



NextGEM

Next Generation Integrated Sensing and Analytical System for Monitoring and Assessing Radiofrequency Electromagnetic Field Exposure and Health

D8.1 Project website and social media presence

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Glossary of terms and abbreviations used

Abbreviation / Term	Description
CMS	Content Management System
EMF	Electromagnetic Field
GA	Grant Agreement
GDPR	General Data Protection Regulation
GUI	Graphical User Interface
ICT	Information Communication Technology
IP	Internet Protocol
ISP	Internet Service Provider
KPI	Key Performance Indicator
KOM	Kick-Off Meeting
<i>NIKH</i>	NextGEM Innovation & Knowledge Hub
SEO	Search Engine Optimization
WP	Work Package

Executive Summary

The current document provides a detailed description and analysis of the project's website and social media accounts which can be considered as the project's online presence. The description and analysis include the methodology behind the design and implementation of a dynamic, modern and user-friendly website with multi-browser and multi-device compatibility. The first version of the website is ready and publicly available, already at M01, at <https://www.nextgem.eu/>. Moreover, the website's administration is also described in this document along with Google Analytics presenting the website's traffic.

Access to social media accounts is also provided through this document. LinkedIn, Twitter and YouTube accounts have already been set up and are accessible via the project website and the links presented below:

- LinkedIn: <https://www.linkedin.com/company/nextgem-project/>
- Twitter: https://twitter.com/nextgem_eu
- YouTube: <https://www.youtube.com/channel/UC7ehAvBAMf5zHtf9g05gE1g>

The website's content, as well as that for the social media accounts, will be continuously updated with dissemination material (i.e., meetings, publications, results, etc.) until the completion of the project.

All the above-mentioned links to access the project's social media accounts were provided to the Consortium during the Kick-Off Meeting (KOM), which took place at the FORTH's in Heraklion, Crete, Greece, and via teleconference to accommodate remote attendees, between the 19th and 21st of July 2022.

1 Introduction

The main goal of this section is to provide a brief outline of the **objectives** of the specific NextGEM Deliverable, how these are aligned and relate with the project overall, and what approach was followed in order to achieve them.

The deliverable D8.1 “Project website and social networks” is a part of Work Package (WP) 8 “Impact Maximisation through Stakeholder Engagement and Awareness Activities”. It specifically reports on the construction and publishing of the project’s official website and the setup of the accounts on LinkedIn, Twitter and YouTube.

This deliverable is of significant importance, since it marks from an early stage the “online” dissemination activity and the initial web presence and visibility of NextGEM. The first website version is set up prior to the start of the project, finalised in M01 (July 2022) and has been continuously updated; this is an action that will continue until the end of the project.

1.1 Mapping NextGEM Outputs

The purpose of this section is to map NextGEM’s Grant Agreement (GA) commitments, both within the formal Task description and Deliverable, against the project’s respective outputs and work performed.

Table 1: Adherence to NextGEM’s GA Tasks and Deliverables Descriptions

TASKS			
Task Number & Title	Respective extract from formal Task Description	Additional respective Sections numbers within this document addressing GA described Task	Briefly outline how addressed the respective document section(s) cover the described GA Task activities
Task 8.1 - Dissemination, communication plans and activities and joint workshops with other peer and ongoing projects	Planned activities include implementing a public website; producing factsheets, policy briefs, promotional videos, and press releases; have a strong presence in social media	Section 2 - Webpage (GA Subsection 1.2.9, Subsection 2.2.1.1, Subsection 2.2.1.4, Subsection 3.2.2.3) Section 3 – Social Media (GA Subsection 2.2.1.2, GA Subsection 2.2.1.4, 2.3)	The need of developing the project’s online presence is established in this deliverable as described in the GA and how this will lead to the dissemination of the project’s results to the stakeholders.
DELIVERABLE			
D8.1 – Project website and social media presence			
This deliverable will include the website that regularly will be updated throughout the project.			

1.2 Deliverable Overview and Report Structure

Based on the objectives and work carried out under Task 8.1, the document starts with the Executive Summary followed by the introduction of the document in Section 1.

Section 2 provides an extensive description of the project’s website, including the development methodology used along with content and various screenshots of the website’s pages. Section 2 also provides a variety of Google Analytics results for the website along with a description on how the administration of the website can be performed (*i.e.*, update content, add-remove pages, *etc.*).

Section 3, includes relevant information about the project’s social media accounts (LinkedIn, Twitter and YouTube).

Section 4 presents the logo and brand identity of the project.

Finally, Section 5 concludes the deliverable.

2 NextGEM Webpage

2.1 Website Implementation

The implementation of the NextGEM Website is based on WordPress¹. WordPress is a free and open-source content management system (CMS) based on PHP and MySQL. WordPress is using themes to customize site appearance, as well as plugins to add various functionalities. As a CMS system, WordPress allows dynamic content creation by various users. Today WordPress is estimated to power about 37% of the Internet, offering one of the largest and most helpful communities for development support. In addition, WordPress's ease of customization and incorporation of the JSON REST API makes it a must-use platform.

2.2 Software Technical Specifications

The NextGEM website has been tested to comply with the HTML5 standard, using the W3C Markup Validator. The situation is more complicated with regard to CSS compliance. It was chosen to use CSS3 for the NextGEM website because it greatly simplifies the implementation of aesthetic elements such as rounded element corners, element shadows etc. Without CSS3, these elements have to be pre-rendered as bitmap images and then included in the page, which degrades the semantic integrity of the produced HTML output.

However, the CSS3 standard is currently a work in progress. So, while it was taken every care for the CSS code, it has been proved impossible to have CSS3 code that both validates on the W3C CSS Validator and works on all popular browsers. This made us take a more pragmatic approach and instead strive to have our pages render correctly with the latest versions of all popular web browsers.

For the NextGEM website, the domain **nextgem.eu** has been obtained and is maintained by FORTH. NextGEM website is accessible on <https://www.nextgem.eu/> and access is encrypted (https) using a trusted certificate.

2.3 Hosting

2.3.1 Hardware

The NextGEM website is hosted by the coordinator on FORTH premises located in Heraklion, Crete, Greece. The hosting server features two Intel Xeon dual-core CPUs running at 2.66GHz with a total memory of 4GB. It is connected to the Internet through FORTH's Gigabit connection to the GRNET backbone. The server has two high performance SAS disks (10k RPM) arranged as RAID-1 for fault-tolerance.

The server is protected by firewalls in order to minimize the risk from cyber-threats. As an additional security measure, the database server used by the NextGEM website is located on a separate host with even more restricted access rules. Both hosts are internally and externally monitored. Finally, remote backups through the rsync utility are performed for both on a daily basis.

