**Participant Information Sheet**

**Research project title:** LINKS “Strengthening links between technologies and society for European disaster resilience”

**Invitation**

This is to ask your willingness to participate in a research study/a LINKS Community Workshop (LCW). Before you decide, you need to understand the research aims and what this could mean for you. Please read this Participant Information Sheet carefully. If you have doubts or needs for clarification, do not hesitate to ask questions (details of contact persons are provided at the end of the document). Take your time to decide whether or not you are willing to take part in this research study. Participation is voluntary and you are free to withdraw at any time.

**About the project**

LINKS (http://links-project.eu/) is a research project funded by the European Union’s Horizon 2020 Research & Innovation Programme under Grant Agreement No. 883490.

The project studies on social media and crowdsourcing in relation to disaster resilience in Europe to better understand their effectiveness during disasters. Of particular interest are the different ways in which communities perceive disaster risks, understand their vulnerabilities, and employ disaster management processes and technologies.

In LINKS, **social media** generally refers to social networking sites and services, such as Facebook and Twitter, and **crowdsourcing** refers to the gathering and distribution of digital information by the public to solve a problem. Disaster **resilience** refers to thecapacity of individuals and communities to cope, recover, develop, and adopt alternative strategies to mitigate vulnerability to disasters.

Research will be guided by five European case studies in Denmark, Germany, Italy, and the Netherlands, and will engage different stakeholders across Europe (e.g. practitioners, researchers, policymakers, industry, citizens). Main outputs will be the LINKS Framework, consisting of scientific methods, practical tools, and guidelines for researchers, practitioners, and policymakers working with social media and crowdsourcing in disasters; and the LINKS Community Center, an online platform for knowledge exchange.

**About the research and what will be asked to you**

*Please, introduce a short description of the research activity – e.g. workshop, interview, survey – for which the informed consent is written. Specify the time it will take, the kind of questions that will be asked, and other details that could be relevant for the participant. You must describe if the research will be audio or video recorded, or if researchers will take handwritten notes, and how the recordings/notes will be used. Then, emphasise – wherever possible – that they can ask for a male or female interviewer.*

*Example:*

*What is the research about?*

*This research activity aims to understand the level of social connectivity of different social groups and to identify the main barriers for these groups regarding access to social media during emergencies.*

*What will you be asked to do?*

*You will be asked to answer an online survey that will take approximately 10 minutes to complete. You will be asked to provide your professional opinions and experiences working with social media and crowdsourcing in disasters.*

*What personal information/data will be collected?*

*We process data – and data relating to the and those holders of parental responsibility over you – which identify you and are necessary to gather your informed consent and are needed for researcher purposes. For instance, we process identification data, birth date, address, phone number, e-mail.*

*If you are a child, we also process identification data of the holders of the parental responsibility (e.g.: first and last name, birth date, address, data obtained from identity cards and other identification documents).*

*We also process your image (in video and photographic format) and your statements, to realise communication contents, only for the purpose to disseminate information about the project and its results.*

*What will your participation be used for?*

*Your participation will be used to provide input for us to understand:*

* *Elaboration of case study requirements*
* *End-user requirements for the LINKS Framework*

*Additionally, the information that you provide could be used to write articles for peer-reviewed journals and magazines, and for presentations at conferences or to government personnel. All information that could either directly or indirectly identify you will be fully anonymised.*

**Participant selection**

*Briefly explain why you have selected that particular individual, e.g. because the candidate has knowledge or experience relating to a specific topic.*

**Benefits of participating in the research**

LINKS aims to reduce the risk of negative impacts coming from disasters, and specifically floods, earthquakes, tsunamis, droughts, terror attacks, and technological/industrial accidents, improving knowledge on the use of social media in emergencies. Although you will not receive immediate benefits, you will contribute to ensuring the societal impact of the research.

*For LCW only*: The goal of the LINKS Community Workshops is to produce a more robust Framework that can be used to analyse social media and crowdsourcing for disaster resilience. Whilst your participation may not result in an immediate, tangible benefit, it will contribute to ensuring that the final version of the Framework, which will be an open-access tool, is better developed and therefore easier to implement and adopt.

