



D1.3 Data Curation Guide

WP1 – Coordination and Management

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Executive Summary

The present deliverable constitutes the first version of the Data Curation Guide (DCG) for PARSEC. The document outlines the types of data collected, generated, and processed during the project lifetime. The datasets identified in the document are what is being foreseen to be collected. The DCG defines the datasets, its processor, owner, and the purpose of the collection. Apart from the technological tools created for PARSEC beneficiaries, data processed in project will stay within PARSEC Consortium. To ensure the General Data Protection Regulation (GDPR) compliance, Annex 1 of the report consist of partners' statements regarding Personal Data.

The deliverable is expected to be updated during the project. The second version of the document is planned to be issued in the Month 24 of the project, which is April 2021. In the final version of the document the information on collected datasets will be reflecting the actual data used during the project, in contrast to this document based on estimates.

1 Introduction

1.1 Scope

Data Curation Guide will cover the datasets collected and used during the lifetime of the project. The data are both the data per se (e.g. satellite data) and personal data. Datasets are divided according to the Work Package (WP) they are collected in. The data curation lays within the scope of WP1.

1.2 Responsibilities

This document was created by Emmanuel Pajot (EARSC), Project Coordinator, and Weronika Borejko (EARSC).

2 Main principles of PARSEC Data Management

PARSEC collects different types of data, including personal data needed for effective coordination and management of the project.

Datasets in the document are divided by Work Packages (WP) and in case of WP3 additionally by Business Catalysts.

PARSEC Business Catalysts are tools facilitating access to Earth Observation (EO) market, EO data and its analysis. There are three different tools gathering different sets of data:

- Big Data Toolbox
- In situ Data Hub
- eoMALL and eoPAGES

The Big Data Toolbox will help companies harness the power of big EO data by providing services for pre-processing, integration, sampling, data fusion, analytics and visualization of heterogeneous data. The Big Data Toolbox will be integrated with the Copernicus DIAS (link), contributing to the development of European datacube technology capacities. It will achieve this by pre-processing Copernicus DIAS products into production ready GeoTIFF images (“DIAS+”) for either: direct injection into Rasdaman datacubes or the production of added-value information layers (“DIAS++”).

The In situ Data Hub is being developed as an active, multi-source repository with automated discovery, retrieval, harmonisation and transformation services. This tool will communicate with other systems and provide access to geo-referenced field observations coming from the following innovative and often low-cost open-source terrestrial sources: sensor networks, independent IoT devices, citizen observatories, crowdsourcing, unmanned aerial vehicles (UAV), other online structured (e.g. XML or JSON services, databases, csv or excel files) and unstructured (sensor measurements in web page tables) data sources available.

The third Business Catalyst – eoMALL and eoPAGES –are dedicated pages presenting companies and services available in the food, energy and environment sectors. Platforms’ users can create profiles to promote their services. Therefore, in the third catalyst the personal data of its users will be processed.

In other WPs the collected and processed data will be mostly personal data regarding applicants and later beneficiaries, and the PARSEC Consortium partners.

3 Collected and processed data

3.1 Personal data

Personal data will be collected in several elements of the acceleration program. Mostly regarding application process, evaluation, and taking part in support services (e.g. registration for matchmaking event, taking part in online webinar). As depicted in section 4 Data Summary, the collected personal data will be mostly name and email address.

3.2 Data, metadata and processed data

Data and metadata will be collected for the sake of Work Package (WP) 3 – Large Scale Demonstrators (LSD), so-called business catalysts. To maximize the efficiency and utility of business catalyst, beneficiaries of PARSEC 1st Open Call will be asked to define their needs regarding data. Assuming that data will be necessary for the development of created products and services, beneficiaries will have a chance to indicate what kind of data and from what area they will need. Therefore, input for this first version of the Data Curation Guide will be based on partners’ experience and the data available on the market.

The data collected and processed within WP3 will be implemented into Big Data Toolbox and In situ Data Hub.

4 Data Summary

4.1 WP1 Coordination and Management

WP1 – Coordination and Management						
Data Collection	Personal Data Type	Data Owner	Data Processor	Access Restriction	Storage	Purpose
Banking data database of project partners	Institution’s name, IBAN/Account number, BIC/SWIFT CODE, Address	EARSC	EARSC	EARSC	Database on Dropbox	Data collected from all involved partners to enable transferring the project funds
Team database	Institution, name and surname, email address, phone number, Skype contact	EARSC	PARSEC Consortium	PARSEC Consortium	Database in PARSEC Space on Confluence and on Dropbox	Data collected from all involved partners to enable contacting everyone involved in the project

Table 1 WP1 Datasets

4.2 WP2 Cross-border and cross-sectoral collaboration

WP2 – Cross-border and cross-sectoral collaboration						
Data Collection	Personal Data Type	Data Owner	Data Processor	Access Restriction	Storage	Purpose
Registration on Association	Email address	AVAENSEN	AVAENSEN	AVAENSEN	Database (Excel file)	Sending dissemination materials
Contacts from events	Email address	-	AVAENSEN	AVAENSEN	Database (Excel file)	Specific mails asking questions

Table 2 WP2 Datasets

4.3 WP3 Large Scale Demonstrators

WP3 – Big Data Toolbox						
Dataset Name	Dataset Format	Preferential Source	Access Restriction	Area of Interest	Expected Data Volume	Purpose
Sentinel-2	TIFF	WP3	Public	Lithuania	2.7TB	To create layers which will be used by PARSEC beneficiaries
Sentinel-2	TIFF	WP3	Public	Latvia	0.8TB	To create layers which will be used by PARSEC beneficiaries
Sentinel-2	TIFF	WP3	Public	Azerbaijan	1.3TB	To create layers which will be used by PARSEC beneficiaries
Sentinel-1	TIFF	WP3	Public	Lithuania	5.2TB	To create layers which will be used by PARSEC beneficiaries
Sentinel-1	TIFF	WP3	Public	Latvia	0.37TB	To create layers which will be used by PARSEC beneficiaries
Sentinel-1	TIFF	WP3	Public	Azerbaijan	0.23TB	To create layers which will be used by PARSEC beneficiaries

