



SUSTAINABILITY FOR FASHION INDUSTRY

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DELIVERABLE 5.1

DATA MANAGEMENT PLAN

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Abstract (for public dissemination only)	This deliverable describes the S4Fashion Data Management Plan (DMP). The DMP defines all the data that will be collected and generated during the project, how it will be created, stored and backed-up, who owns it and who is responsible for the different data and which data will be preserved and shared.

REVISION HISTORY

Version	Date	Author(s)	Organization	Description
0.1	12/03/2021	Vassilis Charalampidis Angeliki Georgokosta	ECHN	First draft
0.2	19/03/2021	Christina Skoubridou	Envolve Entrepreneurs hip Greece	Contributions by partners
0.3	19/03/2021	Ingrid Willems	WCD	Contributions by partners
1.0	08/04/2021			Final version by the consortium submitted to the EC.
1.1	02/06/2021	Angeliki Georgokosta	ECHN	Revised final version submitted to the EC after taking in consideration feedback and comments.
1.2	23/08/2021	Anastasia Varytimidou	ECHN	Revised final version submitted to the EC after taking in consideration feedback and comments.

Disclaimer

The content of this document represents the views of the author only and is his/her sole responsibility; it cannot be considered to reflect the views of the European Commission and/or the Executive Agency for Small and Medium-sized Enterprises (EASME) or any other body of the European Union. The European Commission and the Agency do not accept any responsibility for the use that may be made of the information it contains.

EXECUTIVE SUMMARY

The S4Fashion Data Management Plan describes the data that will be collected and generated throughout the project's three-year lifecycle. The way that the data will be collected and created, how they will be stored and backed up, whether they will become public or remain confidential as well as the ownership of the data will be defined within this document. Moreover, this document defines the responsibilities of the partners in regards to the data of the project.

S4Fashion DMP is following the guidelines for F.A.I.R Data Management¹, set by the European Commission Horizon 2020 and has made use of the Commission's DMP template as a guide.

The first version of the deliverable is completed by the third month of the project.

The DMP is a living document and should be updated when necessary and whenever any major changes occur in regards to the Grant Agreement. Changes include but are not limited to new data, changes in consortium policies, changes in consortium composition and external factors. Updates in the document must be completed and reviewed on time before the two Reporting Periods as set by the Grant Agreement.

¹ http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

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ACRONYMS AND ABBREVIATIONS

ACRONYM	DESCRIPTION
CA	Cooperation Agreement
S4Fashion	Sustainability for Fashion
SG	Steering Group
EC	European Commission
DT	Dissemination Team
GA	Grant Agreement
DPO	Data Protection Officer
CT	Project Coordination Team
WP	Work Package
WP-L	Work Package Leader
EASME	Executive Agency for Small and Medium-sized Enterprises

1. Introduction

S4Fashion is mainstreaming sustainability and circular economy processes in the Fashion Industry by elaborating a strategy of demonstration, dissemination, and amplification of its impact through an evidence-based approach.

The project will provide financial support to a panel of 25 paradigmatic pilots, selected from all over COSME countries and COSME associated countries and will furthermore support a much larger number of organizations, thus building a system of “transnational sustainable fashion laboratories” that will function as arenas in which to test methodologies for the introduction and/or the refinement of ideas and business models for sustainability in the Fashion Industry and to measure their impacts.

These sets of methodologies, tools and evidence will be disseminated and amplified through a strategy of continuous dialogue and engagement of different target audiences based on:

- 1) the demonstration and communication of the pilots’ results;
- 2) an open and collaborative learning process on sustainability methods and tools;
- 3) the co-production of new knowledge and guidelines drawn from empirical evidence.

The overarching aim of the S4Fashion project is thus to create and run one COSME pilot programme to select, support, connect and strengthen existing and promising regional, national and European sustainable fashion startups, to measure their impacts on business and society/environment, and build evidence-based recommendations for the mainstreaming of financial and business support to make the Fashion Industry sustainable and greener.

S4Fashion follows whenever possible an open access policy and the guidelines of the F.A.I.R Data Management, set by the European Commission Horizon 2020 with the aim to enhance access to and re-use of research data it generates. This DMP elaborates and defines which data collected or generated through the project will be made available to the public. It describes the data generated and the processes and roles that will involve all consortium partners and will ensure their commitment by including appropriate terms in the Cooperation Agreement.