It is also important that the hosts reside in a protected physical environment. They are located in one of FORTH's data-centres. For ensuring optimal operating environment, it is fitted with industrial-strength air conditioning with more than 240.000BTUs efficiency. In power emergencies, it is supported by a UPS power supply and an external power generator which is engaged automatically on power failure. Additionally, the data-centre features an automatic carbon dioxide fire-extinguishing system

2.3.2 Software

For serving the NextGEM website we use Apache server and my SQL database on Linux operating system. The implementation is based on a virtualized machine running on a ProxMox Virtual Environment². Proxmox VE is a complete open-source platform for enterprise virtualization. With the built-in web interface, the user can easily manage VMs and containers, software-defined storage and networking, high-availability clustering, and multiple out-of-the-box tools on a single solution.

¹ <https://wordpress.com/>

² <https://www.proxmox.com/>

Virtualization enables fast system provisioning and deployment, allowing cloning an existing virtual machine without the hours and costs normally spent installing a new physical server. The capability to move a virtual machine from one server to another quickly and safely offers service redundancy, and backing up critical data is done quickly and effectively.

2.4 Website Description and Screenshots

The NextGEM website is organized in several sections that can be easily updated (add new sections/ subsections, plugins etc.). This subchapter describes the initial Layout of the site.

The Home section provides a quick overview of the NextGEM project. Figure 1 contains a screen shot of the NextGEM website “Home” section. It can be seen that it uses a multiple columns layout including an overview of the scope, objectives and the Innovation & Knowledge Hub. A latest news overview, as well as a real time feed from the NextGEM Twitter account are incorporated in the homepage.

The homepage of the NextGEM website is the one appearing first to the potential user. A screenshot from the website’s homepage is shown in Figure 1. As observed, the homepage includes a header that hosts links to all social media accounts of the NextGEM project on [LinkedIn](#), [Twitter](#) and [YouTube](#). The header is accessible from all website’s pages, as it has been designed in order to simplify the navigation process within it. Moreover, the project logo is part of the header section, and can be used as a shortcut, by redirecting the user to the homepage when pressed.





Objectives

- 1 Measure and model single and multiple RF sources, in changing EMF exposure patterns, based on innovative monitoring technologies
- 2 Assess health effects and elucidate action mechanisms of different and combined EMF exposure patterns by experimental and human studies
- 3 Identify causal links and perform risk assessment regarding EMF exposure and selected health outcomes while providing FAIR (Findable, Accessible, Interoperable, Reusable) data
- 4 Develop NextGEM Innovation Knowledge Hub (NIKH) and validate it through real-life case studies
- 5 Maximise NextGEM's impact through wide dissemination, communication, standardisation, exploitation, capacity building and clustering activities

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Dissemination & Communication

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Workshops & Demos
- 
Publications
- 
Brochures & Flyers
- 
Newsletter

Figure 1 Homepage of the NextGEM webpage

Figure 2 shows NextGEM consortium description whereas Figure 3 shows the News & Events section which will start being populated after the kick-off meeting, with news about the project meetings, workshops, publications and other project activities and results. As the project evolves, more sections will be added to the site as appropriate.



Figure 2 The consortium description part of the NextGEM webpage



Figure 3 NextGEM's website "News and Events" section

For the design and implementation of the NextGEM official website, user interface design principles and user experience have been considered. NextGEM's modern interface uses the latest web technologies to achieve multi-browser and multi-device compatibility. In addition to that, the NextGEM web interface is fully responsive, user friendly, offers high quality user experience and delivers content-rich information to the visitor. That means that the user is able to access the NextGEM website using a smartphone, a tablet, a desktop PC or laptop and have easy access to the content. Both the design and implementation process follow a user-centred process, to build an interface that is efficient and easy to use.

Furthermore, the following Graphical User Interface (GUI) Design Principles³ were adopted in the NextGEM website interface design and implementation:

- **Clarity:** The interface is visually, conceptually and linguistically clear;
- **Comprehensibility:** The interface is easily understood and it is easy for users to navigate through the website;
- **Consistency:** The interface looks, acts, and operates consistently throughout;
- **Control:** The user controls the interaction:
 - Actions result from explicit user requests.
 - Actions are performed quickly.
 - Actions are capable of interruption or termination.
 - The user is never interrupted for errors.
- **Efficiency:**
 - Minimises the user’s eye and hand movements;
 - Transitions between various system controls flow easily and freely;
 - Navigation paths are as short as possible ensuring that users never lose their work as a result of an error on their part.
- **Simplicity:**
 - Provides an interface that is as simple as possible;
 - Makes common actions simple at the expense of uncommon actions being made harder;
 - Provides uniformity and consistency.

2.5 Personal Data Management

When visiting the website for the first time, a prompt to accept the website cookies via an “accept cookies” button is available. The Terms of Service and the Privacy Policy used on the website are aligned with the General Data Protection Regulation (GDPR). Both the Terms of Service and the Privacy Policy are publicly available and are accessible from the homepage. Both are included in Annex I.

2.6 Analytics and Website Traffic

Google Analytics⁴ is a free web analytics service offered by Google that tracks website traffic and reports the results through Key Performance Indicators (KPIs). The NextGEM website is registered in Google Analytics, which offers a vast number of reports. In Figure 4, the Google Analytics dashboard is shown, respectively. Through Google Analytics, data with regard to the project website traffic can be obtained.

The social media accounts traffic is monitored by their respective analytics engine, *i.e.*, LinkedIn analytics for LinkedIn, Twitter analytics for Twitter and Google Analytics for YouTube.

The aim is to easily identify gaps in the audiences reached and therefore formulate specific posts and material to finally reach out to those groups, thus maximizing the project impact potential.

