H2020-ISSI-2015-1
Topic: ISSI-3-2015 Knowledge Sharing Platform

MARINA
Marine Knowledge Sharing Platform for Federating
Responsible Research and Innovation Communities

Grant Agreement No. 710566

Informed Consent Module

WKSP - Web Knowledge Sharing Platform
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Introduction
You have been invited to use the MARINA WKSP - Web Knowledge Sharing Platform, which federates Responsible Research and Innovation Communities involving local administrators, policy makers, entrepreneurs, researchers, professors, lecturers, citizens in a concrete discussion on relevant societal challenges and marine issues. In particular, the MARINA WKSP will encourage all the different actors to use, share and produce information, knowledge and services by using, producing, co-producing and sharing information, documents, pictures, services and online resources and organizing online participatory events, using video-conference connection, chats, on-line post-it, that will be recorded and available to the community. The WKSP will moreover allow to record the MML workshop for documenting the discussion,

the shared documents, and to allow follow-up discussion after the end of any MML workshop event.

Before making a decision on whether you want to be a WKSP user, please read this document carefully. Please ask all questions that you may have to be completely sure that you have understood all proceedings of the WKSP uses including risks and benefits.

This informed consent document may include words that you do not understand. If this is the case, please ask the WKSP contact to fully explain to you the meaning of a word or a piece of information that you do not completely understand. We ensure the compliance with the current informed consent legislation at national and EU level.

WKSP contact: "Fernando Ferri, e-mail marina_WKSP.info@irpps.cnr.it

PURPOSE OF THE MARINA PROJECT
The MARINA project aims at federating existing networks, communities, on-line platforms and services and providing them with an all-inclusive socio-technical environment that will stimulate the engagement of researchers, Civil Society Organisations (CSOs), citizens, industry, policy makers, researchers and communicators in Responsible Research and Innovation (RRI) in marine sectors.

In particular, the project will generate joint visions and scenarios that better connect the RRI with societal needs by creating situational awareness of marine issues that have important effects on the European societies, by integrating citizens' needs and expectations from science and innovation in marine fields, by generating proposals of RRI-driven solutions as well as recommendations and policy options for consolidating the RRI in the marine sector at EU, national and sub-national levels.
This will be achieved through:

1. Two rounds of connected local and international Mobilisation and Mutual Learning (MML) workshops in 12 countries all over Europe. They will engage citizens and stakeholders in a face-to-face and online participatory dialogue and consultation.
2. Three international RRI practitioner and policy workshops and a EU-level policy conference that will attempt to integrate the results of the MML workshops into policy making.
3. Web Knowledge Sharing Platform (WKSP). It will enable the marine and societal actors to exchange knowledge, share experience and co-create RRI-driven solutions in any stage of the research and innovation process (i.e. from the idea inception to the launch of the product/service on the market).
4. A roadmap, guidelines and good practice collection in order to foster the adoption of the RRI, initiate institutional change of mind-sets and facilitate the uptake of RRI in regions, areas and thematic areas where it is still little known and used.
5. An interactive mobile exhibition, communications and dissemination activities.

The project is funded by the European Commission´s Horizon 2020 work programme "Integrating Society in Science and Innovation" and includes 14 partners and 8 associated partners in Europe.

DURATION OF THE RESEARCH ACTIVITIES
The MARINA project will last 36 months from 01/05/2016 to 30/04/2019.

The on-line Web Knowledge Sharing Platform will be available from 31st October 2016 for the whole duration of the project and after the project ends for a period of at least five years.

RISKS OR INCONVENIENCES
No risk is foreseen for users. You are only requested to be available to participate.

BENEFITS
It is likely that you will not receive any personal benefit, besides learning about marine, RRI and societal issues, from your participation as user in any possible activity of the WKSP. Your participation will provide a substantial contribution to:
- producing and sharing knowledge with other users (researchers, Civil Society Organisations, citizens, industry, policy makers, researchers and communicators) of the WKSP services at local, national and European level;
- a common understanding and mutual learning about the topics and issues discussed in the MML workshop (documented on-line),
- improving Responsible Research and Innovation.

PRIVACY AND CONFIDENTIALITY
- Data provided when you register yourself to the WKSP, any data that you voluntarily provide when you share documents and during any participatory on-line event, will be recorded. Personal data for registration are directly recorded in the WKSP; if the user is already registered to other Social Network (Facebook, Google+,..) she or he can use this registration.
- Stored data will include personal data: first name, family name, e-mail, organization, type of stakeholder, gender, age, interest in the RRI issues.
- None of the provided personal data will be handed out to third parties.
- When using on-line services that require a registration on a third party's website, the data collected by this third party will be directly managed by them according to the privacy and informed consent that each user and the involved third party will agree upon. This is the case of videos that use YouTube storage and the case of sharing Documents that uses Google. Any privacy issue is managed by the user's account with YouTube and Google. The user can refuse her or his registration with this third party, and consequently she or he cannot use those services.

