

Data Privacy Statement and Statement of Participation Surveys of the save@work project

WP6 Deliverable 6.7 (Grant Agreement No. 649660)

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1. EU Directives relevant to Deliverable 6.7

- Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 (the Data Protection Directive) harmonises national laws which require high-quality data management practices on the part of the “data controllers” and the guarantees of a series of rights for individuals.
- Directive 2002/58/EC on privacy and electronic communications of 12 July 2002 guarantees the processing of personal data and the protection of privacy in the electronic communications sector.
- Regulation 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data of 18 December 2000 regulates the processing of individuals' personal data when the processing is taking place by Community institutions and bodies.
- Council Framework Decision 2008/977/JHA of 27 November 2008 on the protection of personal data processed in the framework of police and judicial cooperation in criminal matters.

2. The Data Controller's obligations¹

The obligations of a data controller are the following:

- To ensure that the users' rights are observed;
- To ensure that data are collected only for specified, explicit and legitimate purposes, that they are kept accurate and up to date and for no longer than is necessary;
- To ensure that the criteria for making data-processing legitimate are observed;
- Confidentiality of the processing;
- Security of the processing;
- Notification to the data protection authority, in some cases.

3. Detailing the collection procedure, storage, data preservation and structure, use and deleting of the data as well as safety procedures in the save@work project

This data privacy statement ensures that s@w consortium

- complies with data protection and follow good practices,
- protects the right of people, staff and partners,
- is open about how it stores and processes the data collected from individuals,
- protects itself from the risks of data breach.

3.1 Purpose of Participation Surveys

The purpose of the data collection in WP6 is related to gaining insights regarding the project impact, obstacles and factors of success. The structural conditions and causal mechanisms

¹ Extracts from the EC document entitled '*Protection of personal data in the European Union*' (issued by the Directorate-General for Justice in Nov 2010)

that influence the behaviour change of individuals and groups, and identify the relevant factors for successful future campaigns for long-term behaviour change regarding energy saving at work places. The questionnaires will also contain items regarding the project's impact, obstacles and factors of success. The surveys will be **anonymous** and the WP leader and partners will make sure that all data is collected and analysed in line with existing data protection rules and legislation.

3.2 Collection procedure

This data privacy statement ensures that s@w consortium

- complies with data protection and follow good practices
- protects the right of people, staff and partners
- is open about how it stores and processes buildings and individuals datas
- protects itselfs from the risks of data breach

s@w will collect the necessary data from participating building employees anonymously via an online survey tool (e.g. SurveyMonkey). No personal information will be collected from the target audience during the process.

3.3 Storage

Data will be stored electronically on the server of the online survey tool and also on the save@work partners' servers for analysis.

The data storage will be protected by the administrative passwords. Each consortium partner has its own password. s@w consortium partners take the best possible safety measures to prevent the abuse of personal data by third parties and to protect server data.

3.4 Data preservation and structure

The data are used for the purpose of scientific analysis. There will be no use of data for marketing aims.

The derived statistics will be based on the anonymous figures.

All the collected data are managed by GreenDependent Institute as WP leader.

s@w consortium provides the following guarantees:

- No personal information will be collected and processed to provide for the requested information or to provide the desired online service. The processing of gained data is limited to the research objectives of WP6.
- s@w partners' employees, who have access to the data, are obliged to respect the confidentiality of such information. No information will be disclosed to third parties.
- s@w consortium partners take the best possible safety measures to prevent the abuse of the data by third parties.

3.5 Deletion of data as well as safety procedures

The collected data will be collected in the frame of the save@work competition from March 2016 to April 2017.

All the collected data will be deleted one year upon the closing date of the save@work project of September 2017.

Data will be stored and kept in consortium hands and not transmitted to any third part.

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