Seas, Oceans & Public Health in Europe

Linking oceans and health research

Horizon 2020 Blue Growth

– Demonstrating an ocean of opportunities

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Deliverable D1 (D1.2)

Data Management Plan – a "living" document

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Dissemination level		
PU	Public, fully open access	**X**
RE	Restricted to a group specified by the S.O.P.H.I.E Consortium (including the Commission Services)	
CO	Confidential: only for members of the S.O.P.H.I.E Consortium (including the Commission Services)	

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Contents

1 Introduction

This Data Management Plan (DMP) is a continuously updated document ("living document") that describes the new data generated in the S.O.P.H.I.E project, its type, format and structure, the arrangements for its storage and security, and its potential for being used by others outside of the S.O.P.H.I.E Consortium. The structure of this DMP is based on the guidelines provided in annexes to the EC's *Guidelines on Data Management in Horizon 2020*[1] and the Digital Curation Centre's *Checklist for a Data Management Plan*[2].

General Data Protection Regulation (GDPR)

In the light of the upcoming change of data protection legislation, a series of steps have been taken by the Project Coordinator regarding compliance within the SOPHIE project. GDPR ([Regulation (EU) 2016/679](#))[1] will be implemented on the 25th May 2018, at which point legal uses of personal data will change. EU citizens will be granted additional controls on the actions of those processing their personal data and on its free movement. The Project Coordinator has undertaken training in GDPR compliance at the University of Exeter. The Project Coordinator is not responsible in any way for compliance of individual Partners regarding GDPR, but has provided reasonable notification, information and resources concerning the GDPR and its implementation to Partners in line with due diligence. Partners should all seek further guidance from the relevant experts in their institution. If no such guidance is available, they should seek information from someone in their country regarding how they should ensure compliance with the new law.

1.1 Contents and structure of this Data Management Plan

This document is ordered according to the work package (WP) within which each data set is to be primarily generated and subsequently curated.

In instances where a number of datasets are described for a given section of a WP (a specific study or component task of the WP), the data sets are described titled according to that study or task name.

Information provided for each data set includes:

- A data set reference and name
- A description of the contents of the data set
- Information on standards and metadata used to manage the data set
- Information on data sharing within S.O.P.H.I.E
- Details on the archiving and preservation of the data, including collection and storage and Open Data

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[1] EC. (2016). *Guidelines on Data Management in Horizon 2020*. Version 2.1. Brussels: European Commission. Available online: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

[2] DCC. (2013). *Checklist for a Data Management Plan*. v.4.0. Edinburgh: Digital Curation Centre. Available online: http://www.dcc.ac.uk/resources/data-management-plans

2   Data sets generated in WP2

The only primary data generated in WP2 relates to a large survey that will be carried out in tasks T2.1. The other tasks in WP2 relate to a systematic map of pre-existing data or use and analysis of secondary datasets. Data related to these latter tasks are not described in this document, which is primarily concerned with management of data generated specifically for the purposes of—and within the remit of— the S.O.P.H.I.E project (i.e. "primary data").

2.1   S.O.P.H.I.E Survey (T2.1)

2.1.1   Data set reference, name

`S.O.P.H.I.E Survey Data.`

2.1.2   Data set description

These data comprise quantitative and qualitative information on people's perceptions of the risks and benefits of different human activities in and around our seas and coasts (e.g. aquaculture, marine renewables) to the economy, the environment and crucially public health and wellbeing.

The entire data set will consist of 10,000 respondents, 1,000 per 10 different countries. Although the exact countries are yet to be decided they will be geographically spread around Europe's major sea basins.

2.1.3   Standards and metadata

The data will be stored as text files to maximise potential for use with a variety of analytical software.

It is not known at this stage if any particular standards will be adhered to managing this data beyond those associated with generic good data management practice.