³ https://en.wikibooks.org/wiki/GUI_Design_Principles

⁴ <https://analytics.google.com>

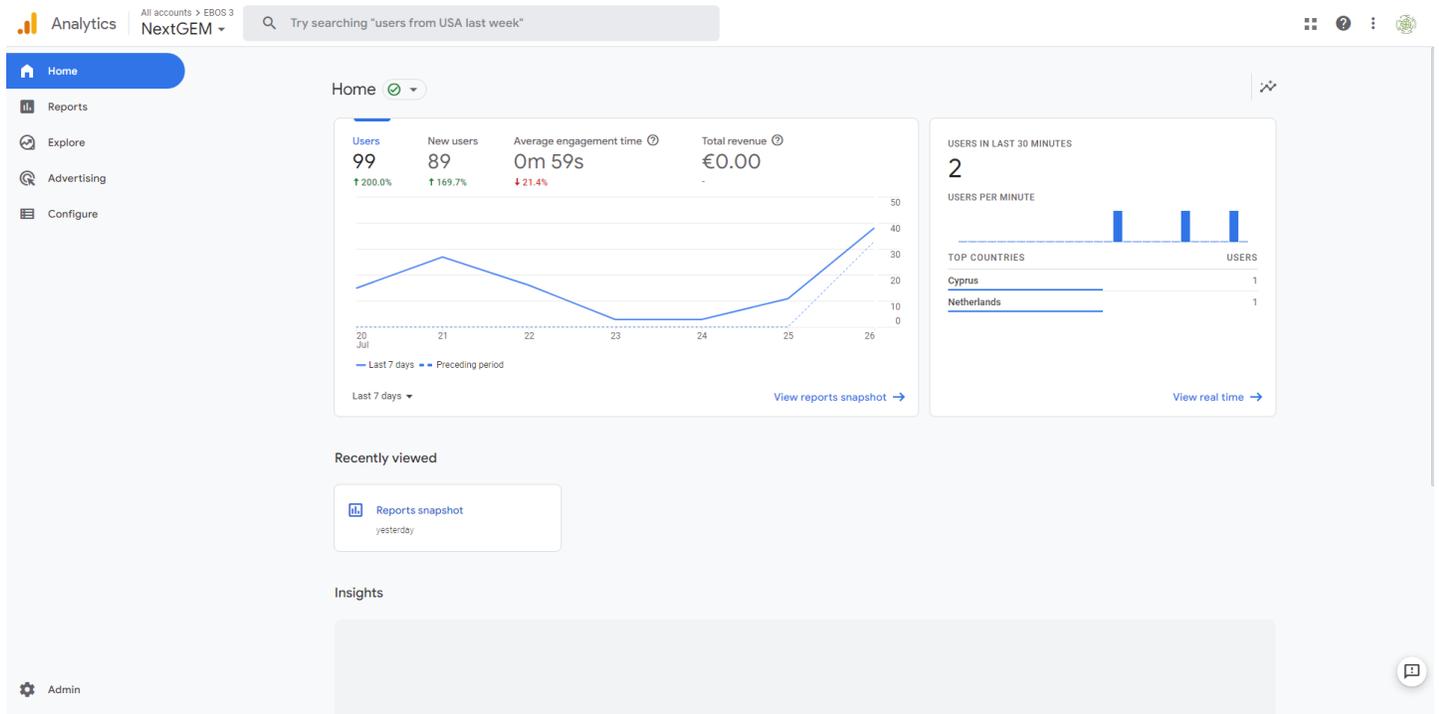


Figure 4 The Google analytics dashboard for the NextGEM website

2.7 Website Administration

This section describes the administration site of the project website. The website has been built using WordPress (version 5.4.7). WordPress is a web-based software widely used for website designs with an emphasis on accessibility, performance, security, and ease of use. WordPress is GDPR compliant and offers a large database of plugins to be used which are always updated with new trends and they are user-friendly. The WordPress platform is hosted by FORTH.

By using WordPress, the administrator can create a new page, and rename or delete an existing page, along with the option to change the content of an existing page. The administrator may also see and edit the “Menu items” and “Menu Structure”. The sitemap of the initial working version of the NextGEM website is shown in Figure 5.

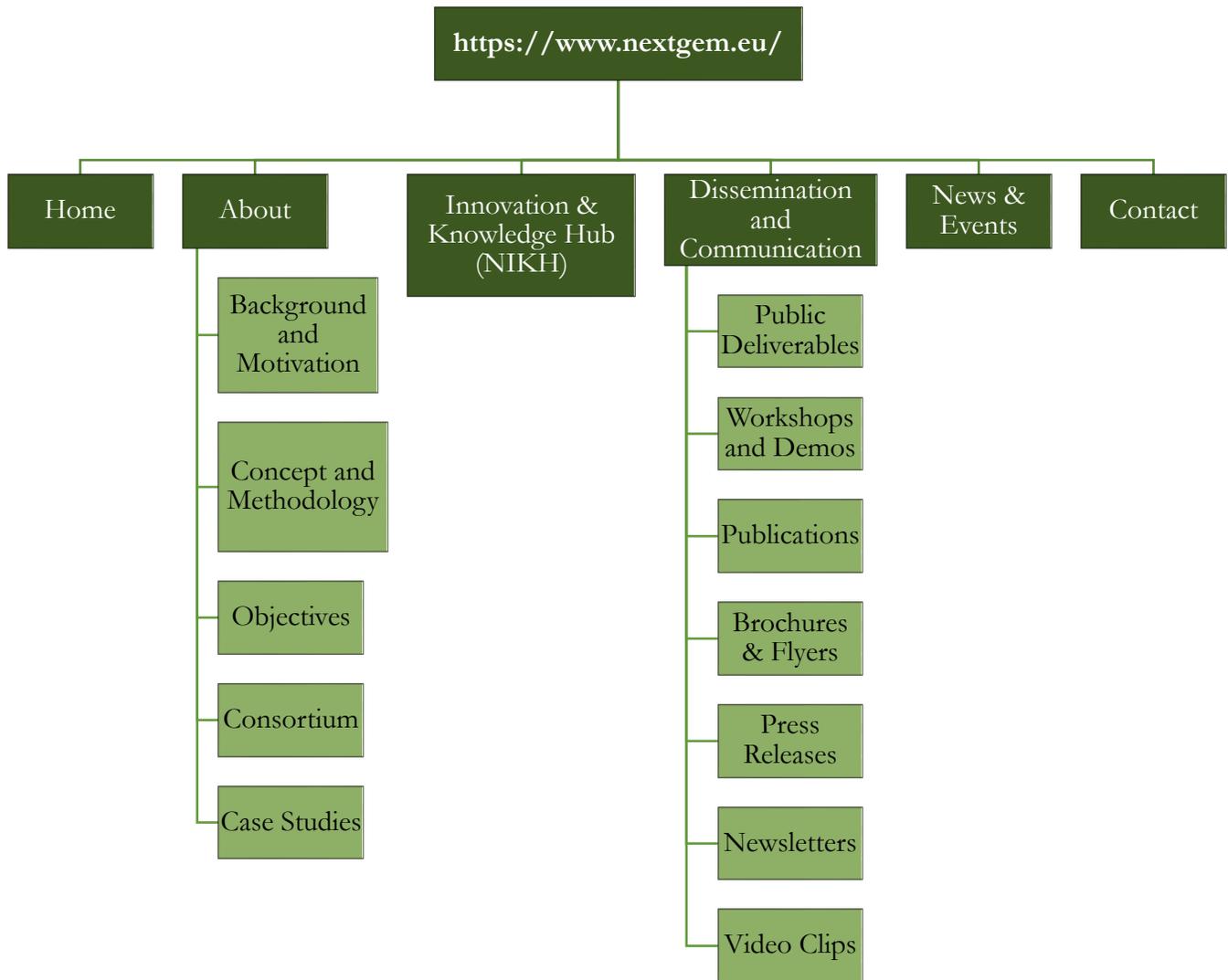


Figure 5 NextGEM's website initial structure

A screenshot of the “Publications” page, where the content of the page can be edited with the WordPress Elementor, is shown in Figure 6.