**Disadvantages of participating in the research**

Participating in the research is not anticipated to cause disadvantages.

*Note: If the participant is asked about their experience in emergencies, this should be explained, e.g.: some of the questions are about your experience during [specify the emergency, e.g. a flood]. If participants will be asked to discuss their personal experiences, you should specify that they may have psychological distress from the questions, and explain procedures for avoiding/mitigating these effects [e.g. you are free to decline to answer or participate at any time, or stop/interrupt the activity]. They should be made aware that they will not be forced to answer questions or continue their participation.*

**Voluntariness**

Your participation is voluntary. If you decide to participate, you will be asked to sign an informed consent form. If you are unable to give written consent, and instances where national rules allow, you will be asked to give oral consent. In this instance, this Participant Information Sheet and the informed consent form will be read to you. An independent authority will be appointed to witness the reading of these documents and your oral consent, and will sign the informed consent form as a witness on your behalf. A copy of this Participant Information Sheet and of the informed consent form will be given to you.

You are free to withdraw your participation at any time, without giving an explanation and without negative consequences. You are free to change your mind and ask the researcher(s) to delete your data from their dataset. Data will be permanently deleted, destroying any personal data related to you. You will receive a declaration that this process has been completed. In case the anonymisation of the data has been completed (see the section on data anonymisation below), it is not possible to identify information and therefore your data cannot be deleted. In any case where your data has been processed beyond the point of identification of your personal information, the processed data cannot be deleted.

You will not receive any compensation for participating in the research study.

**Purpose of data collection and processing**

Your data are collected and processed for the purpose of achieving the objectives of the LINKS project. Your processed data may be shared with LINKS partners, the LINKS Community (through the LINKS Community Center) and during LINKS Community Workshops (more details are available on the LINKS website: http://links-project.eu/). Your processed data may also be used in the dissemination of the project results, for instance, within articles for peer-reviewed journals and magazines, and for presentations at conferences, and for project marketing on the LINKS social media pages, for instance. Data will be processed and shared and/or published only in anonymised formats. The anonymised results will be made openly available to a wide audience in order to strengthen knowledge relating to social media and crowdsourcing for disaster resilience. If you want to receive a copy of our published results, please contact the lead researcher about being added to the LINKS dissemination mailing list. The lead researcher’s contact information is at the end of this document.

If you are a child, your participation shall be authorised by your parents or legal guardians. The written consent must be given by your parents or legal guardians. You must also provide oral consent for participating in the research.

**Data anonymisation/pseudonymisation**

All of your personal data will be [*choose one or both as relevant: anonymised/pseudonymised*] and processed by the project research members, and in particular: [*specify the anonymisation/pseudonymisation procedure, and if possible, specify who will do the procedure and any limitations*]. The process of data [*anonymisation/pseudonymisation*] will take place by [*introduce a date*].

**Limits to confidentiality**

Your data and identity will be protected. The only situations in which confidentiality could be waived are linked to:

1. Legal requests from law enforcement.
2. Your written consent to share certain personal information prior to your involvement in the research study/LCW (e.g. being part of images or videos).

**Data collection, use and storage**

How is your data collected

*Explain the data collection and processing method. For instance, if conducting interviews, specify if they will be audio recorded, transcribed using automated services, what those services are, etc. If automated service providers store data on servers outside of the EU, you must consult the LINKS Project DPO before going forward with participant recruitment.*

Who is responsible for your data

*Specify which institution*, *e.g. Stichting VU,* *is responsible for the data processing operations described in this information sheet. Stichting VU maintains the Vrije Universiteit Amsterdam as a privately run university in accordance with the Higher Education and Research Act of The Netherlands (‘Wet op het hoger onderwijs en wetenschappelijk onderzoek’). Stichting VU has its registered office at De Boelelaan 1105 1081 HV in Amsterdam and is registered with the Chamber of Commerce under number 53815211.*

