

# D1.3 Ethics, Gender and Inclusivity Guide v1

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## Executive summary

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This deliverable serves as a comprehensive resource aimed at guiding the project's research practices to ensure they are ethical, promote gender equality and ensure inclusivity within DISCO. This guide contains a comprehensive overview of how the ethics requirements will be fulfilled within the DISCO project. In order to ensure compliance with ethical standards, this document provides a detailed summary of both European and national ethics guidelines. It outlines the strategies and procedures employed to manage all activities related to ethical considerations, including obtaining informed consent from participants and implementing measures for proper data management (the latter will be fully addressed in a dedicated deliverable).

Recognizing the critical role of gender equity, the deliverable describes how we will promote gender balance across all project activities. It highlights the necessity of diverse representation and unbiased recruitment practices. It addresses gender-based discrimination and provides guidance for mitigating its effects. The inclusivity is a cornerstone of a successful project since it accommodates individuals with diverse abilities, backgrounds and perspectives. This involves creating accessible materials and fostering a respectful and open-minded culture.

To support the project's ethical framework, the Data Protection & Ethics Manager of the project will conduct an annual internal assessment to verify adherence to agreed-upon ethical regulations. Additionally, the will provide guidance and recommendations for updating these regulations if necessary.

The research conducted as part of the DISCO project will employ various qualitative data collection methods. These methods include conducting informational interviews with representatives from previous relevant projects and experts in the field of urban logistics. Furthermore, document reviews and desk research will be conducted on projects and programs that are pertinent to the DISCO project. The DISCO consortium is firmly committed to upholding the ethical principles outlined in several key documents. These include the Charter of Fundamental Rights of the European Union, the European Convention on Human Rights, and its supplementary Charter of Fundamental Rights of the European Union in Practice. Moreover, the consortium acknowledges and respects the ethical guidelines set forth in pioneering documents such as the Nuremberg Code and the Declaration of Helsinki. By adhering to these ethical principles and guidelines, the DISCO project aims to ensure the responsible and ethical conduct of its research activities. The project consortium recognizes the importance of ethical considerations in maintaining the trust of stakeholders and safeguarding the rights and well-being of all involved parties.

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## Glossary of Terms and Acronyms

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Table 1 - GLOSSARY OF ACRONYMS AND TERMS

Acronym / Term	Description
AI	Artificial Intelligence
DT	Digital Twin
EC	European Commission
LL	Living Lab
ML	Machine Learning
PETs	Privacy Enhancing Technologies
SULP	Sustainable Urban Logistics Plan
SUMP	Sustainable Urban Mobility Plan
UF	Urban Freight
WP	Work Package

# 1. Introduction

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DISCO will demonstrate a combination of 23 data driven innovative measures, that will be supported by the Meta Model Suite (DISCOCURB, DISCOBAY, DISCOPROXI, DISCOESTATE and DISCOLLECTION) and enabled by the Urban Freight Data Space. They combine social and technological innovation and land use planning in urban logistics, that will be demonstrated within the measures in the 4+4 DISCO living labs and twinning sites, and adopted by 4 Followers, with the overall target of achieving a harmonized integration of Sulp in Sump and the Mission city targets by 2030. In this context, this deliverable stands as a comprehensive description of how the DISCO project will foster ethical research practices, champion gender equality and establish inclusivity within DISCO project. The overarching objective is to ensure strict adherence to ethical standards, making use of a detailed synthesis of both European and national ethics guidelines. It also encompasses processes like obtaining informed consent from participants and executing measures for a meticulous data management (expounded upon in a distinct dedicated deliverable).

The recognition of gender equity's pivotal role is also underlined in this deliverable. It describes preliminary (an updated version of this deliverable will be released later in the project) strategies to ensure gender parity across all project facets, accentuating the indispensability of diverse representation and unbiased recruitment protocols. Moreover, it also describes how to avoid gender-based discrimination, offering actionable insights to mitigate its impact. Simultaneously, inclusivity emerges as a cornerstone of the project's success, creating an encompassing atmosphere for individuals with multifarious abilities, backgrounds, and perspectives. This is substantiated through the creation of accessible materials and the cultivation of an environment steeped in respect and open-mindedness.

The document is structured as follow: in the first chapter it is provided an overview of the ethical strategy which include a synthesis of the most important European ethics guidelines, how Artificial Intelligence is addressed in DISCO and finally an overview of the dissemination, communication and exploitation ethical strategies. Then, a dedicated chapter before the conclusion deal with the gender and the inclusivity perspective.