S4Fashion follows an open access policy towards its data whenever possible, to ensure that stakeholders have open access to research and information through open data publishing. The reports and recommendations that will be produced by the project will be freely available to all users and the general public via the S4Fashion website and freely disseminated through the S4Fashion internal and external dissemination channels.

The S4Fashion Data Management Plan is a living document that will be updated where needed and as the project progresses.

2. Data Summary

2.1. Compliance with GDPR

Regulation (EU) 2016/679 sets out the new General Data Protection Regulation (GDPR) framework in the EU, notably concerning the processing of personal data belonging to EU citizens by individuals, companies or public sector/non-government organisations, irrespective of their localization. It is therefore a primary matter of concern for the S4Fashion consortium. All the consortium partners have already their own Data Protection Regulation that complies with the GDPR. The project S4Fashion will also comply with COSME ethical standards and guidelines and the EU Directive on data protection (Regulation 979/2016/EC on the protection of individuals with regard to the processing of personal data and on the free movement of such data) and with any updates it may receive during the life time of the project. The S4Fashion Consortium also commits to abide by the provisions of the Regulation 979/2016/EC, and its revisions, for the collection and processing of personal data in meetings, surveys, interviews, pilots and dissemination activities.

2.2. Purpose of Data Collection

S4Fashion will provide open access to the knowledge and data collected and generated as part of its three years activities in order to enable its targets groups, such as third sector organisations, policymakers, public authorities, funding institutions, innovation intermediaries as well as the scientific community and the general public to find and re-use its data and to identify the project's research results.

S4Fashion aims to generate new evidence-based knowledge on introducing sustainability and circular economy processes in the fashion industry by building upon previous research results and testing and measuring the effectiveness of new tools, methodologies and business models. Data deriving from these activities will be collected through research and a comparative review on previous projects and initiatives, interviews, the collection of case studies, the Pilot's support programme and their measurement and assessment, the Pilot's case studies, the S4Fashion crash programme, the train the trainer module for hubs, the dialogue workshops with policy makers and online through the S4Fashion digital platform. The purpose of the collection of the data is to evaluate how SMEs, startups and designers can make use of the sustainability and circular economy practices generated from S4Fashion as well as how this new knowledge can influence policy making, public and private funding institutions.

S4Fashion will encourage all partners, pilots as well as individuals and organisations participating within its activities to contribute their knowledge openly whenever possible, to use and to share the project's results with the ultimate goal to introduce sustainability and circular economy processes in the fashion industry.

The Pilot's partnerships maintain the right to opt-out of sharing their data but will need to justify the reasons for doing so. Reasons for opting out may include privacy, intellectual property rights or if sharing might jeopardise their project's main objective.

The pilot's results, the set of tools, methodologies, business models and evidence generated from S4Fashion's processes as well as the measurement of its impact will be used to create the S4Fashion's methodological framework developed as a toolbox with evidence-based guidelines on how to use and apply it. Furthermore, the Pilot's results combined with the mapping and comparative review of WP1 will be connected to the Guidance and recommendations report on integrating sustainable fashion aimed at policymakers, founding organisations, senior practitioners and decision makers.

S4Fashion will report on the selection process of the pilots transnational teams that will be granted and will join the support scheme of S4Fashion. Part of the data regarding information about the progress of the pilots as well as their results will be open and accessible.

2.3. Data Collection and Creation

S4Fashion will collect and create data from its project activities across four broad categories:

1. **Data for evaluation**
2. **Research Data and metadata**
3. **Manuscripts**
4. **Dissemination material**

The following interactions with project stakeholders will be used to collect the data information the project needs:

- WP1 - Mapping and interviews to identify the needs, opportunities and challenges
- WP1 - Comparative review of methodologies for the introduction of design and the assessment of its impact
- WP1- Comparative review of methodologies, programmes and initiatives to measure impact of sustainable fashion
- WP1 - S4Fashion case studies collection
- WP2 - The application process of the Call for Pilots
- WP2 - Panel of experts for the pilot's selection
- WP2 - Pilot's support programme
- WP2 - S4Fashion biographies
- WP2 - S4Fashion crash programme
- WP2 - Training module for creative hubs
- WP2 - Measurement and assessment of pilot projects on the basis of the Integrated Methodological Framework of WP1
- WP3 - External Communication Activities incl. S4 Fashion digital environment
- WP3 - Dissemination activities including the demonstrations and presentations on S4Fashion days and S4Fashion Conference & Showcase
- WP4 - Dialogue workshop with policy makers and intermediaries
- WP1 - S4Fashion Integrated Methodological Framework
- WP4 - Guidance and recommendations on integrating sustainable fashion

Data types may take the form of lists (of organisations, events, activities, etc.), documents such as reports, papers, transcripts of interviews, expert and organisational contact details, company profiles, field notes, blog posts and articles, videos, audio and presentations.