Table 3 WP3 Big Data Toolbox Datasets

WP3 – In situ Data Hub						
Dataset Name	Dataset Format	Preferential Source	Access Restriction	Area of Interest	Expected Data Volume	Purpose
Official air quality measurements from 10.500 stations in 75 countries worldwide from OpenAQ	API	WP3	Public	75 countries (https://api.openaq.org/v1/countries)	TBD	To create layers which will be used by PARSEC beneficiaries
Historical AQ data from AirBase	xls files	WP3	Public	Europe	TBD	(same)
Noise, temperature, humidity, and AQ measurements from mobile sensors in Croatia & Austria (OpenIoT- https://github.com/OpenIoTOrg/openiot)	API	WP3	Public	Croatia & Serbia	TBD	(same)
AQ low cost sensor measurements in Croatia (UWEDAT - https://www.uwedat.at/)	API	WP3	Restricted	Croatia	TBD	(same)
CAMS reanalysis and forecast data for Europe (~12km resol.)	API	WP3	Public	Europe	TBD	(same)
AQ data from citizen science sensors Luftdaten (https://luftdaten.info/en/home-en/)	API	WP3	Public	Global	TBD	(same)
Real time and historical AQ data from citizen science sensors hackAIR (https://api.hackair.eu/docs/)	API	WP3	Public	Global	TBD	(same)
Air quality estimation from sky depicting photos in Flickr and webcams (DRAXIS mechanism)	API, Websites	WP3	Public	Europe	TBD	(same)
Global Forecast Weather data (GFS)	FTP	WP3	Public	Global	TBD	(same)
Historical O3 concentrations for Spain and Italy from low cost sensors (https://zenodo.org/record/2564753 , https://zenodo.org/record/	Csv	WP3	Public	Spain & Italy	TBD	(same)

2564825)						
Historical auroral sightings from citizen science (https://zenodo.org/record/1255196)	Csv	WP3	Public	Global	TBD	(same)
Historical distribution of invasive alien species from citizen science (https://zenodo.org/record/3060173)	Csv	WP3	Public	Global	TBD	(same)

Table 4 WP3 Indicative In situ Data Hub Datasets

WP3 – eoMALL and eoPAGES						
Data Collection	Data Type	Data Owner	Data Processor	Access Restriction	Storage	Purpose
eoMALL and eoPAGES	EMAIL	EARSC	EARSC and Eversis	EARSC and EVERISIS	Liferay's Database	contact newsletter login - verification
	PASSWORD	EARSC	EARSC and Eversis	EARSC and EVERISIS	Liferay's Database	Login - verification
	NAME	EARSC	EARSC and Eversis	EARSC and EVERISIS	Liferay's Database	Signature (messages, FAQ)
	SURNAME	EARSC	EARSC and Eversis	EARSC and EVERISIS	Liferay's Database	signature
	POSITION	EARSC	EARSC and Eversis	EARSC and EVERISIS	Liferay's Database	STATISTICS
	LINKEDIN	EARSC	EARSC and Eversis	EARSC and EVERISIS	Liferay's Database	CONTACT
	PHONE NO	EARSC	EARSC and Eversis	EARSC and EVERISIS	Liferay's Database	CONTACT
	WEBSITE	EARSC	EARSC and Eversis	EARSC and EVERISIS	Liferay's Database	CONTACT
	COUNTRY	EARSC	EARSC and Eversis	EARSC and EVERISIS	Liferay's Database	STATISTICS
	ADDRESS	EARSC	EARSC and Eversis	EARSC and EVERISIS	Liferay's Database	CONTACT
	COOKIE: _GA	User	Google	EARSC and EVERISIS	Browser cookie	Google Analytics
	COOKIE: _GAT	User	Google	EARSC and EVERISIS	Browser cookie	Google Analytics + Google Tag Manager
	COOKIE: _GID	User	Google	EARSC and EVERISIS	Browser cookie	Google Analytics
	Cookieconsent_status	User	Eversis	EARSC and EVERISIS	Browser cookie	GDPR consent
	JSESSIONID LFR_SESSION_STATE_XXXXX COOKIE_SUPPORT	User	Liferay, Web Server	EARSC and EVERISIS	Browser cookie	Keeping session
GUEST_LANGUAGE_ID	User	Liferay	EARSC and EVERISIS	Browser cookie	Remembering language of unauthorized	

						user
	IP_ADDRESS	Google	Google	EARSC and EVERIS	Google analytics	
	GEOGRAPGIC LOCATION	Google	Google	EARSC and EVERIS	Google analytics	STATISTICS
	REFERALL PAGE / LINK	Google	Google	EARSC and EVERIS	Google analytics	STATISTICS
	LANDING PAGE	Google	Google	EARSC and EVERIS	Google analytics	STATISTICS
	PAGES VIEWS AND DURATION	Google	Google	EARSC and EVERIS	Google analytics	STATISTICS
	NAVIGATION PATHS	Google	Google	EARSC and EVERIS	Google analytics	STATISTICS
	EXITING PAGE	Google	Google	EARSC and EVERIS	Google analytics	STATISTICS
	WEB BROWSER AND VERSION	Google	Google	EARSC and EVERIS	Google analytics	STATISTICS
	DEVICE TYPE AND BRAND	Google	Google	EARSC and EVERIS	Google analytics	STATISTICS
	NEW / RETURNING USER	Google	Google	EARSC and EVERIS	Google analytics	STATISTICS

Table 5 WP3 - eoMALL and eoPAGES Datasets

4.4 WP4 Open Call Implementation

WP4 – Open Call Implementation						
Data Collection	Personal Data Type	Data Owner	Data Processor	Access Restriction	Storage	Purpose
Open Call platform for applications and evaluations	Personal data: Name, surname, gender, email address, phone number SME data: VAT, Company address and legal documents including bank account information	BioSense	BioSense	PARSEC Consortium	Amazon web service and BioSense Cloud	-To allow applicants to create a profile on PARSEC platform in order to apply to PARSEC Open Calls -To allow applicants to create a profile on PARSEC platform in order to perform tasks as evaluator within Open Call 1 -For data aggregation: We retain the right to collect and use any non-personal information collected during their application for statistics purposes that will be part of our reports toward EC. At no time is applicants personally identifiable information included in such data aggregations.