For disclosing data, further participant consent will be requested, if necessary.

The authorization to use and access your information will be valid unless you decide to cancel it. Should a participant decide to deny her or his consent, she or he will contact the contact person for the WKSP, let them know about the intention to leave the WKSP. Your decision about whether or not to authorise the use and dissemination of the information provided by you is completely voluntary. However, if you do not provide this authorization now or if you cancel it in the future, you will not be able to participate in this project and to be a user of the WKSP.

WITHDRAW

Should the user want to withdraw from the WKSP they will send an email with the object: WITHDRAW to: marina_WKSP.info@irpps.cnr.it

CONTACT PERSONS

In case of any issue involving you in your role of user of the MARINA WKSP, you are invited to inform the Project Coordinator, Dr. Fernando Ferri, by email, marina_WKSP.info@irpps.cnr.it

CONFIRMATION

The use and login to the MARINA WKSP is only possible if the participant freely and independently has signed this consent to authorize us to use the data that she or he will provide, or if she or he uses her or his account from Facebook, LinkedIn, Twitter, Google or YouTube. If the participant does not wish to do so, she or he cannot use the WKSP.

Hereby each participant to the WKSP will declare:

Declaration

- I am 18 years or older and am competent to provide consent;
- I have been fully informed about the aims and purposes of the MARINA project and the above cited MARINA WKSP usage;
- I understand that there is no compulsion to participate in the MARINA project and the above cited WKSP; if I choose to participate, I may at any stage withdraw my participation;
- I have read, or had read to me, a document providing information about this research and this consent form. I have had the opportunity to ask questions and all my questions have been answered to my satisfaction and I understand the description of this research .
- I agree that my data will be used in the WKSP. The procedures regarding confidentiality have been clearly explained (e.g. use of personal data) to me.
- Select only one of the following:
    - *a.* I would like my name used and understand that what I have said or written as part of this study will be used in reports, publications and other research outputs so that anything I have contributed to this project can be recognised.
    - *b.* I do not want my name used in this project.

- I freely and voluntarily agree to be part of this study as a user of the WKSP, though without prejudice to my legal and ethical rights;
- I understand that I may refuse to answer any question and that I may withdraw at any time without penalty;
- I have received a copy of this agreement.

This consent form is made pursuant to the relevant national, European and international data protection laws and regulations and personal data treatment obligations. Specifically this consent document complies with the following laws and regulations:

- EC Data Protection Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data,

- the revision of Directive 95/46/EC Regulation (EU) No 2016/679 of the European Commission,
- the Directive (EU) 2016/680 of the European Parliament and of the Council of 27 April 2016 and
- the national law

Statement of WKSP responsibility
I have explained the nature and purpose of this project and of the WKSP, the procedures to be undertaken and any risks that may be involved. I have offered to answer any questions and fully answered such questions. I believe that the participant understands my explanation and has freely given informed consent.

Dr. Fernando Ferri
MARINA Project coordinator

3.3 The informed consent form for the use of Cookies

Informed consent Module
Cookies
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Introduction
To make MARINA WKSP works properly, we sometimes place small data files called cookies on your device. Moreover, the MARINA WKSP goes to be connected with Social Networks such as Twitter, Google+, YouTube and services from Google, that also sometimes place small data files called cookies on your device. Most big websites do this too.

What are cookies?
A cookie is a small text file that a website saves on your computer or mobile device when you visit the site. It enables the website to remember your actions and preferences (such as login, language, font size and other display preferences) over a period of time, so you don't have to keep re-entering them whenever you come back to the site or browse from one page to another.

How do we use cookies?
The MARINA WKSP uses cookies for:
- **authentication** cookies, to identify the user once she or he has logged in; it is a permanent cookie; this cookie is essential for user's access to the MARINA WKSP. The MARINA WKSP controls/accesses to the cookie-related information. The cookie will not be used for any purpose other than the one stated.
- **user-interface customisation** cookie language preferences; it is a permanent cookie. The aim of this

cookie is to enhance the performance of the WKSP as it allows setting the language used in the platform with the language set within the used browser. The WKSP controls/accesses to the cookie-related information. The cookie will not be used for any purpose other than the one stated.

Do we use other cookies?
- Some of the MARINA WKSP pages use additional cookies to the ones described above. In particular are used **third-party social plug-in content-sharing** cookies, for logged-in members of a social network, or Google services such as Google Hangout and Google Drive. They are permanent cookies. The aim of these cookies is to enhance the performance of the WKSP as they allow accessing information and services made available by third parties. The third parties involved in control/access the cookie-related information. The cookies will not be used for any purpose other than the one stated.

How to control cookies
You can **control and/or delete** cookies as you wish – for details, see aboutcookies.org. You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you access the WKSP and some services and functionalities may not work.

When you sign up, you accept the following cookie policy:

- **Authentication** cookies.
- **User-interface customisation** cookie language preferences.
- **Third-party social plug-in content-sharing** cookies.