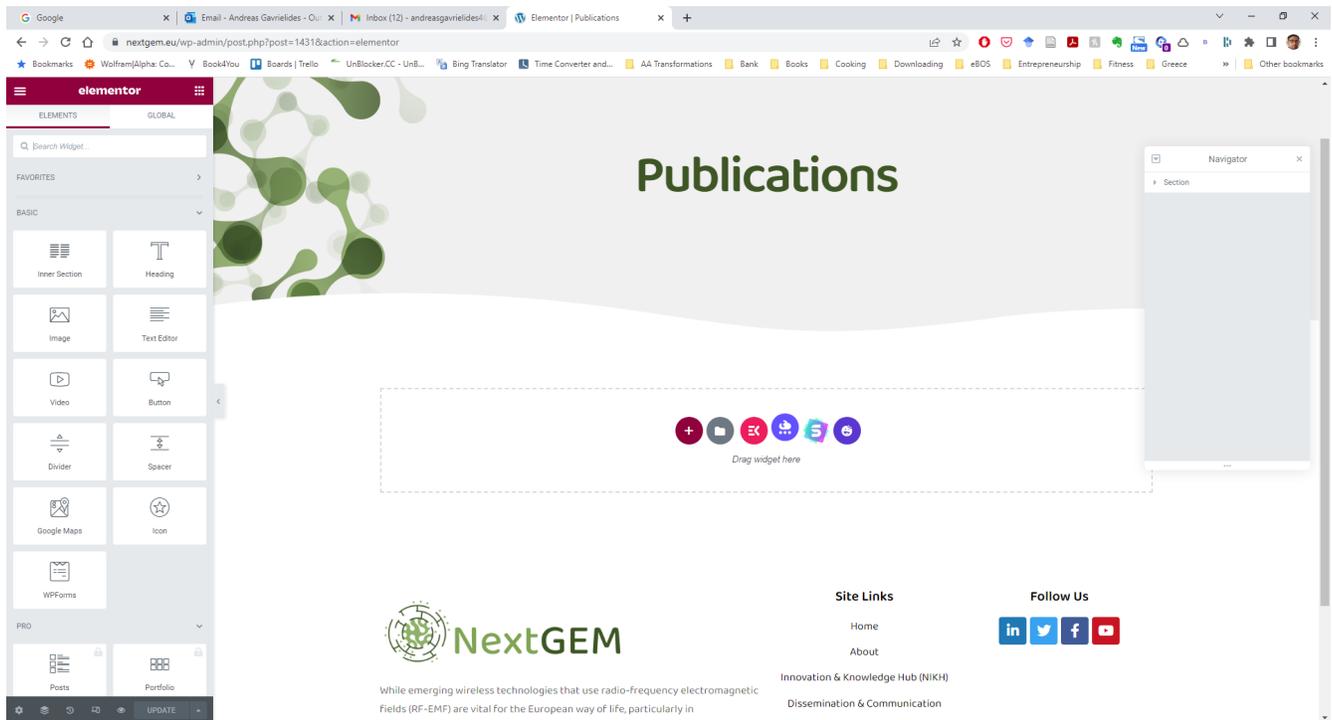


Figure 6 Demonstration of how pages can be edited with Elementor using the “Publications” page as example

3 Social Media Accounts

In this section, the social media platforms utilized as dissemination tools for reaching out to the audience regarding developments and activities of NextGEM are discussed. The project is based on three social media platforms, which are Twitter, LinkedIn and YouTube. Through the aforementioned social media platforms engagement with stakeholders and wider audience interested in the field where NextGEM is active can be achieved. Especially considering COVID-19 restrictions regarding physical presence have not been completely lifted, online platforms remain a unique tool for engaging audience and disseminating the project's developments.

All three social media accounts have been created during the first month of the project. Each platform has a different scope; however, by utilizing all of them different audiences can be targeted, thus maximizing the social media impact and online presence of the project.

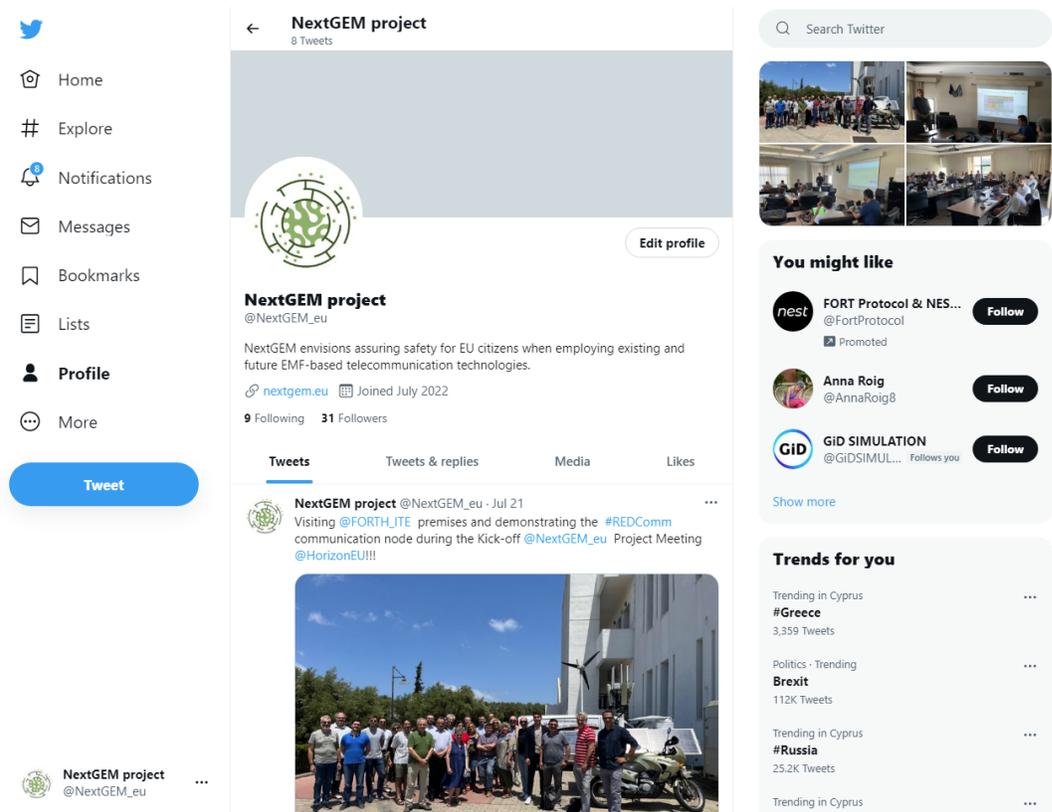
In particular, Twitter has been created to reach a wider audience which initially may not have an interest in the specific activities of the project. However, with the use of hashtags, a wide range of topics in which the project is involved can be addressed, which may in turn create interest in the project.