Table 6 WP4 Datasets

4.5 WP5 Supporting Services to Beneficiaries

WP5 – Support services for beneficiaries						
Data Collection	Data Type	Data Owner	Data Processor	Access Restriction	Storage	Purpose
Matchmaking database	Name, Surname, company or project name, Email, country	bwcon	bwcon	PARSEC Consortium	VDS System	Matchmaking
Coaching services database	Name, Surname, company or project name, address, Email, country	bwcon	bwcon	PARSEC Consortium	VDS System	Organizing coaching activities
Coaches database	Name, Surname, company, address, Email, competences	bwcon	bwcon	PARSEC Consortium	VDS System	Selecting coaches from our pool to support coaching services

Table 7 WP5 Datasets

4.6 WP6 Dissemination and Sustainability

WP6 – Dissemination and Sustainability						
Data Collection	Data Type	Data Owner	Data Processor	Access Restriction	Storage	Purpose
Database for received email questions	Full name, Email address, Entry ID , Interest (Apply/ Invest/ Other), Email text, IP address, expressed consent (GDPR)	Evenflow	Evenflow and EARSC	PARSEC Consortium	Database on Wordpress, E-mail question received by info@parsec-accelerator.eu and stored on a server.	Receiving and answering questions of interested applicants, investors and others
Database for email updates 1	Email address, Entry ID, opt-in date, time and IP address, expressed consent (GDPR)	Evenflow	Evenflow	Evenflow	Database on Wordpress	Gathering information to be exported to Mailchimp
Database for email updates 2	Email address, Entry ID, opt-in date and time, expressed consent (GDPR), marketing data concerning each e-mail update (delivery, opening, clicked links, unsubscription, abuse complaints)	Evenflow	Mailchimp, Evenflow	PARSEC Consortium	Database on Mailchimp	Assessing and improving PARSEC Accelerator communication activities
Database for website usage	Information about website visitors: IP addresses (including geographic estimation), when and which website	Evenflow	Google Analytics, Evenflow	Evenflow for detailed data, PARSEC Consortium for aggregated data, Public for final data (general website)	Google Analytics	Assessing and improving PARSEC Accelerator communication activities

	pages have been visited, order of views, length of views, device and browser used, cookies for browsing history			statistics without		
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Table 8 WP6 Datasets

ANNEX 1

To assure the compliance with General Data Protection Regulation (GDPR) of all the PARSEC partners, a Personal Data Risk Assessment form was shared and filled out by all the partners. The form indicates if personal data will be received and/or transmitted by each of the partners. Because of involvement of the whole consortium in several WPs, and especially in WP6 devoted to communication, it is foreseen that all partners will transmit and receive data from all consortium members. It is being anticipated that partners will provide information regarding their national and local multipliers. This way, we can assure maximalization of outreach on each of the local markets.

It is taken under consideration that one of the partners is based outside of the European Union. Serbian partner - Biosense Institute is compliant with GDPR as demanded by law. As partner is in charge of management of Open Calls, data will be mostly transmitted to consortium from Biosense, not received. Nevertheless, because of pan-European events which will be organized and related mutual efforts, the possibility of Biosense receiving data from consortium is also foreseen.

1. European Association of Remote Sensing Companies
2. Biosense Institute – Research and Development Institute for Information Technologies in Biosystems
3. Asociación Valenciana de Empresas del Sector de la Energía
4. RASDAMAN GmbH
5. Bwcon GmbH
6. GEOMATRIX UAB
7. Eversis Sp. z o.o.
8. Evenflow
9. DRAXIS Environmental S.A.

PARSEC PERSONAL DATA RISK ASSESSMENT

KINDLY READ CAREFULLY BEFORE FILLING IN THE FORM BELOW

- **Personal data is information that relates to an identified or identifiable individual.**

What identifies an individual could be a name or a number or could include other identifiers such as an IP address or a cookie identifier, or other factors.

1. If it is possible to identify an individual directly from the information you are processing, then that information is personal data.
2. If you cannot directly identify an individual from that information, then you need to consider whether the individual is still identifiable. You should take into account the information you are processing together with all the means reasonably likely to be used by either you or any other person to identify that individual. If the individual is identifiable, then that information is personal data.

Information which has had identifiers removed or replaced in order to pseudonymise the data is still personal data.

Only information which is truly anonymous is deemed as no personal data

- **A data subject** is any individual person who can be identified, directly or indirectly subject by personal data
- **Process** means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

You can process personal data without having collected them yourself.

EARSC

NAME OF YOUR LEGAL ENTITY: European Association of Remote Sensing Companies
country: Belgium

1. Have your legal entity appointed a Data Privacy Officer or a representative in this matter?

Yes No

If yes, please give his/her contact detail(s):

name: Emmanuel PAJOT

email: emmanuel.pajot@earsc.org

phone:0032487743569

2. Do you plan to process any personal data for the purposes of PARSEC Project? (kindly report to definitions p.1 before answering)

Yes No

IF YES TO QUESTION 2

3. Are any of these personal data health data?

Yes No

4. In which country will the data be processed?

- Belgium

5. Will the data be collected:

Directly from the data subject?

Via a platform that you -or another project partner- develop?

Via a platform not related to the project?

6. Will you receive any personal data from another project partner(s)?

Yes No

If yes: which one(s)?

- Biosense Institute

- AVAENSEN

- Rasdaman

- Geomatrix
- Eversis
- bwcon
- Evenflow
- Draxis

7. Will you transmit any personal data to another partner?

Yes No

If yes: which one(s)?