2.1.4   Archiving and preservation

2.1.4.1   Collection and storage of data

The data will be collected by a third party survey company using an online panel questionnaire. The company will provide the data sets to UNEXE, Seascape and NUIG for long-term storage in an encrypted form on secure servers, where it will remain for the duration of the project lifetime, after which time it will be transferred to ZENODO.

2.1.4.2   Open Data

The entire data set and associated metadata will be made available as Open Data on ZENODO (https://zenodo.org/) after an embargo period of five years post-project. Responsibility for the management of the data will then be transferred to ZENODO.

2.2   SOPHIE Policy Review (T2.2)

2.2.1   Data set reference name

Inventory of relevant policies.

2.2.2   Data set description

The data set comprises categorised information on European and International marine and public health conventions, directives, policies, strategies and other relevant instruments. Information gathered will include the title, acronym, date, geographical scope, key objectives, implementing mechanism and relevance to oceans and human health.

2.2.1   Standards and metadata

These data will contain no personal information and will be recorded with all relevant metadata in Microsoft EXCEL spreadsheets.

2.2.2   Data sharing

The data will be shared with partners within S.O.P.H.I.E for verification purposes and for input as required. The data will be made available on the agreed SOPHIE information sharing platform; and when complete it will be available on the SOPHIE website and made open access on ZENODO.

2.2.3   Archiving and preservation

2.2.3.1   Collection and storage of data

Data will be collected from month 1 to month 12 via desk-top research and will continue to be updated during the lifetime of SOPHIE. Data will be stored securely on two password protected computers, which can only be accessed by the Seascape S.O.P.H.I.E. team. The data will also be backed up on a remote server.

2.2.3.2   Open Data

When complete the inventory will be made available via the S.O.P.H.I.E. website; and also via ZENODO with an associated digital object identifier.

2.3   SOPHIE Data Inventory (T2.3)

2.3.1   Data set reference name

Inventory of relevant marine and public health data resources.

2.3.2   Data set description

The data set comprises a spreadsheet of categorised marine and public health data resources relevant to oceans and human health.

2.3.3   Standards and metadata

These data will contain no personal information and will be recorded with all relevant metadata in Microsoft EXCEL spreadsheets.

2.3.4 Data sharing

The data will be shared with partners within S.O.P.H.I.E for verification purposes and for input as required. The data will be made available on the agreed SOPHIE information sharing platform and when complete it will be made available on the SOPHIE website and made open access on ZENODO.

2.3.5 Archiving and preservation

2.3.5.1   Collection and storage of data

Data will be collected from M1-M12 via desk-top research and will continue to be updated during the lifetime of SOPHIE. Data will be stored securely on two password protected computers which can only be accessed by the Seascape S.O.P.H.I.E. team. The data will also be backed up on a remote server.

2.3.5.2   Open Data

All data will be made available via the S.O.P.H.I.E. website and also via ZENODO with an associated digital object identifier.

2.3   S.O.P.H.I.E Systematic map (T2.3)

2.3.1 Data set reference, name

`S.O.P.H.I.E Systematic map.`

2.3.1 Data set description

Systematic reviews and maps use information and data that are found in existing published and grey literature research reports already available publically. In this case, the data comprise the current evidence base of the impacts, both positive and negative, of the seas and oceans on public health. The process of creating a systematic map is highly transparent and repeatable. A protocol will be made freely available   on   the   CADIMA   Evidence   synthesis   tools   and   database   website (https://www.cadima.info/index.php/area/evidenceSynthesisDatabase). The final map will be published gold open access with Environmental Evidence (https://environmentalevidencejournal.biomedcentral.com); and the data extracted from these research reports will be available as supplementary material, as is standard practice in evidence syntheses. An online searchable data portal will also contain these extracted summaries of the data.

2.3.2 Standards and metadata

The titles and abstracts of the studies identified by the searches will be stored in Endnote.