Video and Presentations dissemination material will be made accessible online via the

S4Fashion website and disseminated through the project's media channels, European

Commission associated activities, press, conference presentations, demonstrations and other means, using open publishing means and standards.

The types of data and formats are described in the following section. A list of all the data that will be collected and created is shown on Table 1 and will be updated regularly.

The following table summarizes the typologies and contents of data collected and produced during the project timeline.

Table 1- Typologies and contents of data collected

Nature of datasets	Confidential	Anonymized and Public	Not anonymized
Original data produced by the consortium	Survey/interview/sensitive data from case studies development and pilots Evidence from project pilots Personal data of end users, stakeholders and policy makers New contacts established	Summaries of surveys/interviews Data in reports of pilot activities End user data, stakeholders and policy makers data on public display Contact data within deliverables	Photos/videos short during public events and project's workshops Audio recordings (e.g. Zoom) Data in the project internal repositories
Existing data already in possession of the consortium and/or partner	Contact databases	Data embedded in case studies materials and in the mapping	N/A
Existing data sourced/procured by the consortium	Raw data in possession of the pilots or of any third party involved in the pilots	Free and open data (including from scientific and statistical publications)	N/A

The main implications of the above table for the three usage scenarios are the following, in decreasing order of urgency for the related action lines as well as increasing order of gravity for the consequences of any inadvertent behaviour by the members of the consortium:

- The organisation of the pilot and the interviews (as foreseen by the project's work plan) implies that personal data handling of the end users and stakeholders acting as volunteers must be carefully considered, also for their ethical implications.

- For any photos/videos shot during the project internal event and meeting as well as public events related to the project, it is crucial to collect an informed consent note from all the participants, with an explicit disclaimer in case of intended publication of those personal images on e.g. newspapers, internet sites, or social media groups. This will bring the data back into the Confidential category, where it is legitimate to store and/or process it for legitimate reasons.
- For any audio recordings stored, e.g. in the project's official repository (currently Google Drive) or in individual partners' repositories, care must be taken of the risk of involuntary disclosure and/or the consequences of misuse for any unauthorized purpose. Same goes for the personal data of each partner in the consortium.
- Informed consent forms must be signed (also electronically) by all participants in surveys, interviews and/or pilot activities.
- Informed consent forms are also required when using available contacts (being they pre-existing to the project or created through it) to disseminate information via e.g. newsletters or dedicated emails. In this respect, the GDPR provisions are particularly binding and must be carefully considered, at least in any doubtful case.
- As a general rule, access conferred to Background knowledge on a royalty free basis during a project execution does not involve the right to sublicense. Therefore, attention must be paid by each partner of S4Fashion to ensure the respect of licensing conditions at any time and by any member of the team.
- This also applies to any dataset sourced or procured from third parties during the project's lifetime.

Data for evaluation

Data for evaluation will be generated through interaction with the applicants to the open call, the matchmaking process and supporting and monitoring the winning teams.

Data for evaluation will consist of audio, visual, video and manuscript datasets. The collected data will as well be used for the development of the S4Fashion Integrated Methodological Framework and the report on Guidance and recommendations on integrating sustainable fashion. This data will be used by the consortium throughout the project.

S4Fashion will take advantage of any pre-existing data that can be used in the project. Datasets will include any material collected by consortium partners, during WP1 state of the art research as well as any public images owned by the consortium partners.

During the project, consortium partners will generate new images, video, audio and documents. Data from events, with permission from any participants and owners, will be evaluated, processed and shared with all stakeholders and the general public online.

The project will also evaluate and share data collected through the S4Fashion digital platform as part of the Open Call application process and the (digital) matchmaking process.

Data supplied by the winning pilots may be used and processed for promotional purposes. Data for evaluation will also cover the sustainability and circular economy themes of the project.

As part of the S4Fashion events and workshops, audio files may be recorded through mobile phones and digital recorders. The common file format for this is WAV or AIFF (which are the highest quality), but might be published as MP3.