## 2. Overall strategy for ethical research

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The strategy for ethical research has been devised to ensure the protection of fundamental human rights and privacy of participants engaged in the project's Living Lab activities. During any data collection involving human subjects, strict confidentiality measures will be implemented throughout the research process. The following details the specific measures in place:

- Prior to any monitoring or data acquisition, all test subjects will receive comprehensive information and the opportunity to provide consent. It is emphasized that all subjects are strictly volunteers, and detailed oral information will be provided to them.
- No data will be collected without explicit informed consent from the individuals under observation. Participants will be fully informed about the nature of their involvement and will provide explicit consent to the procedures and research being conducted.
- No personal or sensitive data will be centrally stored. In addition, data will be scrambled where possible and abstracted in a way that will not affect the final project outcome.
- Data collected will not be sold or used for any purposes other than those directly related to the current project.

- A data minimization policy will be implemented at all levels of the project. This means that only necessary and relevant personal data will be collected and stored, ensuring that no unnecessary data is retained.
- Any ancillary personal data obtained during the research will be promptly deleted. Efforts will be made to minimize the collection of such ancillary data as much as possible.

## 2.1 GDPR compliance

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During the lifetime of this project, the Regulation (EU) 2016/679 (GDPR51) will be in force and all the partners will take this into account to ensure compliance. Ethical standards and guidelines compatible with, and equivalent to, those of Horizon Europe will be rigorously applied, regardless of the country in which the research is carried out. Participants in the LLs will receive all the GDPR related information: (i) introductory descriptions about DISCO and its purpose in an understandable way, emphasizing that is the potential participant'' choice about whether to be in the project; (ii) information of their right to privacy and the extent to which participation in this research may impact on their lives, and the mechanisms the researchers have put in place to protect participant privacy through processes of anonymisation and data storage and security, and the duration and effort to participate in the research; (iii) in any survey/interview people will be informed what kinds of questions consortium plans to ask, and it will be clear that people can choose not to answer questions; (iv) participants will be made aware of their 'withdrawal rights': that they can withdraw from DISCO at any time and that, if they wish, any personal data, recordings or images can be destroyed; (v) contact information to the DISCO stakeholders will be provided; (vi) risks and benefits will be explained; (vii) if applicable, arrangements for insurance coverage for participation will be communicated to participants. Regarding the collection and processing of Personal Data (video images, ethnography, surveys and questionnaires), DISCO LLs will follow these procedures: (i) the collected data will remain the property of each LL; (ii) the collected data will be kept securely at all times at each LL and kept on secure servers under the control of the research team at each LL; (iii) anonymization techniques will be applied to protect data confidentiality (iv) the raw data will not be shared but the results will be shared to facilitate cooperative research amongst the project partners, (v) unless specifically requested and agreed any collected data will be destroyed within 12 months of the completion of the project to allow for end of project dissemination and follow-up. In addition, DISCO: (a) will not identify subjects in reports. Inadvertent disclosure of private identifiable information will be avoided, (b) will anonymize all data, and, in any report, participants will be given pseudonyms, (c) will not use direct identifiers in reports, such as names or email addresses, and no information that would allow someone to deduce DISCO participants' identities will be used as well. It is noteworthy that every activity of personal data processing from people residing in the EU is subjected to comply with the GDPR, regardless of whether the processing takes place inside the EU or not.

## 2.2 International and European Regulatory framework

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DISCO project activities involving the collection and treatment of sensible data will be carried out fully in compliance with the highest standards and regulations, at international and European level, in the field of individuals' privacy safeguard. The data management plan (D1.10) will includes the characteristics of each type of dataset that will be collected, including who has access to it and where they will be stored.

As stated by Article 14 Annex V of Horizon Europe Grant Agreement:

- "The beneficiaries must carry out the action in compliance with ethical principles (including the highest standards of research integrity) and applicable EU, international and national law, including

the EU Charter of Fundamental Rights and the European Convention for the Protection of Human Rights and Fundamental Freedoms and its Supplementary Protocols.”

- “The beneficiaries must pay particular attention to the principle of proportionality, the right to privacy, the right to the protection of personal data, the right to the physical and mental integrity of persons, the right to non-discrimination, the need to ensure protection of the environment and high levels of human health protection.”

In order to underline consortium commitment to respect the privacy and data protection fundamental principles, an overview of the main reference texts in this context is provided in the following sections.