On the other hand, LinkedIn targets individuals who can potentially have an interest/background with respect to the project activities, as it is an established platform for companies, industry experts and researchers.

Even though the project's social media will be managed by eBOS with further support from the CSIC, all partners will be contributing social media content (activities, publications, etc). Moreover, specific banners and strategic campaigns will be carried out to increase the engagement and number of followers. Social media will be web-centred: they will be used to attract visitors to our website by posting in connected networks/individual organisations and key stakeholders, content published on the website (News & Events, Publications, etc). The idea is to reach a variety of audiences from the targeted stakeholder groups with the various types of social media.

Finally, YouTube will be used to publish videos related to the project's activities. The videos will first be posted on YouTube, and then embedded in the website, enriched by social media posts and newsletters, to achieve further impact.

In Figure 7 - screenshots from NextGEM Twitter and LinkedIn accounts are presented.



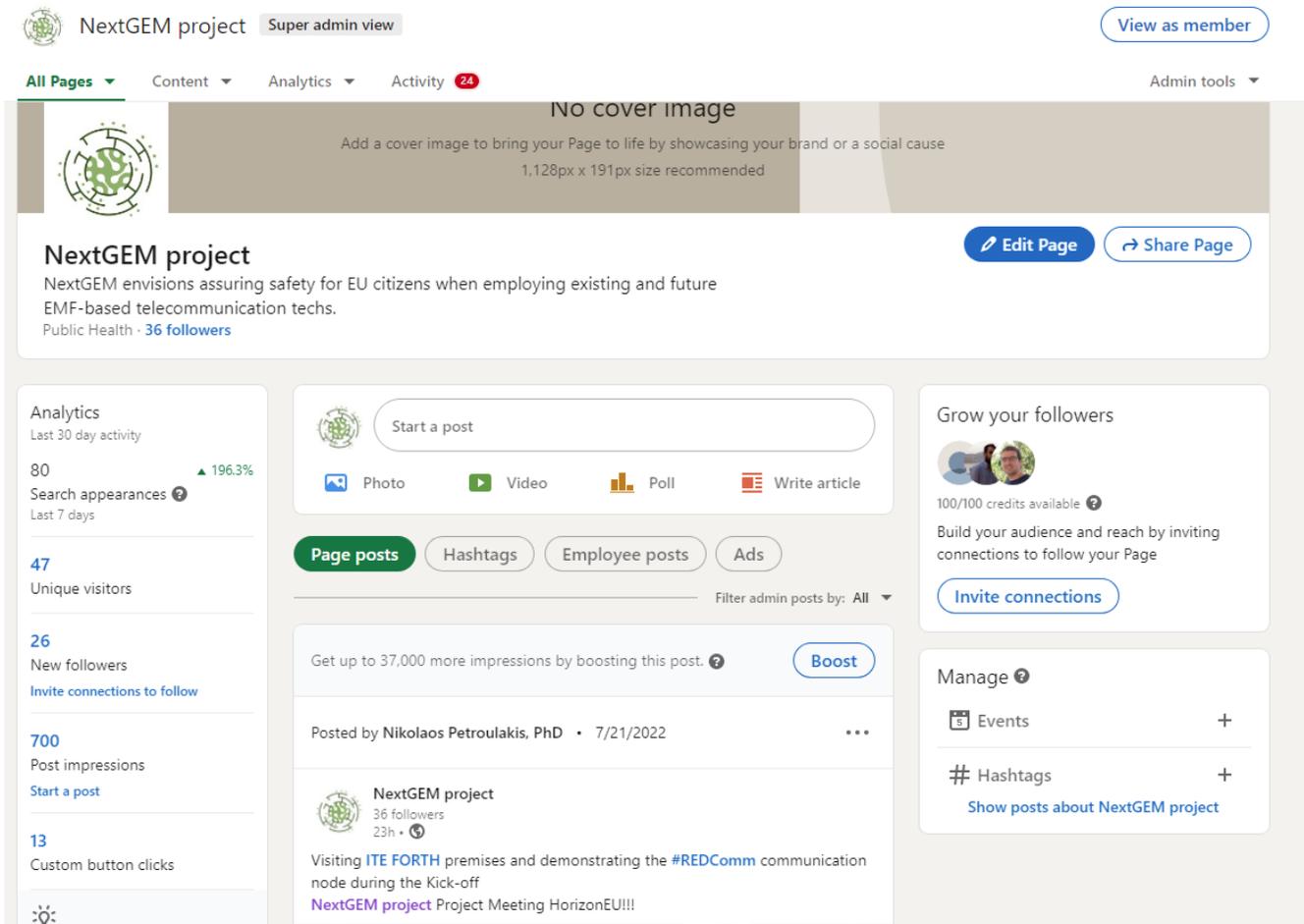


Figure 7 Screenshots of NextGEM's Twitter and LinkedIn social media accounts

4 NextGEM Logo/Brand Awareness

All communication activities and products such as website, social media, YouTube, articles, presentations, flyers, press releases, and publications etc. of the NextGEM project shall include:

- the project logo (Figure 8)
- the EU emblem with the text referring to Horizon Europe funding (Figure 9)

A specific font was used following the colour pattern of the NextGEM logo. The colours of the NextGEM logo were chosen based on the project's mission to increase awareness on the health effects of EMF signals. The different shades of green were chosen to make the logo more attractive and show the goal of health promotion and body-mind calmness that green is associated with.