2.3.3 Archiving and preservation

2.3.3.1   Collection and storage of data

Papers are identified through searching electronic databases and organisational websites, and the titles and abstracts stored in ENDNOTE. These papers are identified from existing databases, and key data and meta-data extracted from them and stored in EXCEL and Word on password protected University of Exeter computers. Data will be backed up at least daily to another dedicated server based on on-site as well to a remote server (also on UNEXE property, but at different geographic location in the UK).

2.3.3.2   Open Data

The endnote files from the initial search and one containing the final included studies, and the extracted data will be made available as Open Data after an embargo period following the end of the S.O.P.H.I.E project lifetime. The length of the embargo period is yet to be determined.

The ENDNOTE file and extracted data will be relocated to an Open Data repository based at UNEXE known as Open Research Exeter (ORE). Responsibility for the management of the data will then be transferred to ORE, who may require the addition of metadata to the data set in order to aid in its identification by the research community at large. We may also make these data available as part of the online searchable data portal.

3   Data sets generated in WP3

The data generated in this WP are specific to Tasks 3.1, 3.2, 3.3 and 3.4. Therefore, the data sets are described under subheadings for each task. Primary data generated in WP3 relates to the Societal Stakeholder Deliberations 1 & 2 (Task 3.2) and the Citizen Stakeholder Deliberations (Task 3.3). Task 3.1 relates to a review of pre-existing data or use and analysis of secondary datasets. Task 3.4 relates to a meta-analysis of data gathered from Tasks 3.2, and Task 3.3.

3.1   List of OHH Multi-Actor Stakeholders (T3.1)

Identify, engage and recruit key Multi-Stakeholders across Europe for OHH, Healthy Coastal Living and Sustainable Blue Tourism.

3.1.1   Data set reference, name

A List of Oceans and Human Health (OHH) Multi-Actor Stakeholders

3.1.2   Data set description

The List of OHH Multi-Actor Stakeholders will contain documented names, organisations, roles and email addresses of identified individuals, organisations, community groups and deliberation participants relating to OHH, Healthy Coastal Living and Blue Tourism.

3.1.3   Standards and metadata

Data will be stored in an excel spreadsheet. These data will be structured and managed using established standards; and the spreadsheet will be password protected.

3.1.4   Data sharing

Once informed consent is received, these data will be shared with partners within S.O.P.H.I.E.

3.1.5   Archiving and preservation

3.1.5.1   Collection and storage of data

These data will be collected based on legitimate interest via secondary sources to compile a list of relevant multi-societal stakeholders for OHH, Healthy Coastal Living and Sustainable Blue Tourism.

Once informed consent has been obtained, this data will be stored securely on two password protected computers, which can only be accessed by the NUI Galway S.O.P.H.I.E. research team. The data will also be backed up on a hard drive contained in a secure locked cabinet, which again can only be accessed by the NUI Galway S.O.P.H.I.E. research team.

3.1.5.2   Open Data

The OHH Multi-Actor Stakeholder listing will be made available once informed consent is received.

3.2   S.O.P.H.I.E. Societal Stakeholder Deliberations and Citizen Stakeholder Deliberations (T3.2 and T3.3)

Two Societal Stakeholder online and face-to-face consultations and 1 Citizen Stakeholder face-to-face consultation with online data collected from the S.O.P.H.I.E. survey (details of the management of the survey data is contained under data management procedures for WP2).

3.2.1   Data set reference, name

Societal and Citizen Stakeholder Deliberation Data Sets

3.2.2   Data set description

This structured data comprise information on societal and citizen stakeholders' perceptions on the top research priorities for OHH, Healthy Coastal Living and Blue Tourism.

3.2.3   Standards and metadata

Data will be stored as ISM and text files to maximise potential for use with a variety of analytical software. These data will be structured and managed using established standards. Data privacy and confidentiality will be managed through participant information sheets, consent forms and data-protection practices.

3.2.4   Data sharing

Results from Tasks 3.2 and 3.3 will be reported as group data to S.O.P.H.I.E partners, in technical deliverables, summary reports and academic-based articles and will not identify individual societal or citizen stakeholders in any way.