Images and video datasets will use common file formats. Images will be JPEG and PNG files. Video will be MP4 for best quality, however videos may also be in file type MOV, MPEG, AVI, 3GP, WMV or FLV.

Research Data and metadata

Research Data and metadata will be generated by user interactions throughout the following activities:

- WP1 - Mapping and interviews to identify the needs, opportunities and challenges
- WP1 - Comparative review of methodologies for the introduction of design and the assessment of its impact
- WP1 - Comparative review of methodologies, programmes and initiatives to measure impact of sustainable fashion
- WP1 - S4Fashion case studies collection
- WP1 - S4Fashion Integrated Methodological Framework
- WP4 - Guidance and recommendations on integrating sustainable fashion

S4Fashion will use the DataScouts platform for mapping the ecosystem and building a central knowledge base, combining company profiles and publicly available contact details of all relevant stakeholders as well as publicly available information about partnerships and relationships between stakeholders in relevant projects and ventures.

Manuscripts

Manuscripts will consist of all the reports generated during the project, including all deliverables, publications and internal documents. Microsoft Word (DOCX) and PDF will be used for final document versions.

Dissemination Material

S4Fashion will produce dissemination material in the forms of: printed and digital brochures and posters, presentations, videos and the website. All dissemination material will be shared in the format of PDF, JPEG or PNG files unless otherwise stated.

The expected size of all data will be outlined in Table 2 and will be updated regularly as the project progresses.

2.4. Data Collection and Creation Methodologies

Collection and creation of data

The following section provides details regarding the collection and creation of data of the different categories:

Data for evaluation

Data about the applicants and their project idea will be collected via the S4Fashion digital platform and processed by the team of WP3 to facilitate the matchmaking and application process for the selection of the 25 pilots.

During the open call period, the applicant transnational teams will submit their project concept and idea digitally in the format of text, images, video, official documents to prove the eligibility, etc. The consortium has decided that the application will happen through an online application form through S4Fashion digital platform.

For dissemination S4Fashion will use images, videos, audio and transcripts from events and workshops. There will be 5 S4Fashion Days and a final conference and showcase towards the end of the project. Additional details regarding the number and format of recordings collected as part of this activity will be added as the project progresses.

During the Pilot's support programme, S4Fashion will monitor the progress and the development of the 25 teams. The consortium will identify and define in detail the methods and monitoring tools that will be used for this purpose.

Research Data and metadata

S4Fashion will use quantitative and qualitative research methods for data collection throughout the project. The former will rely on sampling and structured data collection to produce results that are easy to summarise, compare and generalise. Qualitative data collection will be used to clarify quantitative evaluation findings. The project will gather valuable Knowledge and insights originating from the following project activities:

The DataScouts S4Fashion mapping platform: information about projects, initiatives, SMEs, startups, designers and other actors working on sustainability and circular economy processes in the fashion industry will be collected on this platform. The platform will remain private within the consortium.

Interviews to identify the needs, challenges and opportunities on introducing sustainability and circular economy processes in the fashion industry: The interviews will be conducted anonymously and the findings will be published on a written report.
Comparative review of business models, methods and tools for sustainable fashion
Comparative review of methodologies, programmes and initiatives to measure impact of sustainable fashion

S4Fashion case studies: A collection of best practices, successful and unsuccessful cases of the introduction of sustainable fashion.

Dialogue Workshops with policymakers to inform and enrich project's results.

S4Fashion Website & Platform with the use of cookies.

S4Fashion mailing list managed through Mailchimp.

Public events: registration managed via LinkedIn Events or Eventbrite. Match Making facilitated via digital tools such as Conversation Starter, collection of demographic information via digital or printed registration forms.

Surveys - online and paper based surveys may be provided after each S4Fashion activity to receive feedback from participants.

Dissemination material and communication tool: media kit, press releases, templates, presentations, publication will be available to the public through the project's website.

Following data collection, as part of the mandate for the project's WP1, to build an S4Fashion Integrated Methodological Framework and WP4 to create Guidance and

recommendations on integrating sustainable fashion, the project will organise the collected data into a suitable format for analysis. During the analysis stage, the S4Fashion consortium

will examine the relationships, patterns and trends in the above data collected, to develop conclusions for open access documents, which will be published online and made freely available.

