)

Date: __________________________

Full name: __________________________

Signature: __________________________

*O4C project partners are: Aalborg University; Antropodigener ApS; Dataprocess ApS; Espelio Lab; Värmlands Läns landsting; Fundación Privada I2CAT; Internet i Innovacio Digital a Catalunya; Politecnico di Milano; Technische Universiteit Delft; Telecom Italia SPA.

Figure 8: O4C consent form for first hackathon cycle
Figure 9: O4C consent form for second hackathon cycle