3.2.5   Archiving and preservation

3.2.5.1   Collection and storage of data

Online Data for the Societal Stakeholder sessions will be collected via email by the NUI Galway Research Team. Information collected from stakeholders via email during S.O.P.H.I.E. will be kept strictly confidential and will be stored in an encrypted NUI Galway email on a secure server where it will remain for the lifetime of the project.

The purpose of the face-to-face consultations is to expand, structure and map the online data, collected from societal and citizen stakeholders, using the collective intelligence methodology. Data from the consultations will be reported as group data, upholding confidentiality and anonymity. All data resulting from the face-to-face consultations will be stored as ISM files and text files that will be stored securely on two password protected computers, which can only be accessed by the NUI Galway S.O.P.H.I.E. research team. The data will also be backed up on a hard drive contained in a secure locked cabinet, which again can only be accessed by the NUI Galway S.O.P.H.I.E. research team.

Group data results will be shared with S.O.P.H.I.E. partners, research participants and interested users by means of individual requests made to the NUI Galway S.O.P.H.I.E. research team.

3.3   S.O.P.H.I.E. Meta-Analysis of Stakeholder Deliberations (T3.4)

Task 3.4 will be a priorities research meta-analysis of outcomes from *all three* stakeholder strands (months 26-28) with a synthesis.

3.3.1   Data set reference, name

Meta-Analysis of Stakeholder Deliberations

3.3.2   Data set description

These data comprise quantitative and qualitative structured data on societal and citizen stakeholders' perceptions on the top priorities for OHH, Healthy Coastal Living and Blue Tourism.

3.3.3   Standards and metadata

Data will be stored as text files to maximise potential for use with a variety of analytical software. Data will be structured and managed using established standards.

3.3.4   Data sharing

Data will be shared with S.O.P.H.I.E partners, in technical deliverables, summary reports and academic-based articles. Data from Task 3.4 will in no way identify societal and citizen stakeholders as it is presented as group data.

3.3.5   Archiving and preservation

3.3.5.1   Collection and storage of data

Task 3.4 analyses the collected data from Tasks 3.2 and 3.3. Data will be stored as text files that will be stored securely on two password protected computers, which can only be accessed by the NUI Galway S.O.P.H.I.E. research team. The data will also be backed up on a hard drive contained in a secure locked cabinet, which again can only be accessed by the NUI Galway S.O.P.H.I.E. research team.

3.3.5.2   Open Data

The data from Task 3.4 will be shared with S.O.P.H.I.E., research participants and interested users by means of individual requests made to the NUI Galway S.O.P.H.I.E. research team.

4   Data sets generated in WP4

WP4 focuses on innovative solutions and future scenarios. The work package includes 3 tasks:

1. Inventory of current practices to enhance OHH interactions across Europe
2. Future scenarios for healthy European sea basins: identify challenges, practices and solutions for each basin
3. Highlight innovative solutions for improving Oceans and Human Health interactions

For task 4.1, the results of the inventory will be stored in a database with case study descriptions, categorised in themes relevant to oceans and human health. This data is described below as the "SOPHIE innovative solutions database." For task 4.2 on future scenarios, pre-existing data are being used. The scenarios will be used as discussion material in workshops with experts and stakeholders from six sea basins throughout Europe aiming to identify and disclose innovative approaches and research needs. We will collect a database with contact details of relevant stakeholders per workshop. This database is described below as the "scenario workshops database." For task 4.3, we will demonstrate a selection of innovative solutions in a Dutch case study. This may include the application of citizen monitoring. The datasets obtained through citizen monitoring are described under WP5. Also model data of fate and transport of pollutants will most likely be created and input data on sources of pollutants. These data will be described in the WP4 report that will be publicly available after the SOPHIE project.