- Biosense Institute
- AVAENSEN
- Rasdaman
- Geomatrix
- Eversis
- bwcon
- Evenflow
- Draxis

8. Will you transmit any personal data to a research works subcontractor(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the subcontractor(s) is located outside the EU, please specify the country:

-
-
-

9. Will you transmit any personal data to one of your affiliate(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the affiliate(s) is located outside the EU, please specify the country:

-
-
-

10. Tick the security measures that will be implemented to prevent unauthorized access to personal data or the equipment

Logical security control:

Encryption

Anonymisation

Partitioning data

Logical access control (Methods to define and attribute users profiles)

Traceability (logging)

Secured archiving

Paper document security

Minimising the amount of personal data (e.g by Filtering and removal, Reducing sensitivity via conversion, Reducing the identifying nature of data, Reducing data accumulation, Restricting data access)

Physical Security Control

Operating security (Policies implemented to reduce the possibility and the impact of risks on assets supporting personal data.)

Clamping down on malicious software

Managing workstations

Website security

Backups security

Maintenance security

Processing contracts (to use subcontractors which are able to provide effective sufficient guarantees, and to sign a contract which defines the subject, the length and the purpose of the processing, as well as obligations of each party)

Network security

Physical access control

Monitoring network activity

Hardware security

Avoiding sources of non-human risk (to document implantation area, which should not be subject to environmental disasters (e.g flood zone, earthquake etc..) , fire hazard, water hazard)

Organizational Control

- Managing personal data violations (Existence of a process that can detect and treat incidents that may affect the data subjects' civil liberties and privacy)
- Personnel management (Existence of a policy describing awareness-raising controls within staff, and when persons who have been accessing data leave their job)
- Relations with third parties (Existence of a policy and processes reducing the risk that legitimate access to personal data by third parties may pose to the data subjects' civil liberties and privacy)
- Supervision (Existence of a policy and processes to obtain an organization able to manage and control the protection of personal data held within it)

Other (please specify)

-
-
-

Biosense

NAME OF YOUR LEGAL ENTITY: BioSense Institute
country: Serbia

1. Have your legal entity appointed a Data Privacy Officer or a representative in this matter?

Yes No

If yes, please give his/her contact detail(s):

name: Bojan Gavrilovic

email: bojan@biosense.rs

phone: +381631503234

2. Do you plan to process any personal data for the purposes of PARSEC Project? (kindly report to definitions p.1 before answering)

Yes No

IF YES TO QUESTION 2

3. Are any of these personal data health data?

Yes No

4. In which country will the data be processed?

Serbia

5. Will the data be collected:

Directly from the data subject?

Via a platform that you -or another project partner- develop?

Via a platform not related to the project?

6. Will you receive any personal data from another project partner(s)?

Yes No

If yes: which one(s)?

- EARSC

- AVAENSEN

- Rasdaman
- Geomatrix
- Eversis
- bwcon
- Evenflow
- Draxis

7. Will you transmit any personal data to another partner?

Yes No

If yes: which one(s)?

We will send aggregated data in form of report on Open call both to partners and EC

8. Will you transmit any personal data to a research works subcontractor(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the subcontractor(s) is located outside the EU, please specify the country:

-
-
-

9. Will you transmit any personal data to one of your affiliate(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the affiliate(s) is located outside the EU, please specify the country:

-

10. Tick the security measures that will be implemented to prevent unauthorized access to personal data or the equipment

Logical security control:

- Encryption
- Anonymisation
- Partitioning data
- Logical access control (Methods to define and attribute users profiles)
- Traceability (logging)
- Secured archiving
- Paper document security
- Minimising the amount of personal data (e.g by Filtering and removal, Reducing sensitivity via conversion, Reducing the identifying nature of data, Reducing data accumulation, Restricting data access)

Physical Security Control

- Operating security (Policies implemented to reduce the possibility and the impact of risks on assets supporting personal data.)
- Clamping down on malicious software
- Managing workstations
- Website security
- Backups security
- Maintenance security
- Processing contracts (to use subcontractors which are able to provide effective sufficient guarantees, and to sign a contract which defines the subject, the length and the purpose of the processing, as well as obligations of each party)
- Network security
- Physical access control
- Monitoring network activity
- Hardware security
- Avoiding sources of non-human risk (to document implantation area, which should not be subject to environmental disasters (e.g flood zone, earthquake etc..) , fire hazard, water hazard)

Organizational Control

- Managing personal data violations (Existence of a process that can detect and treat incidents that may affect the data subjects' civil liberties and privacy)
- Personnel management (Existence of a policy describing awareness-raising controls within staff, and when persons who have been accessing data leave their job)
- Relations with third parties (Existence of a policy and processes reducing the risk that legitimate access to personal data by third parties may pose to the data subjects' civil liberties and privacy)
- Supervision (Existence of a policy and processes to obtain an organization able to manage and control the protection of personal data held within it)

Other (please specify)

-
-
-

AVESEN

NAME OF YOUR LEGAL ENTITY: Asociación Valenciana de Empresas del Sector de la Energía
country: Spain

1. Have your legal entity appointed a Data Privacy Officer or a representative in this matter?

Yes No

If yes, please give his/her contact detail(s):

name: Bianca Dragomir

email: bdragomir@avaesen.es

phone: 0034605650631

2. Do you plan to process any personal data for the purposes of PARSEC Project? (kindly report to definitions p.1 before answering)

Yes No

IF YES TO QUESTION 2

3. Are any of these personal data health data?

Yes No

4. In which country will the data be processed?

Spain

5. Will the data be collected:

Directly from the data subject?

Via a platform that you -or another project partner- develop?

Via a platform not related to the project?

6. Will you receive any personal data from another project partner(s)?

Yes No

If yes: which one(s)?

- EARSC

- Biosense Institute

- Rasdaman
- Geomatrix
- Eversis
- bwcon
- Evenflow
- Draxis-

7. Will you transmit any personal data to another partner?

Yes No

If yes: which one(s)?