The image of the logo is specifically designed to represent the 20 project partners (each dot represents an individual organization) and their role in the consortium as well as the necessary interactions that are key to the success of the project. The inner part of the core is closer to the bio direction and the partners that are involved in it. The middle layer expresses the transmission layer where the different partners are focused as well. Thus, the outer layer has been designed to have a dual interpretation of representing either the source of EMF exposure, or the knowledge and data collection and exchange. This union is represented by the maze which can be interpreted as either the connecting tissue and central nervous system and the brain, or even the EMF exposure in cells or nematodes for experimental studies that will be achieved with the unique expertise that each partner brings to the project. In this direction, NextGEM will apply research on new EMF exposures and their capability to move inside the maze. Finally, NextGEM vision is also depicted in the logo showing the exchange of knowledge between layers within project and with the rest of the world.



Figure 8 The official NextGEM logo

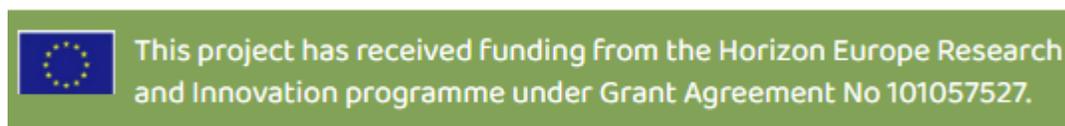


Figure 9 EU emblem with the text referring to Horizon Europe funding

Figure 10 shows the presentation template developed for all presentations both internal and external that members of the consortium will use for their meetings and workshops. This unified image will enhance brand awareness of the project and will unify the look of the various documents thus making them more aesthetically pleasing to the reader.



Figure 10 Presentation template for all NextGEM related presentations

As part of the QA process, templates will be generated, which will be common for all the documents deposited in the project's document portal. The same styles, concerning tables and figures, will be followed for all official and unofficial documents produced in the context of NextGEM (such as minutes, lists of participants, etc.).

5 Conclusion

This deliverable included information on how the website and social media accounts for NextGEM were set.

In meeting the project's objectives, the website and the social media accounts of the project were created to include the latest news, planned events and their outcomes, and public deliverables throughout NextGEM lifespan. The NextGEM website is a dynamic tool that will be continuously updated and, if needed, readjusted to reflect the needs of the project and developments. The website design allows for new functionalities to be added ad hoc according to the project needs and later to provide access to *NIKH* and connection to its functions. In addition, the social media platforms (Twitter, LinkedIn and YouTube) are utilized as dissemination tools to reach stakeholders and wider audience interested in the field where NextGEM is active.

To analyse the project webpage traffic, Google Analytics was included as the appropriate tool. In addition, the analytics tools that are available by the social media accounts were described as they can be used to identify which stakeholders have been engaged and at what capacity. This is necessary to help NextGEM on understanding the outreach capacity the strategy that is implemented gives and allows us to fine tune it in order to engage all required target groups (e.g., academia, industry, citizens, policy makers, etc.) and meet the project's goals and allow the sustainability of the website and social media during and beyond the project's duration.

Finally, the logo and the digital identity of NextGEM were presented as a necessary for all further communication activities and products such as website, social media, YouTube, articles, presentations, flyers, press releases, and publications.

The next deliverable of WP8 (D8.2 Dissemination and communication plan) that will be submitted on M9 (March 2023) will contain updates on website and social media, and will update the reader with developments, actions and achievements for the relevant period. The website and social media provide the front window of the project and, as such, will be constantly updated to reflect changing conditions, developments and stakeholder needs to align the projects' efforts to the external needs.

Annex I: Terms of Service and Privacy Policy

Privacy Policy

Introduction

This Privacy Notice will inform you as to how the NextGEM Consortium (hereinafter referred to as the “Consortium”, “we”, “us” and “our”) collects and processes information about you and in particular your personal data. We hereby assure you that this Privacy and Personal Data Protection Policy (“Policy”) fully respects and complies with EU Regulation 679/2016 (“Regulation”) and any other relevant legislation.

The processing of personal data, such as name, address or e-mail address of a data subject shall always be in line with the General Data Protection Regulation (GDPR), and in accordance with the country-specific data protection regulations applicable to the NextGEM Consortium. Through this data protection declaration, we would like to inform anyone concerned and the general public of the nature, scope, and purpose of the personal data we collect, use and process. Furthermore, data subjects are informed, by means of this data protection declaration, of the rights to which they are entitled.

As the data controller, the NextGEM Consortium has implemented numerous technical and organizational measures to ensure comprehensive protection of personal data processed through this website.

Useful Definitions

- **Personal Data**

Personal Data is any information relating to an identified or identifiable natural person (“data subject”); an identifiable natural person is one who can be identified, directly or indirectly, indicatively by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

- **Personal data breach**

Personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed.

- **Controller**

Controller is the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

- **Processor**

Processor is a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

- **Processing**

Processing is any operation or set of operations which is performed on personal data or on sets of personal data, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

- **Third party**

Third Party is a natural or legal person, public authority, agency or body other than the data subject, the controller, the processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

- **Consent**

Consent of the data subject is any freely given, specific, informed and unambiguous indication of the data subject’s wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

The Controller

Regarding the personal data in cases where as a Project Consortium, we determine the purposes and means of the processing, the Data Controller is the NextGEM Consortium.

Principles we adhere to

At the NextGEM Consortium, we are committed to and adhering to the following principles of processing personal data in accordance with Article 5 of the Regulation. The personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subject (principle of ‘lawfulness, fairness and transparency’);
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes (principle of ‘purpose limitation’);
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (principle of ‘data minimisation’);
- accurate and, where necessary, kept up to date; we take every reasonable step to ensure that personal data that is inaccurate, having regard to the purposes for which it is processed, erased or rectified without delay (principle of ‘accuracy’);
- kept in a form which permits identification of data subjects for no longer than it is necessary or as required by relevant Laws (principle of ‘storage limitation’);
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical and organisational measures (principle of ‘integrity and confidentiality’).

Finally, we are able to demonstrate compliance with the aforementioned principles (principle of ‘accountability’).

Collection of Personal Data

The NextGEM Consortium as the Data Controller collects Personal Data from you within the purposes of research and the project’s scope. So, in the following cases:

- When you contact us directly or indirectly (e.g., through the project’s webpage and/or e-mail, or through our partners, or through our Social Media pages, etc.), in order to be informed regarding the Project or ask for relevant information;
- If you fill in any of our documents or subscribe to our newsletter;
- The NextGEM Consortium may also publish video or photographs of images in case of events or workshops, provided that the relevant data subject gave its consent to the publication of it. There is no transfer of this personal data to third parties outside the same NextGEM Consortium.