4.1   SOPHIE innovative solutions database

4.1.1   Data set reference
SOPHIE Innovative solutions database

4.1.2   Data set description
Information on examples of innovative solutions that are being applied throughout Europe is collected through a web-based form and stored in a database. The database will first be filled by SOPHIE project partners, Advisory board and Expert Group. We plan to also share the link with other interested parties so that others can also provide information on case studies using innovative solution to the database. The database will also include a limited amount of contact details of the person who supplied the information and of a person who can be contacted for further details. We will restrict the amount of contact information to a minimum (name, organisation, e-mail address). We will ask information providers for informed consent for storing and sharing their contact details.

4.1.3   Standards and metadata
We will collect descriptions of activities rather than number of variables that have pre-defined standards.

4.1.4   Data sharing
The database will be only edited by project partners involved in work package 4. Others can only view and edit information in the web form that they are filling in themselves. Project partners and the Expert Group can view all case study short descriptions in the database and fill in the web form to add new case studies. Contact details will only be accessible to project participants in work package 4.

For the reporting of task 4.1 we will summarize information from the "SOPHIE Innovative solutions database" into a publicly available report and maybe also through the SOPHIE website. In these publications, the contact details are not shown.

4.1.5   Archiving and preservation
4.1.5.1   Collection and storage of data
Information on Innovative solutions will be collected from April 2018 to the end of the SOPHIE-project. The website with the form and database is hosted on a server based in the EU. We are in the process of choosing the most appropriate software for this.

4.1.5.2   Open Data
We consider the database with case study information as raw data. These data will be filtered and organized in the report of WP4. The report will be made publicly available but not the database with the raw data. The copy of the database will be archived at Deltares.

5   Data sets generated in WP5

The only data gathered in this WP, and considered for this document, relate to Task 5.4 "Development of a Citizen Science Program".

5.1   WP5 (tasks T5.4)

5.1.1   Data set reference name

Citizen Science Program data set.

5.1.2   Data set description

The Citizen Science Program data set will contain quantitative and qualitative data on environmental and self-reported health and demographics. E-mail addresses of individual participants might be collected for follow-up during the Project with participant's informed consent. Photographs taken by participants might become part of the data set. Participants will be informed that photographs will be shared without attribution.

5.1.3   Standards and meta data

All data will be stored as open format text (.csv) files. These data will be structured and managed using established standards. The data collection methods and questionnaire questions will be stored with the database.

5.1.4   Data sharing

Anonymized data sets will be shared with researchers working on Ocean and Human Health interactions for their analysis. Secure means of transferring the data will be identified and applied. By the end of the Project, e-mails of all participants will be deleted to make all data anonymous.

5.1.5   Archiving and preservation

5.1.5.1   Collection and storage of data

Data will be collected using purpose-made SOPHIE questionnaires, made available through SOPHIE's Citizen Science APP, both to be developed during 2018-19. Participants will answer the questionnaires voluntarily and data will be uploaded to a secure server based in the EU. By the end of the Project, e-mails of all participants will be deleted in order to anonymize the data.

5.1.5.2   Open Data

Data from Task 5.4 will be filtered and summarized in a final report of the activity, which will be publicly available. If enough data are gathered, they will be analysed, and results will be published in a scientific journal. Anonymized raw data will be openly shared with SOPHIE partners, research participants and interested users by means of individual requests made to the NUI Galway S.O.P.H.I.E. research team.

6   Data sets generated in WP6

Primary data will be generated and gathered within the scope of all three of the tasks within WP6 of the S.O.P.H.I.E Project. The means by which these data will be managed are outlined below.

The subjects referred to within this work package are defined as:

- In Task 6.1 the subjects are the online expert community
- In Task 6.2 the subjects are the Expert Group
- In Task 6.3 the subjects are anyone who registers to attend conference.

6.1   Online Community of Experts (Task 6.1)

6.1.1   Data set reference, name

`S.O.P.H.I.E Online Community data.`

6.1.2   Data set description

This dataset will contain the personal data for the S.O.P.H.I.E online community of experts in OHH.