- EARSC
- Biosense Institute
- Rasdaman
- Geomatrix
- Eversis
- bwcon
- Evenflow
- Draxis

8. Will you transmit any personal data to a research works subcontractor(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the subcontractor(s) is located outside the EU, please specify the country:

-
-
-

9. Will you transmit any personal data to one of your affiliate(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the affiliate(s) is located outside the EU, please specify the country:

-
-
-

10. Tick the security measures that will be implemented to prevent unauthorized access to personal data or the equipment

Logical security control:

Encryption

Anonymisation

Partitioning data

Logical access control (Methods to define and attribute users profiles)

Traceability (logging)

Secured archiving

Paper document security

Minimising the amount of personal data (e.g by Filtering and removal, Reducing sensitivity via conversion, Reducing the identifying nature of data, Reducing data accumulation, Restricting data access)

Physical Security Control

Operating security (Policies implemented to reduce the possibility and the impact of risks on assets supporting personal data.)

Clamping down on malicious software

Managing workstations

Website security

Backups security

Maintenance security

Processing contracts (to use subcontractors which are able to provide effective sufficient guarantees, and to sign a contract which defines the subject, the length and the purpose of the processing, as well as obligations of each party)

Network security

Physical access control

Monitoring network activity

Hardware security

Avoiding sources of non-human risk (to document implantation area, which should not be subject to environmental disasters (e.g flood zone, earthquake etc..) , fire hazard, water hazard)

Organizational Control

- Managing personal data violations (Existence of a process that can detect and treat incidents that may affect the data subjects' civil liberties and privacy)
- Personnel management (Existence of a policy describing awareness-raising controls within staff, and when persons who have been accessing data leave their job)
- Relations with third parties (Existence of a policy and processes reducing the risk that legitimate access to personal data by third parties may pose to the data subjects' civil liberties and privacy)
- Supervision (Existence of a policy and processes to obtain an organization able to manage and control the protection of personal data held within it)

Other (please specify)

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RASDAMAN

NAME OF YOUR LEGAL ENTITY: rasdaman GmbH
country: Germany

1. Have your legal entity appointed a Data Privacy Officer or a representative in this matter?

Yes No

If yes, please give his/her contact detail(s):

name: Peter Baumann

email: baumann@rasdaman.com

phone: +49-173-5837882

2. Do you plan to process any personal data for the purposes of PARSEC Project? (kindly report to definitions p.1 before answering)

Yes No

IF YES TO QUESTION 2

3. Are any of these personal data health data?

Yes No

4. In which country will the data be processed?

- Germany-

5. Will the data be collected:

Directly from the data subject?

Via a platform that you -or another project partner- develop?

Via a platform not related to the project?

6. Will you receive any personal data from another project partner(s)?

Yes No

If yes: which one(s)?

- EARSC

- Biosense Institute

- AVAESEN
- Geomatrix
- Eversis
- bwcon
- Evenflow
- Draxis

7. Will you transmit any personal data to another partner?

Yes No

If yes: which one(s)?

- EARSC
- Biosense Institute
- AVAESEN
- Geomatrix
- Eversis
- bwcon
- Evenflow
- Draxis

8. Will you transmit any personal data to a research works subcontractor(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the subcontractor(s) is located outside the EU, please specify the country:

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9. Will you transmit any personal data to one of your affiliate(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the affiliate(s) is located outside the EU, please specify the country:

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10. Tick the security measures that will be implemented to prevent unauthorized access to personal data or the equipment

Logical security control:

Encryption

Anonymisation

Partitioning data

Logical access control (Methods to define and attribute users profiles)

Traceability (logging)

Secured archiving

Paper document security

Minimising the amount of personal data (e.g by Filtering and removal, Reducing sensitivity via conversion, Reducing the identifying nature of data, Reducing data accumulation, Restricting data access)

Physical Security Control

Operating security (Policies implemented to reduce the possibility and the impact of risks on assets supporting personal data.)

Clamping down on malicious software

Managing workstations

Website security

Backups security

Maintenance security

Processing contracts (to use subcontractors which are able to provide effective sufficient guarantees, and to sign a contract which defines the subject, the length and the purpose of the processing, as well as obligations of each party)

Network security

Physical access control

Monitoring network activity

Hardware security

Avoiding sources of non-human risk (to document implantation area, which should not be subject to environmental disasters (e.g flood zone, earthquake etc..) , fire hazard, water hazard)

Organizational Control

- Managing personal data violations (Existence of a process that can detect and treat incidents that may affect the data subjects' civil liberties and privacy)
- Personnel management (Existence of a policy describing awareness-raising controls within staff, and when persons who have been accessing data leave their job)
- Relations with third parties (Existence of a policy and processes reducing the risk that legitimate access to personal data by third parties may pose to the data subjects' civil liberties and privacy)
- Supervision (Existence of a policy and processes to obtain an organization able to manage and control the protection of personal data held within it)

Other (please specify)

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BWCON

NAME OF YOUR LEGAL ENTITY: bwcon GmbH
country: Germany

1. Have your legal entity appointed a Data Privacy Officer or a representative in this matter?

Yes No

If yes, please give his/her contact detail(s):

name: Rudolf Fiedler/ DPP Data Protection GmbH

email: rudolf.fiedler@dataprotectionpartner.de

phone:

2. Do you plan to process any personal data for the purposes of PARSEC Project? (kindly report to definitions p.1 before answering)

Yes No

IF YES TO QUESTION 2

3. Are any of these personal data health data?

Yes No

4. In which country will the data be processed?

- Germany

5. Will the data be collected:

Directly from the data subject?

Via a platform that you -or another project partner- develop?

Via a platform not related to the project?

6. Will you receive any personal data from another project partner(s)?

Yes No

If yes: which one(s)?

-EARSC

-Avaesen

-BioSense Institute

-Draxis
 -evenflow
 -EVERSIS
 -GEOMATRIX
 -rasdaman

7. Will you transmit any personal data to another partner?

Yes No

If yes: which one(s)?