Minors’ Personal Data

We do not collect or process minors’ personal data without verifiable parental consent in cases when we are able to control it. For example, it is not possible to control information that is communicated to us online. In any event, if we find that we have collected any personal information from a minor without verifiable parental consent (in accordance with Article 8 of the Regulation), we will immediately delete the information from our records. If you believe we may have collected information from a minor, please contact us.

Categories of Data Subjects

The categories of data subjects include:

- Partners of the Consortium.
- Users visiting the project website.
- Social Media users.

- *NIKH* users.
- General Public.

Kind of Personal Data we may collect about you

Data from the following categories of personal information about you may be collected and processed per case in order to serve the purpose of the data collection and in accordance with the relevant legal basis as described in this Policy:

- Contact details with you or a natural person you may indicate instead of you (name, surname, address, telephone or fax number, email);
- Occupational information (occupation, position);
- Incident investigation data, such as incident details, data of persons involved or related information;
- Information required by the institutional framework such as personal data of persons depended or related to our Consortium members;
- Apps/websites/social media related data (cookies, full name or nickname, information you publicly disclose and comments on social media, or email attachments);
- Your picture when attending our events, or your photo is uploaded on our social media or website and of course in both cases under your consent;

Purposes of Processing & the Legal Basis of Data Processing

The processing of personal data is based on one of the “legal bases” as referred to in Article 6 of the Regulation (or Article 9 in case of special categories of personal data).

The legal basis on which the collection and processing of personal data is based (in most of the cases) are, the consent, the compliance in performing our contractual obligations, the compliance with our legal and statutory obligations, and the safeguarding our legitimate interests. For special categories of personal data, the explicit consent, the performance of obligations and the exercise of specific rights of the controller or data subject in the field of labour law and social security/social protection law and for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment. The legal basis, on which the processing of your personal data is based, is as follows for each processing purpose:

Consent: when you communicate with us in any way directly or indirectly as interested in our project, when you fill in our documents, when informing you about our findings in the context of our dissemination activities, when you make a complaint or statement or when assessing us, when participating in our events, when you visit our social media accounts, or when you give us your business card.

Commitment to perform our **contractual obligations:** when you have agreed to receive our newsletter.

Compliance with our **legal obligations:** to comply with our legal obligations to all sorts of authorities such as labour law, regulatory authorities, tax, accounting, auditing, judicial authorities and agencies or in connection with our contractual obligations or during payment of our liabilities.

Safeguarding our **legitimate interests:** to improve our services, or when investigating and managing any potential incident, or for the assessment of persons and situations.

The Consortium is informed about the processing purposes and the legal bases under specific documents internally.

Retention of Data Period

We store personal data for as long as it is required by the respective processing purpose and any other permitted linked purpose always within the projects scope on completion of the project the data shall be stored until completion of the project.

Cookies are stored depending on their nature as you may be informed in our cookies policy linked to the present policy (please see below).

Personal data you disclose to us as users are stored for until the completion of the project.

Data that may be needed for our legitimate interests as a Controller shall be kept until the reason for storing such data ceases.

Specifically, for the data we process based on your consent (as an example for marketing), these are kept from obtaining the consent until it is revoked or there is no longer need to store it.

Information that is no longer necessary is safely destroyed or anonymised. We limit access to your personal data to those partners who need to use it for the specific purpose.

How we ensure the security of Personal Data

We have received reasonable organizational and technical measures to protect the personal data we collect, and in particular any specific categories of personal data. We follow international standards and practices to ensure the security of our networks. We ensure you that your personal data is processed securely and legally, by adhering to policies and developing and implementing procedures in accordance with the purposes and legal bases of processing. For example, the following security measures are used to protect personal data against unauthorised use or any other form of unauthorised processing:

- Access to personal data is restricted to a limited number of authorised partners as per project structure and under the Data Management Plan and Ethics requirements.
- Our repository system of Microsoft Teams, used for the processing of personal data, all technical measures are taken to prevent loss, unauthorised access or other illegal processing.

In addition, access to these ICT (Information communication technology) systems is monitored on a permanent basis in order to detect and prevent illegal use at an early stage. Although the transfer of data through the Internet or a web site cannot be guaranteed to be protected from cyberattacks, we work to maintain physical, electronic and procedural security measures to protect your data.

Some of the security measures we take are not announced for obvious reasons.

To whom the Data may be disclosed

We take measures to ensure that the recipients of personal data are kept to a minimum. The personal data we collect are disclosed to third parties, provided that the legality of such disclosure is fully justified. Specific personal data from those we lawfully collect as a Controller, may be accessed (or disclosed) on a case-by-case basis by:

- Any relating supervisory authority within its role;
- Any public or judicial authority where required by law or judicial decision.
- The auditor of the company, for necessary data according requirement (financial, employment, contracts and other controls), under confidentiality.
- The advocate, for whatever data is required in legal cases, under confidentiality.
- The Insurance cooperating company and only for the relevant part of the information.
- Partners' banks (of the company, the staff or affiliates and suppliers), only for payment related data.
- The training or systems consultants, the trainer, for training or systems control issues and only for the necessary pieces of information and data.

Territorial Scope

The personal data we collect is processed within the European Economic Area (EEA).

Your rights as a Data Subject and how you can exercise them

You have the right to be informed, the right of access to your personal data, the rights of rectification and erasure (in cases it is permitted), the right to restriction of processing, the right to data portability, the right to object. If processing is based on your consent, you may withdraw it at any time.

The right to be informed is exercised through this privacy and personal data protection notification. In some cases, it is also mentioned in documents – forms we are using.

We inform you that we are not using software of decision making solely based on automated processing including profiling.

Right of access: you have the right to obtain from us confirmation as to whether or not your personal data is being processed as well as other relevant information, and, where that is the case, access to your personal data.

Right of rectification: you have the right of rectification of your inaccurate personal data as well as to have incomplete personal data completed by providing a supplementary statement.

Note: Since it is not possible for us to be aware of any changes to your personal data if you do not inform us, please help us keep your information accurate by informing us of any changes to your personal information we do process.

Right to **erasure** (“right to be forgotten”); we have to answer such right when:

- your personal data is no longer necessary in relation to the purposes for which we collected it;
- withdraw your consent on which the processing is based and where there is no other legal basis for the processing;
- your personal data has been unlawfully processed;
- personal data has to be erased for compliance with a legal obligation we are subject to;
- personal data has been collected in relation to the offer of information society services.