The data will be submitted by the subjects in a template format, and will not be edited in any way by the S.O.P.H.I.E Project partners. The data subjects will be encouraged to ensure that the data remain up to date. The data will be presented on the S.O.P.H.I.E Project website throughout the lifetime of the Project. The data will be searchable based on a certain key words.

With the consent of the subjects, the online community of experts will be periodically contacted regarding information with direct relevance to the S.O.P.H.I.E Project during its lifetime. It is yet to be determined whether this will be done directly via the website, or whether another system will be used.

European Marine Board will download a copy of the data for basic analysis to support internal project reporting (Milestone 6.5), and if required, to enable communication. The data subjects will be fully informed of this at the point of consent.

It is hoped that the data will remain available following the end of the Project however this is yet to be determined.

6.1.3   Standards and metadata

These data will be structured and managed using established standards, as proposed by the website development company (Fffunction).

The SOPHIE website is hosted on a VPS provided by Digital Ocean, with LAMP technologies provided by Server Pilot. The website uses a bespoke theme running on latest Wordpress, with a number of performance and security plugins added. All data generated by the SOPHIE site is stored in a local MySQL database. This database is backed up daily to the server using AutoMySQLBackup; the server itself is backed up weekly by the Digital Ocean platform.

The SOPHIE site does not currently store any user-generated content other than that generated by the CMS editors. The CMS editors have access to their own profile, and can view and edit their own data.

The SOPHIE site utilises the third-party service, Mailchimp, to collect user data for newsletter purposes. Site traffic is encrypted using HTTPS, and no data is stored by the SOPHIE site when interacting with this service.

It is assumed that Mailchimp and any future third party services will be GDPR compliant; and that no data retention will take place by the SOPHIE site when interacting with external services.

The data copy downloaded by European Marine Board will be stored in a Microsoft Excel spreadsheet. These data will only be accessible to employees of the European Marine Board. The data copy will be deleted upon termination of the project.

6.1.4   Data sharing

As any data with appropriate consent will be made publicly available on the S.O.P.H.I.E website, no additional personal data will be shared with Project partners or third party organisations.

6.1.5   Archiving and preservation

6.1.5.1   Collection and storage of data

The data collection will begin following the launch of the community pages/portal on the S.O.P.H.I.E website in July 2018. Existing mailing lists of contacts held by the Project partners will be targeted separately by each partner and encouraged to sign up to the online community. No additional personal data will need to be shared to enable this process. The data collection will continue throughout the lifetime of the Project, until May 2020. It is hoped that this can also continue beyond the end of the project however this is still to be determined.

The data will be stored on the servers of the website hosts, and will be backed up daily. The downloaded data copy held by European Marine Board will be stored on its file storage system, which is hosted on the Flanders Marine Institute (VLIZ) servers. The servers are backed up daily using standard procedures followed at VLIZ. The file storage system for European Marine Board is only accessible by employees of European Marine Board.

6.1.5.2   Open Data

The data will be publically visible; however the full online community of experts' data set will never be made publicly available. The downloaded data copy will only be accessible to employees of the European Marine Board. The data copy will be deleted upon termination of the project.

6.2   Strategic Research Agenda and Expert Group (Task 6.2)

6.2.1   Data set reference, name

`S.O.P.H.I.E Expert Group data.`

6.2.2   Data set description

This dataset will contain personal data for the S.O.P.H.I.E Expert Group.

Information will be held on the opinions and ideas of the Expert Group from pre-workshop consultations, workshop proceedings and other interactions throughout the lifetime of the project.

The names, institutions and countries of the Expert Group members will be made publicly available on the S.O.P.H.I.E website. The final Strategic Research Agenda will be developed based on the opinions and ideas of the Expert Group, and the Expert Group will be named as contributors to the document. However, their actual words will not be reproduced anywhere without express permission.

The Expert Group will be fully informed regarding the data and information that will be kept; and any communication and sharing of the data, and their consent will be specifically sought.