- EARSC
- Avaesen
- BioSense Institute
- Draxis
- evenflow
- EVERSIS
- GEOMATRIX
- rasdaman

8. Will you transmit any personal data to a research works subcontractor(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the subcontractor(s) is located outside the EU, please specify the country:

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9. Will you transmit any personal data to one of your affiliate(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the affiliate(s) is located outside the EU, please specify the country:

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10. Tick the security measures that will be implemented to prevent unauthorized access to personal data or the equipment

Logical security control:

- Encryption
- Anonymisation
- Partitioning data
- Logical access control (Methods to define and attribute users profiles)
- Traceability (logging
- Secured archiving
- Paper document security
- Minimising the amount of personal data (e.g by Filtering and removal, reducing sensitivity via conversion, reducing the identifying nature of data, Reducing data accumulation, Restricting data access)

Physical Security Control

- Operating security (Policies implemented to reduce the possibility and the impact of risks on assets supporting personal data.)
- Clamping down on malicious software
- Managing workstations
- Website security
- Backups security
- Maintenance security
- Processing contracts (to use subcontractors which are able to provide effective sufficient guarantees, and to sign a contract which defines the subject, the length and the purpose of the processing, as well as obligations of each party)
- Network security
- Physical access control
- Monitoring network activity
- Hardware security
- Avoiding sources of non-human risk (to document implantation area, which should not be subject to environmental disasters (e.g flood zone, earthquake etc..), fire hazard, water hazard)

Organizational Control

- Managing personal data violations (Existence of a process that can detect and treat incidents that may affect the data subjects' civil liberties and privacy)
- Personnel management (Existence of a policy describing awareness-raising controls within staff, and when persons who have been accessing data leave their job)
- Relations with third parties (Existence of a policy and processes reducing the risk that legitimate access to personal data by third parties may pose to the data subjects' civil liberties and privacy)
- Supervision (Existence of a policy and processes to obtain an organization able to manage and control the protection of personal data held within it)

Other (please specify)

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Geomatrix

NAME OF YOUR LEGAL ENTITY: GEOMATRIX UAB
country: LT

1. Have your legal entity appointed a Data Privacy Officer or a representative in this matter?

Yes No

If yes, please give his/her contact detail(s):

name: Gediminas Vaitkus

email: info@geomatrix.lt

phone: +370 5 2320512

2. Do you plan to process any personal data for the purposes of PARSEC Project? (kindly report to definitions p.1 before answering)

Yes No

IF YES TO QUESTION 2

3. Are any of these personal data health data?

Yes No

4. In which country will the data be processed?

- Lithuania

5. Will the data be collected:

Directly from the data subject?

Via a platform that you -or another project partner- develop?

Via a platform not related to the project?

6. Will you receive any personal data from another project partner(s)?

Yes No

If yes: which one(s)?

- EARSC

-Avaesen

- BioSense Institute
- Draxis
- evenflow
- EVERSIS
- bwcon
- rasdaman

7. Will you transmit any personal data to another partner?

Yes No

If yes: which one(s)?

- -EARSC
- Avaesen
- BioSense Institute
- Draxis
- evenflow
- EVERSIS
- bwcon
- rasdaman

8. Will you transmit any personal data to a research works subcontractor(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the subcontractor(s) is located outside the EU, please specify the country:

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9. Will you transmit any personal data to one of your affiliate(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the affiliate(s) is located outside the EU, please specify the country:

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10. Tick the security measures that will be implemented to prevent unauthorized access to personal data or the equipment

Logical security control:

Encryption

Anonymisation

Partitioning data

Logical access control (Methods to define and attribute users profiles)

Traceability (logging

Secured archiving

Paper document security

Minimising the amount of personal data (e.g by Filtering and removal, Reducing sensitivity via conversion, Reducing the identifying nature of data, Reducing data accumulation, Restricting data access)

Physical Security Control

Operating security (Policies implemented to reduce the possibility and the impact of risks on assets supporting personal data.)

Clamping down on malicious software

Managing workstations

Website security

Backups security

Maintenance security

Processing contracts (to use subcontractors which are able to provide effective sufficient guarantees, and to sign a contract which defines the subject, the length and the purpose of the processing, as well as obligations of each party)

Network security

Physical access control

Monitoring network activity

Hardware security

Avoiding sources of non-human risk (to document implantation area, which should not be subject to environmental disasters (e.g flood zone, earthquake etc..) , fire hazard, water hazard)

Organizational Control

Managing personal data violations (Existence of a process that can detect and treat incidents that may affect the data subjects' civil liberties and privacy)

Personnel management (Existence of a policy describing awareness-raising controls within staff, and when persons who have been accessing data leave their job)

Relations with third parties (Existence of a policy and processes reducing the risk that legitimate access to personal data by third parties may pose to the data subjects' civil liberties and privacy)

Supervision (Existence of a policy and processes to obtain an organization able to manage and control the protection of personal data held within it)

Other (please specify)

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Eversis

NAME OF YOUR LEGAL ENTITY: Eversis sp. z o.o.
country: Poland

1. Have your legal entity appointed a Data Privacy Officer or a representative in this matter?

Yes No

If yes, please give his/her contact detail(s):

name: Jolanta Pasik

email: jpasik@eversis.com

phone: +48 22 578 55 00

2. Do you plan to process any personal data for the purposes of PARSEC Project? (kindly report to definitions p.1 before answering)

Yes No

IF YES TO QUESTION 2

3. Are any of these personal data health data?

Yes No

4. In which country will the data be processed?

- Poland

5. Will the data be collected:

Directly from the data subject?

Via a platform that you -or another project partner- develop?

Via a platform not related to the project?

6. Will you receive any personal data from another project partner(s)?

Yes No

If yes: which one(s)?

- EARSC

-Avaesen

-BioSense Institute

-Draxis
 -Evenflow
 -Geomatrix
 -bwcon
 -rasdaman

7. Will you transmit any personal data to another partner?

Yes No

If yes: which one(s)?