Manuscripts and Dissemination material

A total of 15 public deliverable reports will be created by the consortium, stored on the S4Fashion website. In addition dissemination material including a media kit, press releases, presentations, publications, images and videos, as well as other resources to aid the project will be created by the consortium over the duration of the project and made freely available for dissemination on the project's website. Microsoft Office and Google tools will be used wherever possible as well as PDF and JPEG.

Structure, name and versioning of files

The shared Google drive of the consortium is private and currently there is no metadata provision. However, each document produced is stored in the specific work package folder (eg. WP1, WP2, WP3 et al) and within the work package dedicated subfolders with the name of the deliverables of that work package (D1.1, D2.1, D3.1 et al).

In the case of video and image files, the project will keep the raw data separate from the processed data. The consortium is going to select a suitable cloud space for storage of files of this nature. The consortium will store all unprocessed video and image files to be marked as private. Raw audio and transcript files will be stored privately on the shared drive.

Processed and edited videos will be uploaded to YouTube with a Standard YouTube Licence and will be made visible and accessible through the project's website. Selected images of the best quality will also be made public through the project's website All Rights Reserved. The public dissemination material and the manuscripts of 15 public reports will be stored on the project website. The consortium will enable the sharing of publicly available resources across its social media channels.

Documentation of public material will include, wherever possible, the publication date, the event/methodology used, the aim, followed by our general funding statement and the project's website address. A feedback link to a survey form may be provided where appropriate. In the case of manuscripts, the same information will apply unless the structure of the documentation inhibits it (e.g. a journal/conference paper).

All S4Fashion public platforms and published material should state the purpose of S4Fashion as a project of the European Union for the Acceleration and scale up innovation applications for a sustainable and circular fashion industry. It must state that the project is co-funded by the COSME programme of the European Union and the Grant Agreement number 958038. Moreover, a disclaimer should be included stating that the sole responsibility of the publication lies with the S4Fashion consortium and that the European Commission and/or the European Innovation Council and Small and Medium-sized Enterprises Agency (EISMEA) or any other body of the European Union is not responsible for any use that may be made of the information contained therein.

As to the naming of files, in all cases, files will be named according to their event or content and date. Versioning is not appropriate for much of the data produced as part of S4Fashion.

The consortium enables version control on reports and deliverables, and this will be managed on a case by case basis appropriate to the task.

Metadata information usually includes such basic elements as: title, who published the dataset, when it was published, how often it is updated and what license is associated with the dataset.

3. F.A.I.R Data

S4Fashion will endeavour to make its research data 'Findable, Accessible, Interoperable and Reusable (F.A.I.R)', leading to knowledge discovery and innovation, and to subsequent data and knowledge integration and reuse.

The S4Fashion consortium is adopting, whenever possible, an open access policy regarding its data.

The consortium is yet to decide on a data repository for the project and is in discussion on the best repository for the project outcomes. The consortium, through WP1 and WP2, will ensure that results produced by funded pilot teams do not need to be protected and can be useful for the fashion community, third sector organisations, the scientific community as well as policy makers. Data will be duly and timely deposited, for access by any user. As mentioned above these will be:

- Electronic copies of any final versions or final peer-reviewed manuscripts accepted for publication, made available with open access publishing.
- Public project deliverables and any necessary summaries of confidential project deliverables.
- Public presentations, and any other kind of dissemination material.
- Research data needed to validate the results presented in any deposited publications.

The standard file format for information will be in PDF. Unless documentation is protected under copyright, all publications will be made freely available under the Creative Commons Licence.

Data within the S4Fashion DataScouts online platform is searchable through a variety of search properties and filters including search on name, free text and keywords. The ecosystem specific taxonomy and the permissions per user role will define the available search filters for visitors, ecosystem members and team members of the selected pilots. The taxonomy and the permissions are yet to be decided and will be updated on this document.

For event data, sharing of registration and attendance details will be limited to numbers, and broad demographic details. The remaining personal data will be restricted as a way of protecting personal information. Speaker presentations may be made available on online tools, such as Slideshare and google slides, if the speaker approves this. Online events will be conducted and recorded via Zoom. Physical events will be filmed, edited and resulting videos of digital and physical events may be uploaded to YouTube for public consumption. Information generated through discussions at events will not be published in its raw data form but audio transcriptions will be collected and used for analysis, anonymised and published in the S4Fashion Integrated Methodological Framework and the report on Guidance and recommendations on integrating sustainable fashion.