We reserve the right to refuse this right if the processing is necessary for compliance with any legal obligation, we are subject to, or for reasons of public interest, or for the foundation and exercise or support of our legal claims (according to Article 17 § 3).

Right to restriction of **processing**; you have the right to restriction of processing when:

- you contest the accuracy of your personal data for a period enabling us to verify the accuracy of the personal data;
- the processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead;
- we no longer need your personal data for the purposes of the processing, but it is required by you for the establishment, exercise or defence of legal claims;
- you objected to processing pending the verification whether our legitimate grounds override those of yours.

Right to **data portability**: You have the right to receive your data in a structured, commonly used and machine-readable format and under an explicit request such data to be transferred to both, you and another natural or legal person who will process it.

Right to **object**: you have the right to object to the processing of your data at any time when the reason for the processing relates to direct marketing.

In the event that you make such request in a written or electronic form regarding any of the above rights, we will assess your request and respond within one month of its receipt, either for its satisfaction or to provide you with objective reasons preventing it from being satisfied, or, given the complexity of the request and the number of requests at the given time, request an extension of response for a further two months period (according to Article 12.3 of the Regulation).

The exercise of your rights is free of charge. Where requests from you are manifestly unfounded or excessive, in particular because of their repetitive character, we may refuse to answer or charge you an administrative fee.

If you are dissatisfied with the use of your data by us, or our response after exercising your rights, you have the right to lodge a complaint with a supervisory authority.

Personal Data Breach

In the event of a breach of the security and integrity of the personal data processed, we will take the following measures (in accordance with Article 33 and 34 of the Regulation in case we are the Controller) and we will:

- Assess it in order to implement the appropriate procedures needed to limit the breach;
- Examine the extent of the breach and the sensitivity of the data included;
- Evaluate the risk and its impact on your rights and freedoms;
- Endeavour to reduce as much as possible the damage that is or may be caused;
- Notify within a time limit of 72 hours of becoming aware of the breach, the National Personal Data Protection Authority, if required;
- Assess the impact on your privacy and take appropriate measures to prevent the repeating of the incident.

In the event we are the processor, we will inform the Controller as soon as possible.

Links to other Websites

Our Website may contain links to other websites that are not operated or controlled by us. If you click on a third-party link, you will be directed to that third-party site. We recommend that you review the Privacy Policy for each site you visit. We have no control over and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

Cookies

By following this link, you will be informed on our cookies policy.

Contact details with the Data Protection Authority

Additional information and terminology for the Regulation can be found at <https://eur-lex.europa.eu/legal-content/EL/TXT/?uri=celex%3A32016R0679>.

Contact us

If at any time you want to contact us or make a request regarding your rights or any other matter relating to the protection of personal data you may contact the project's email.

Policy Update

This policy is effective from current date and will be reviewed when there is a significant change. This review will be available on our website.

Last update: current date (DD/MM/YYYY).

Cookies Policy

In order to make your visits to our project Site as pleasant as possible, the NextGEM Consortium uses cookies. These cookies automatically track and collect certain technical information that your browser sends to us. This information might include Internet protocol (IP) addresses, the browser type, browser language, Internet service providers (ISP), referring/exit pages, URLs, operating systems, date/time stamps, and other similar information. However, this information doesn't identify individual users and we use it exclusively to analyse trends, to administer the site, to track user movements around the site as a whole to improve the services provided.

What is a Cookie?

Cookies are simple text files downloaded to your computer or mobile device when you visit a website or page, so the website can recognize your device the next time you visit. They're essential for easy navigation, making your experience faster, easier, and more personalized. The term "cookies" in this Policy is used to refer to all files that collect information in this way.

There are many functions cookies serve. For example, they can help us to remember your language preferences or login information or analyse how well the site is performing, or even allow us to recommend content we believe will be most relevant to you.

There are cookies set by us called first party cookies;

A third-party cookie is a cookie that is associated with a domain name different from that of the page where the cookie is encountered. Third-party cookies are placed by the external social media profiles used in NextGEM's website.

Third-party cookies are different from First-party cookies, which are associated with the domain of the page being visited.

Types of Cookies

1. Strictly Necessary Cookies

These are the most important cookies because they are essential for the operation of the site. You need them to move around our website and access many basic features. If you opt to disable these cookies, you will not be able to access or use the project's website at all.

2. Functionality Cookies

We use functionality cookies to allow us to remember your preferences. They record information about choices you've made on our website, such as language etc.

3. Performance / Analytics Cookies

We utilize performance/analytics cookies to analyse how the Website is accessed, used, or is performing in order to provide you with a better user experience and to maintain, operate and continually improve the Website. For example, these cookies allow us to better understand our Website's visitors so that we can improve how we present our content or collect general and not personalized information about Website visitors such as what browsers or devices they are using, determine the number of first-time users etc.

Within these three categories, cookies are classified as either session or persistent cookies. "Session" cookies are temporary and once you close the browser window, they are deleted from your device.

"Persistent" cookies remain on your device for a longer period and are used by the website to recognize your device when you return.

Retention period of the Cookies we use

The session cookies are temporary and they are not retaining after closing the browser window. The functionality cookies and the Performance/Analytics Cookies are stored by Google to "remember" the user's interactions with the website (Google Analytics) for a period not exceeding 2 years, while the marketing cookies are stored until the completion of the project.

How to control Cookies

You have the right to choose whether or not to accept cookies through the pop-up in this site. However, please note that if you choose to refuse cookies you may not be able to use the full functionality of our Website.

Most browsers allow you to change your cookie settings. These settings will typically be found in the “options” or “preferences” menu of your browser. In order to understand these settings, the following links may be helpful; otherwise you should use the “Help” option in your browser for more details.

Cookie settings in Internet Explorer

<https://support.microsoft.com/en-us/products/windows?os=windows-10>

Cookie settings in Firefox

<https://support.mozilla.org/en-US/kb/cookies-information-websites-store-on-your-computer?redirectlocale=en-US&redirectslug=Cookies>

Cookie settings in Chrome

<https://support.google.com/chrome/answer/95647?hl=en>

Cookie settings in Safari web

<https://support.google.com/chrome/answer/95647?hl=en>

iOS

<https://support.apple.com/en-us/HT201265>

Change of this Policy

We may change this policy to reflect changes in legal framework and in our practices and services. We suggest you to visit from time to time this policy for updates.

Further Information

We suggest consulting the Help section of your browser or taking a look at the About Cookies website which offers guidance for all modern browsers

www.allaboutcookies.org and/or <https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage>.