- EARSC
- Avaesen
- BioSense Institute
- Draxis
- Evenflow
- Geomatrix
- bwcon
- rasdaman-

8. Will you transmit any personal data to a research works subcontractor(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the subcontractor(s) is located outside the EU, please specify the country:

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9. Will you transmit any personal data to one of your affiliate(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the affiliate(s) is located outside the EU, please specify the country:

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10. Tick the security measures that will be implemented to prevent unauthorized access to personal data or the equipment

Logical security control:

- Encryption
- Anonymisation
- Partitioning data
- Logical access control (Methods to define and attribute users profiles)
- Traceability (logging)
- Secured archiving
- Paper document security
- Minimising the amount of personal data (e.g by Filtering and removal, Reducing sensitivity via conversion, Reducing the identifying nature of data, Reducing data accumulation, Restricting data access)

Physical Security Control

- Operating security (Policies implemented to reduce the possibility and the impact of risks on assets supporting personal data.)
- Clamping down on malicious software
- Managing workstations
- Website security
- Backups security
- Maintenance security
- Processing contracts (to use subcontractors which are able to provide effective sufficient guarantees, and to sign a contract which defines the subject, the length and the purpose of the processing, as well as obligations of each party)
- Network security
- Physical access control
- Monitoring network activity
- Hardware security
- Avoiding sources of non-human risk (to document implantation area, which should not be subject to environmental disasters (e.g flood zone, earthquake etc..) , fire hazard, water hazard)

Organizational Control

- Managing personal data violations (Existence of a process that can detect and treat incidents that may affect the data subjects' civil liberties and privacy)
- Personnel management (Existence of a policy describing awareness-raising controls within staff, and when persons who have been accessing data leave their job)
- Relations with third parties (Existence of a policy and processes reducing the risk that legitimate access to personal data by third parties may pose to the data subjects' civil liberties and privacy)
- Supervision (Existence of a policy and processes to obtain an organization able to manage and control the protection of personal data held within it)

Other (please specify)

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EVENFLOW

NAME OF YOUR LEGAL ENTITY: Evenflow SPRL

1. Have your legal entity appointed a Data Privacy Officer or a representative in this matter?

Yes No

If yes, please give his/her contact detail(s):

name: Dimitrios Papadakis

email: dimitri@evenflowconsulting.eu

phone: +32 498 11 35 64

2. Do you plan to process any personal data for the purposes of PARSEC Project? (kindly report to definitions p.1 before answering)

Yes No

IF YES TO QUESTION 2

3. Are any of these personal data health data?

Yes No

4. In which country will the data be processed?

- Belgium

- Other countries linked to the use of platforms (FormCraft/Wordpress, MailChimp, Google Analytics)

5. Will the data be collected:

Directly from the data subject?

Via a platform that you -or another project partner- develop?

Via a platform not related to the project?

6. Will you receive any personal data from another project partner(s)?

Yes No

If yes: which one(s)?

- EARSC

-Avaesen

-BioSense Institute

- Draxis
- Eversis
- Geomatrix
- bwcon
- rasdaman-

7. Will you transmit any personal data to another partner?

Yes No

If yes: which one(s)?

- EARSC
- Avaesen
- BioSense Institute
- Draxis
- Eversis
- Geomatrix
- bwcon
- rasdaman

8. Will you transmit any personal data to a research works subcontractor(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the subcontractor(s) is located outside the EU, please specify the country:

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9. Will you transmit any personal data to one of your affiliate(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the affiliate(s) is located outside the EU, please specify the country:

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10. Tick the security measures that will be implemented to prevent unauthorized access to personal data or the equipment

Logical security control:

- Encryption
- Anonymisation
- Partitioning data
- Logical access control (Methods to define and attribute users profiles)
- Traceability (logging
- Secured archiving
- Paper document security
- Minimising the amount of personal data (e.g by Filtering and removal, Reducing sensitivity via conversion, Reducing the identifying nature of data, Reducing data accumulation, Restricting data access)

Physical Security Control

- Operating security (Policies implemented to reduce the possibility and the impact of risks on assets supporting personal data.)
- Clamping down on malicious software
- Managing workstations
- Website security
- Backups security
- Maintenance security
- Processing contracts (to use subcontractors which are able to provide effective sufficient guarantees, and to sign a contract which defines the subject, the length and the purpose of the processing, as well as obligations of each party)
- Network security
- Physical access control
- Monitoring network activity
- Hardware security
- Avoiding sources of non-human risk (to document implantation area, which should not be subject to environmental disasters (e.g flood zone, earthquake etc..) , fire hazard, water hazard)

Organizational Control

- Managing personal data violations (Existence of a process that can detect and treat incidents that may affect the data subjects' civil liberties and privacy)
- Personnel management (Existence of a policy describing awareness-raising controls within staff, and when persons who have been accessing data leave their job)
- Relations with third parties (Existence of a policy and processes reducing the risk that legitimate access to personal data by third parties may pose to the data subjects' civil liberties and privacy)
- Supervision (Existence of a policy and processes to obtain an organization able to manage and control the protection of personal data held within it)

Other (please specify)

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DRAXIS

NAME OF YOUR LEGAL ENTITY: DRAXIS
country: Greece

1. Have your legal entity appointed a Data Privacy Officer or a representative in this matter?

Yes No

If yes, please give his/her contact detail(s):

name: Stavros Tekes

email: stavros@draxis.gr

phone: 0030 2310 274566

2. Do you plan to process any personal data for the purposes of PARSEC Project? (kindly report to definitions p.1 before answering)

Yes No

IF YES TO QUESTION 2

3. Are any of these personal data health data?

Yes No

4. In which country will the data be processed?

- Greece

5. Will the data be collected:

Directly from the data subject?

Via a platform that you -or another project partner- develop?

Via a platform not related to the project?

6. Will you receive any personal data from another project partner(s)?

Yes No

If yes: which one(s)?

- EARSC

-Avaesen

-BioSense Institute

-Evenflow

-Eversis

-Geomatrix

-bwcon
-rasdaman

7. Will you transmit any personal data to another partner?

Yes No

If yes: which one(s)?

- EARSC
- Avaesen
- BioSense Institute
- Evenflow
- Eversis
- Geomatrix
- bwcon
- rasdaman

8. Will you transmit any personal data to a research works subcontractor(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the subcontractor(s) is located outside the EU, please specify the country:

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9. Will you transmit any personal data to one of your affiliate(s)?

Yes No

If yes: Is it located in the EU?