The S4Fashion Website, hosted by We Connect Data and ECHN, will be used for the dissemination of reports and for the announcement of S4Fashion activities. The consortium ensures that the website www.s4fashion.eu will remain available online for 5 years after the project's completion.

S4Fashion will share published material on external online platforms that hold a captive

potential for S4Fashion audiences, such as related communities incl. the European Creative Hubs Network, WEAR Sustain, e.a. as well as common social media incl. Youtube, LinkedIn,

Facebook, Instagram, and Twitter and more if applicable. The consortium will be adding metadata in line with the platforms' most commonly searched for keywords.

All other research data to be collected throughout the project lifecycle will be shared in the S4Fashion Integrated Methodological Framework and the report on Guidance and recommendations on integrating sustainable fashion.

Personal data from interviews and other interactions as part of the research data will be kept private to protect personal information and only the edited version of conversations will be made available to the public.

Pilot projects granted by S4Fashion will be required to maintain records relating to their funding for a minimum of five years to comply with audits conducted either by or on behalf of the European Commission. Partner organisations will adhere to their own internal regulations for keeping records according to GDPR regulation.

4. Data Security

Data storage, Access and Backup

Storage and maintenance of S4Fashion data will be handled according to the data category, privacy level, need to be shared among the consortium and its size. The S4Fashion project utilises a number of online platforms to collect and store data. Although we are beginning with the use of these tools the consortium is researching migrating to platforms that have a strong ethical standpoint, in line with our challenge to address data ethics into our project.

Data collected during the application process for the 25 S4Fashion Pilots will be stored privately and only the consortium members and selection committee will have access to these data over the course of the project. S4Fashion will store the data on the private shared drive of the consortium. Details regarding the data that the pilots will need to provide and to be collected by the consortium will be finalised by Month 4.

The repository is provided by ECHN as project coordinator. It is meant to support internal communication flows among partners and to exchange anonymized data.

Uncurated and unanalysed material created during the project is stored locally by the S4Fashion partners according to their institutional data management and storage guidelines. In case of sharing of unanalysed data among S4Fashion partners Google drive will be used.

All final versions of evaluation data collected in the project and analysis outputs of this material are saved in a standardised filing system with dedicated naming conventions in the cloud repository (Google Drive).

Consent forms will be kept beyond the end of the S4Fashion project. Additional research data, such as personal notes, unused photos and video clips etc. will be safely deleted and discarded after the end of the project. This research includes all data not made publicly available for the long term.

S4Fashion digital platform - data collected and processed via the S4Fashion platform will be stored on physical servers located in Diegem (Belgium) with a shared IT infrastructure owned and hosted by Combell. All data is accessible via the DataScouts application for consortium partners with an owner account. The collected and processed data will be kept on these servers for the duration of the project and up to 5 years after the end of the project. The data is both stored in a MySQL compatible format, in MariaDB and is indexed in ElasticSearch. At the end of the project, the collected and processed data will be exported into a CSV-format and stored on the shared drive of the project.

External dissemination tools and applications - For dissemination activities S4Fashion may make use of a number of readily available tools to support our activities. These include the EventBrite event management software, for registration and attendance details, and Mailchimp email software for communications. These will be used by the consortium for community engagement and dissemination. These online platforms store the collected data for an indefinite period and their privacy policies comply with the EU-U.S. Privacy Shield Framework. Eventbrite's partnership with MailChimp allows seamless integration. Databases may be downloaded and stored on the S4Fashion consortium's shared drive. Any data shared with the general public will be limited to numbers, and broad demographic details via reports. The remainder of data will be restricted as a way of protecting personal information. All software is password protected, accessible only by the S4Fashion consortium and its

project team.

All other electronic data generated during research activities, such as mailing lists and surveys, will be stored on the consortium's shared Google Drive, backed up by google servers, or locally at partner's workstations and servers. Locally, consortium partners must have secure servers for any information to be stored and server drives must be backed-up periodically. A backed-up copy is considered sufficient for these types of data.

5. Responsibilities and Resources

Responsibilities

ECHN, as the project coordinator, is responsible for implementing the Data Management Plan (DMP). In principle, all partners are responsible for data generation, metadata production and data quality. Specific responsibilities are to be assigned depending on the data and the internal organisation in the WPs and tasks where data is created. For example, WP3 is responsible for coordinating dissemination data, such as video material from events.

ECHN's appointed Data Protection Officer is Angeliki Georgokosta.