Additionally, the specific comments from external reviewers for the Strategic Research Agendas will also be gathered. With their consent, the reviewers will be acknowledged in the final document. Their specific comments will never be shared beyond the Project Partners without their express permission.

6.2.3   Standards and metadata

The personal data for the Expert Group will be stored in a Microsoft Excel spreadsheet; and the photographs and video will be stored in their respective formats in a dedicated folder with clear labelling. The opinions and ideas gathered will be stored in a variety of formats including in text files, Microsoft Word files and picture files, again in a dedicated folder with clear labelling.

6.2.4   Data sharing

The data and information will be made available to the members of the S.O.P.H.I.E Project and the external professional facilitators, in order to enable the Task to be completed successfully. Apart from the data and information made publically available as outlined above, no data or information will be shared with any third parties.

All data and information held by European Marine Board will only be accessible to employees of the European Marine Board.

6.2.5   Archiving and preservation

6.2.5.1   Collection and storage of data

The personal data for the Expert Group will be collected immediately following the start of the Project in December 2017. The opinions and ideas of the Expert Group will be gathered throughout the lifetime of the project, especially before and during the workshops in April 2018 and February 2019. The final Strategic Research Agenda will be published in March 2020.

Comments from external reviewers for the Strategic Research Agenda will be sought within the period November 2019 – March 2020.

The downloaded data copy held by European Marine Board will be stored on its file storage system, which is hosted on the Flanders Marine Institute (VLIZ) servers. The servers are backed up daily using standard procedures followed at VLIZ. The file storage system for European Marine Board is only accessible by employees of European Marine Board.

6.2.5.2   Open Data

The full dataset will never be made publicly available.

6.3 International Conference on OHH (Task 6.3)

6.2.6   Data set reference, name

`S.O.P.H.I.E Conference Data.`

6.2.7   Data set description

This dataset will have two distinct parts: the personal data of the subjects who register for the Conference, and the information on the opinions and ideas which are expressed during the Conference (by both speakers and participants). Personal data will be held on those who register.

Consent will be sought at the point of data collection for: communication to be made regarding the event, communication to be made after the event, then to be listed and identified as a Conference participant in any communication activities, and for photographs and/or videos to be taken and used by EMB and the S.O.P.H.I.E Project.

These data will never be shared and will only be held internally by European Marine Board. Only data for consenting subjects will be retained following the event. All other data will be deleted.

The opinions and ideas raised during the event will be noted by the Project partners. Consent from all presenters will be sought for their presentations to be shared. All Conference speakers and participants will be made aware that publicly available reporting will be published following the event, and that their opinions and ideas may be included in this.

6.2.8   Standards and metadata

The personal data from the Conference registrations will be stored in a Microsoft Excel spreadsheet; and the photographs and video will be stored in their respective formats in a dedicated folder with clear labelling. The opinions and ideas gathered will be stored in a variety of formats including in text files, Microsoft Word files and picture files, again in a dedicated folder with clear labelling.

6.2.9 Data sharing

The personal data of registered Conference participants will never be shared.

The opinions and ideas of speakers and participants will be noted by the Project partners and those notes may be shared internally within the Project only.

All data and information held by European Marine Board only be accessible to employees of the European Marine Board.

6.2.10 Archiving and preservation

6.2.10.1 Collection and storage of data

The personal data for the Conference participants will be collected once registration for the conference commences which is anticipated to be from October 2019, until the Conference in March 2010.

Opinions and ideas from speakers and participants will be gathered during the 2-day Conference in March 2020.

The data, opinions and ideas held by European Marine Board will be stored on its file storage system, which is hosted on the Flanders Marine Institute (VLIZ) servers. The servers are backed up daily using standard procedures followed at VLIZ. The file storage system for European Marine Board is only accessible by employees of European Marine Board.

6.2.10.2 Open Data

The full dataset will never be made publically available.