

## CONSENT FORM

### Confidentiality, Data Protection, and Data Usage

We collect three types of data as part of this co-creation session:

#### **1) Personal data (used only for administrative purposes)**

- We collect your name, organisation, and email address to keep a record of who participated and to communicate with you about the co-creation activities.
- Personal data may be shared only with the PRECIOUS project partners, who require this information for administrative and reporting purposes (e.g., for compliance with EU funder requirements).
- Personal data is stored securely and separately from the session results. It will not be linked to the anonymised data used for our research and innovation activities.
- Your personal data will be kept confidential and will be deleted no later than 31 January 2034 after the project has been completed and evaluated by the EU. This ensures we comply with the project's reporting requirements and the GDPR.

#### **2) Demographic data (anonymised, used only for statistical purposes)**

- We collect demographic data (such as gender, age group, and other details) anonymously through a confidential survey during the session. This data is collected solely for statistical purposes and will not be linked to any personal data or used to identify participants.
- Anonymised demographic data, that cannot be linked to your personal identity, may be shared with PRECIOUS project partners for statistical, research, innovation, reporting, and dissemination purposes.
- We apply the principle of data minimisation, meaning that we only collect the minimum amount of information necessary to achieve the objectives of the project. Your responses are anonymised and will not be used for any other purpose.

#### **3) Data capturing co-creation session results (anonymised, used for research and innovation purposes) • During the session, we will take notes and document the discussions digitally.**

- These records will be fully anonymised, meaning they will not include any information that could identify you. The original records will be deleted within 3 months after the session.

- Anonymised data, that cannot be linked to your personal identity, may be shared with all PRECIOUS project partners for research, innovation, reporting, and dissemination purposes.
- The anonymised data may be used in project reports, scientific publications, presentations, and other project-related outputs. It may also be stored in public databases after the project ends to support future research. It will be retained indefinitely.

This study complies with the General Data Protection Regulation (GDPR) (EU) 2016/679 and the European Commission's Ethics Guidelines for Research, particularly:

- **GDPR Article 6 – Lawfulness of Processing:**

Your participation is voluntary, and by agreeing to take part, you consent to the collection and processing of anonymised data. We are also required to keep attendance records for reporting obligations to our funders, which are stored securely and not linked to the anonymised data. The research is conducted in the public interest, aiming to contribute to FLWPR actions.

- **GDPR Article 7 – Conditions for Consent:**

Your consent to participate is freely given, specific, informed, and unambiguous. You are free to withdraw your consent at any time without the need to provide justification for your decision and without any negative consequences.

We may use AI tools for transcription and data processing of anonymised data. If AI tools are used for transcribing or processing data (such as speech-to-text services or automated analysis), we ensure that the data will be processed in compliance with the EU Artificial Intelligence Act (2021/0106), as well as the General Data Protection Regulation (GDPR).

We ensure that:

- Only anonymised data is used in AI tools.
- AI transcription tools do not store or link personal data.
- The use of AI tools for transcription will adhere to transparency and fairness principles, in line with applicable EU regulations.

### **Rights of Participants**

- Your participation in the session is voluntary. You have the right not to answer any question, and to stop your participation at any time and for any reason.

- You have the right to access, correct, or delete your data at any time. To request the access, correction, or deletion of your personal data, please contact the “contact person” specified below.
- You can withdraw your consent to use the data without any negative consequences. Any personal data collected up until the point of withdrawal will be deleted, unless there is a legal obligation to retain it.
- You have the right to lodge a complaint with a data supervisory authority. A full list of the country specific data supervisory authorities can be found [here](#).

#### Contact information

For any questions or concerns, please contact

Contact person: [please specify contact person for the co-creation session here and provide their email address] Data Protection Officer & Project Coordinator PRECIOUS:

Deitze Otaduy del Paso, [deitze.otaduy@deusto.es](mailto:deitze.otaduy@deusto.es)

## Participant Consent

Please carefully read and sign this consent form. It allows us to use the information that you share with us during the co-creation session research and innovation purposes.

- I voluntarily agree to participate in this co-creation session, which is part of the PRECIOUS project. I am 18 years or older and competent to provide consent.
- I understand that my participation is voluntary and that I am free to withdraw at any time without giving any reason.
- I have had the purpose and nature of the project and the co-creation session explained to me in writing and I have had the opportunity to ask questions about the project and the session.
- I understand that in any publication on the results of this research my identity will remain anonymous.
- I have read and understood the "Confidentiality and Data Protection" section of this form, and I agree to the use of my data as outlined there. I had the opportunity to ask questions about the section.

- I agree to being audio-recorded/ AI-transcribed during the co-creation session. (@CoP Leaders: Please specify what applies to your session)
- I agree that photos and videos are taken during the session and that these can be used for PRECIOUS publications and communication activities. (Please cross out if you do not agree with photos and/or videos).

I have received a copy of this agreement. This consent form is made pursuant to the relevant national, European data protection laws and regulations and personal data treatment obligations.

\_\_\_\_\_ Date & Location

Name

\_\_\_\_\_

Signature