Resources

The cost for data management for the data processed within DataScouts, 3rd party data which is used for enriching stakeholder profiles and developing a continuous news stream and the website for dissemination is already covered within the allocated person months cost of We Connect Data and the budget for WP3 of ECHN.

Data collection, storage, backup, archiving and sharing will be, in the majority of cases, the responsibility of the partners who create the data and/or the servers in which they will be stored.

ECHN, as the coordinator will be responsible for ensuring the backup of any shared drives and servers. It is not yet known if any extra resources, such as physical storage and media is needed.

Completion of research

ECHN as the coordinator will choose the most suitable repository to deposit data and publish results.

Data Security

S4Fashion intends to make its data public at the point of use. To ensure any individual's' personal privacy is protected during the sharing of data, the consortium is reviewing a number of platforms for sharing of data. The project currently uses a shared Google Drive for the transfer of files.

The data processed within DataScouts is backed-up on dedicated servers on a daily basis, over a secure SSL connection. When data recovery is needed, the back-ups will be transferred over the same connection. Every server where data is being kept is only accessible through an SSL connection with public key authentication.

On Google Drive the information stored is not personal information. Any information related to individuals stored within the google drive, is information that already exists in the public domain from the owner of the data.

This data is recoverable through back-ups managed by Google.

Data Sharing

The consortium of S4Fashion may share data with the 4 “sister” projects of the call for proposals Accelerate and scale up innovation applications for a sustainable and circular fashion industry: Circular Inno Booster, Fashion for Change, Small But Perfect. Close interaction within the projects may enhance their results as well their exploitation and dissemination into interested stakeholders.

Copyright and Intellectual Property Rights (IPR)

Pilot teams funded by S4Fashion will own their own IPR for their project’s developments. They do agree to share their methodologies and processes for the duration of the S4Fashion project so that the consortium may obtain the research needed for the S4Fashion Integrated Methodology Framework.

Table 2 provides the details of the owners of each of the data to be collected and produced by the S4Fashion project.

As a general principle, for collected data the owner will remain the same. For produced data the producer of the data will own the data unless they have agreed to produce the data on S4Fashion’s behalf.

The S4Fashion consortium has a separate cooperation agreement in place to address any copyright issues within the consortium.

General Ethical Principles for Protection of Personal Data

For protection of personal data collected during the S4Fashion project the following general ethical guidelines are considered:

- No vulnerable or high-risk groups (e.g. children, adults unable to consent, people in dependency relationship, vulnerable persons) will be addressed during the development and progress of the S4Fashion project;
- No human research subjects will be used and studied during the S4Fashion project;
- Persons are approached in their professional capacity;
- During the implementation of the S4Fashion pilot, external stakeholders reserve the right to terminate their communication with the S4FashionConsortium upon request;
- The purpose of collecting contact data of potential stakeholders is to ask them about their willingness to be involved in S4Fashion pilot and for obtaining professional data, opinions and consultation only;
- Information about the objectives of the project, structuring of the Pilot and details about data processing will be provided in advance (as a typical document) to all external stakeholders;
- Minimum and limited amount of personal data will be collected;
- Personal contact data will be kept internally within the S4Fashion partners and will not be accessible to external organizations or individuals.

Table 2- D5.2 Data Management Plan

WP	Collected/ Created	Title	Description of Data	Category	Type	Form
WP3	Created	Engaging & Disseminating	D 3.1 Dissemination plan, visual identity and communication tools	Dissemination material	Documents	PDF, JPEG, PNG
WP3	Collected	Engaging & Disseminating	Event Registrations	Data for evaluation	List	
WP3	Collected	Engaging & Disseminating	Newsletter database	Dissemination material	List	
WP3	Collected	Engaging & Disseminating	Social Media Analytics	Data for evaluation		
WP3	Collected	Engaging & Disseminating	Website Analytics	Data for evaluation		
WP5	Created	Project management & coordination	15 Public deliverable reports	Dissemination material	Documents	PDF

This document lists the data that S4Fashion will be collecting or generating throughout the lifetime of the project, how it will be exploited and of it will be shared for verification or reuse. It also identifies which data will be kept confidential, which will be made openly available and where it will be stored. The spreadsheet is going to be filled and regularly updated as new data are being collected or generated and it can be viewed at:

<https://docs.google.com/spreadsheets/d/15ZN0atH-SBJPFbnuCGoCm7tuwWtRdwfnyjysQfX3Gp0/edit?usp=sharing>