Who will have access to your data (data sharing)

After data are collected, it will be stored and processed at the local level by [*specify institution*, *e.g. Stichting VU*], electronically encrypted, and securely shared with the relevant LINKS project partners for research purposes in an [*choose one or both as relevant: anonymised/pseudonymised*] format. Your name, or other identification information, will not be shared. Anonymised data from this study may also be shared through [*name platform, e.g. Dataverse NL, Open Science Framework*] with the research community at large to disseminate the project results and advance science. Before sharing data, all personal information that could identify you will be removed before files are shared with other researchers to ensure that, by current scientific standards and known methods, no one will be able to identify you from the shared information. Despite these measures, anonymity of your personal data cannot be guaranteed. Lastly, anonymised data from this study may also be used for project marketing purposes, for instance, on the project website and social media channels.

How your data will be stored

Your data will be handled confidentially by [*specify institution, e.g. Stichting VU*] and stored on secure computer networks with suitable access controls. Your signed consent form, other materials [*e.g.* *audio recording*] and any identifiable information will be retained in [*specify where*] until [*specify time*]. Anonymized*/*pseudonymised data will be retained by the project to inform later research. Anonymized*/*pseudonymised data that are subject to an established retention period, or as soon as they are no longer needed, will be securely deleted in their entirety, guaranteeing they cannot be recovered. Data retained for auditing processes will be stored securely and further processed for those purposes only. All personal data will be deleted by [*specify the time*].

When processing your personal data, we may make use of service providers (processors) who process your personal data on behalf of and under the responsibility of [specify institution, e.g. Stichting VU]. The [specify institution, e.g. Stichting VU] concludes processing agreements with these service providers to ensure that your personal data is processed carefully, securely and in accordance with the General Data Protection Regulation (GDPR). We remain solely responsible for these processing activities.

**Lawful grounds for processing**

Your personal data are processed on the basis of the following legal grounds: you have given consent to the processing of your personal data (art. 6(1)(a), GDPR). In that case, you have the right to withdraw your consent at any time by contacting the lead researcher using the contact details at the end of this document.

# How can you exercise your privacy rights

On the basis of the GDPR, you have the right – under certain conditions – to access personal data that are processed in the project, to correct your personal data if it contains factual inaccuracies, to delete your personal data, to limit the processing of your personal data, to portability of your personal data and to object to the processing of your personal data.

If you wish to exercise any of these privacy rights, you can contact the LINKS Project Data Protection Officer using the contact information specified at the end of this document.

In order to process your request, you will be asked to provide proof of identity. This will ensure that the request has been made by the right person. If you are not satisfied with the way in which your personal data are dealt with, you have the right to submit a complaint to a supervisory authority. Contact details for the LINKS Project Coordinator are specified at the end of this document.

**Who has ethically approved the research?**

The research has been ethically approved by the [*specify the local National Ethics Authority*]. Moreover, the project is supported by an External Advisor (EA) and an internal Ethics Advisory Board (EAB) that has the responsibility to monitor the adherence of the project’s research activities to national, regional and international ethics standards, as well as the specific ethics requirements and strategy of the project. If you have any doubts or concerns about the ethics-related aspects of your participation, you can contact the EAB using the contact information at the end of this document.

**Who can you contact for further information?**

Contact details of the lead researcher: [*Add the contact details of the lead researcher who will conduct the research*]

Name:

Tel:

Email:

Contact details of the local Data Protection Officer (DPO): [*Add the contact details of the DPO of local partner organisation*]

Name:

Tel:

Email:

Contact details of the LINKS Project Data Protection Officer (DPO):

Name: Barend Bon
Tel: +31 (0)20 598 8633
Email: functionarisgegevensbescherming@vu.nl

Contact details of the LINKS Ethics Advisory Board (EAB):

Email: links-eab@safetyinnovation.center

Contact details of the LINKS Project Coordinator:

Name: Nathan Clark

Tel: +45 (0)51148718

Email: n.e.clark@vu.nl