Yes No

If the affiliate(s) is located outside the EU, please specify the country:

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10. Tick the security measures that will be implemented to prevent unauthorized access to personal data or the equipment

Logical security control:

- Encryption
- Anonymisation
- Partitioning data
- Logical access control (Methods to define and attribute users profiles)
- Traceability (logging)
- Secured archiving
- Paper document security
- Minimising the amount of personal data (e.g by Filtering and removal, Reducing sensitivity via conversion, Reducing the identifying nature of data, Reducing data accumulation, Restricting data access)

Physical Security Control

- Operating security (Policies implemented to reduce the possibility and the impact of risks on assets supporting personal data.)
- Clamping down on malicious software
- Managing workstations
- Website security
- Backups security
- Maintenance security
- Processing contracts (to use subcontractors which are able to provide effective sufficient guarantees, and to sign a contract which defines the subject, the length and the purpose of the processing, as well as obligations of each party)
- Network security
- Physical access control
- Monitoring network activity
- Hardware security
- Avoiding sources of non-human risk (to document implantation area, which should not be subject to environmental disasters (e.g flood zone, earthquake etc..) , fire hazard, water hazard)

Organizational Control

- Managing personal data violations (Existence of a process that can detect and treat incidents that may affect the data subjects' civil liberties and privacy)
- Personnel management (Existence of a policy describing awareness-raising controls within staff, and when persons who have been accessing data leave their job)
- Relations with third parties (Existence of a policy and processes reducing the risk that legitimate access to personal data by third parties may pose to the data subjects' civil liberties and privacy)
- Supervision (Existence of a policy and processes to obtain an organization able to manage and control the protection of personal data held within it)

Other (please specify)

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Annex 2

PRIVACY POLICY [website]

Acting as a lead partner for communication activities within the PARSEC Project (*hereinafter, the Project*), Evenflow SPRL (*“Data Controller”*) has set up and is curating the PARSEC website: www.parsec-accelerator.eu (*hereinafter, the Website*) and is managing the distribution of project-related news.

This privacy policy (*hereinafter, the Policy*) concerns both the voluntarily submitted data and the automatically collected data which users have provided while browsing the Website. The Policy outlines the terms of data collection, storage, and processing, answering the following questions:

1. **What information do we collect?**
2. **Why do we collect information?**
3. **Who holds or processes the data?**
4. **Where and for how long do we keep your information?**
5. **What are your rights and choices?**
6. **Which is the applicable law and jurisdiction?**
7. **How to contact us?**

1. What information do we collect?

Part of the data we collect is Personal Data, meaning information relating to an identified or identifiable natural person. Information is collected in two ways: (I) voluntarily supplied by the user, and (II) automatically collected while browsing the Website or reading the email updates.

2. Information you supply

Interested visitors may submit, of their own volition, Personal Data through the various “Contact forms” on the Website. You are free to consent to the use of your data for specific purposes which are clearly stated at the point of data collection. When deemed necessary, we may share this information with other consortium partners which are GDPR compliant.

Visitors may submit the following data (including Personal Data).

- Name
- Email address
- A description (by selection of check-boxes) of their desired engagement model (e.g. applicant, investor, etc.)

3. Information collected while you browse the Website or read the email updates

We use Google Analytics to collect information about how and when the Website is used, although **none of this kind of information is personally identifiable**, in and of itself.

The information collected includes:

- Your device's IP address, from which an estimation of your geographic location is made (note that we have instructed Google Analytics to mask a portion of the IP address which is stored and processed);
- The device and/or browser you used to access the Website;
- Which pages you have viewed, in which order, and for how long.

We use cookies (small text files stored on your computer) and other technologies (such as pixel tags) to record information about your browsing, for instance, whether you have visited the Website before.

We collect similar information related to our email updates, including:

- How many times the email was opened;
- Which links were clicked and how often.

4. Why do we collect information?

We collect information for one or more of the following reasons:

- To respond to questions and requests concerning the project, e.g. for the means of guiding interested parties through the process of becoming applicants;
- To send out emails in order to inform subscribers about our project;
- To monitor, evaluate and improve our communication activities.

5. Who holds or processes the data?

We use a range of third-party service providers ("Data Processors") to assist us in delivering services. Aside from these service providers, and when deemed necessary, certain Project partners, we do not share your information with any other third parties. **We never sell your information or use it for advertising purposes.**

The Data Processors we use include:

- **Mailchimp** to send out email updates;
- **FormCraft/WordPress** to collect subscription information from interested visitors;
- **Google Analytics** to process information about your use of the Website.

Evenflow SPRL has signed Privacy Policy Agreements (or equivalent legal documents) with these providers. We share information with them for the purposes of supplying the services mentioned, in a manner compliant with the Policy.

6. Where and for how long do we keep your information?

We take all reasonable means to make sure that Personal Data is safe with us. Physical and electronic security practices as well as managerial measures are in place. They are regularly reviewed as part of a maintenance and update cycle.

Data are sometimes stored by third parties (as listed above), and as such may be stored anywhere in the world.

Unless you request otherwise, we will keep the information you submit voluntarily with us until 6 months after the end of the project, i.e. the 30th of April 2022.

We have instructed Google Analytics to store data related to user identifiers (including cookies) for **38 months** before automatically deleting them. The countdown is reset when a user takes an action such as returning to the Website.

Non-identifiable, aggregate information will be recorded in our project reports (e.g. in the form of charts and diagrams) and as such does not have a “shelf life”.

7. What are your rights and choices?

You can choose to disable cookies or delete any individual cookie (see here). You can read more about how Google Analytics collects and processes website use data **here**, and about its use of cookies **here**.

Across all the platforms we use for subscription, you can choose to unsubscribe at any time. In compliance with applicable law, we can make users’ Personal Data available by their request. Similar requests can be submitted for the purpose of **correcting, updating or deleting data**. Please send such requests to the email address below.

8. Which is the applicable law and jurisdiction?

Any dispute arising from, or related to the use of the Website or to the acceptance, interpretation or observance of the Policy shall be submitted to the exclusive jurisdiction of the competent Court of Belgium which shall apply the Belgian law.

9. How to contact us?

To know more about our Policy, or make a request, please contact us at info@parsec-accelerator.eu



Our Partners