## 2.2.1 Compliance with European and National Legislation

The DISCO consortium is committed to the ethical principles described in the Charter of Fundamental Rights of the European Union<sup>1</sup>, the European Convention on Human Rights<sup>2</sup> and its supplementary Charter of Fundamental Rights of the European Union in Practice<sup>3</sup> as well as in pioneering documents (such as the Nuremberg Code and the Declaration of Helsinki) and will carry out its activities according to standard procedures as advised by the European Commission.

The project will conform to the relevant EU regulations and directives<sup>4</sup> (e.g. the Directive<sup>5</sup> on data collection and electronic communications and the Data Protection Directive) relating to the collection and storage of big data information<sup>6</sup>, applying all possible means for the protection of privacy and ethics in personal data collection, processing and dissemination, such as the Privacy Enhancing Technologies (PETs)<sup>7</sup>. The project will only collect and process data if it is necessary for the implementation of the project. The research will not involve sensitive data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction). Within the project, personal data collection will be limited to that essential for the research being conducted and will only be collected after having the necessary notifications/authorisations. Its process, storage and (eventual) publication will guarantee the agreed confidentiality and anonymity. All activities will be conducted using fully rational adults, as they will be able to understand their role in the project. Participants will be given detailed information in the form of an Information Sheet on who will benefit from their participation in the research and what risk or burden they are undertaking by participating.

The following principles define the project's approach:

- **Compliance with Legislation:** All real data collected for research and demonstration purposes will be managed in strict adherence to the Data Protection legislation applicable in the respective countries. Each organization responsible for handling such data will be obligated to ensure compliance with the regulations specified by the relevant data protection authority.
- **Use Limitation:** During interviews or questionnaires that involve gathering personal information, interviewees are specifically asked if they have any specific requirements that may limit the use of their data. In cases where such requirements exist, all information that could potentially reveal their identities will be encrypted and protected following the best practices outlined by the European

<sup>1</sup> [https://eur-lex.europa.eu/eli/treaty/char\\_2012/oj](https://eur-lex.europa.eu/eli/treaty/char_2012/oj)

<sup>2</sup> <https://www.coe.int/en/web/human-rights-convention>

<sup>3</sup> <https://eur-lex.europa.eu/EN/legal-content/summary/putting-the-charter-of-fundamental-rights-into-practice.html#:~:text=The%20EU%20Charter%20of%20Fundamental,people%20enjoy%20in%20the%20EU.>

<sup>4</sup> [https://commission.europa.eu/law/law-topic/data-protection/data-protection-eu\\_en](https://commission.europa.eu/law/law-topic/data-protection/data-protection-eu_en)

<sup>5</sup> <https://digital-strategy.ec.europa.eu/en/policies/eu-electronic-communications-code>

<sup>6</sup> [https://ec.europa.eu/newsroom/just/document.cfm?doc\\_id=41523](https://ec.europa.eu/newsroom/just/document.cfm?doc_id=41523)

<sup>7</sup> <https://www.oecd.org/publications/emerging-privacy-enhancing-technologies-bf121be4-en.htm>

Union. For example, instead of using actual names, reference numbers or codes will be used to ensure anonymity and privacy.

- **Security Safeguards:** Personal data will be kept secure from potential abuse, during all required processing before storing, until personal identities are eliminated. Only authorized people with a legitimate need will have access to personal data
- **Openness:** The entire data collection process will be characterized by transparency regarding how data is gathered, utilized, and shared.
- **Accountability:** the project consortium will be accountable to comply with all above principles.

Throughout the duration of the project, the implementation of the ethical protocol by all partners will be monitored by the Data Protection & Ethics Manager once a year. This will be done in coordination with the project Consortium Meeting as well as via other opportunities for face-to-face discussion (workshops and meetings, etc.). If necessary, this document will be revisited and revised if any additional ethical issues arise.

## 2.2.2 Identification and Recruiting of the Participants

On a general basis, participation will be based on volunteering principles with an opt-out option. To prevent any form of discrimination, the selection criteria, and the underlying methodology supporting it, will be explicitly stated in the recruitment methods (e.g. openly sharing the recruitment criteria and methodologies in the recruitment material or in the event invitations). Every participant will have the opportunity to seek clarifications and receive comprehensible answers before making decisions regarding their participation. The project will strictly adhere to acceptable recruitment methods that provide sufficient time for consideration, without exerting undue pressure due to the timing, the requester's identity, the manner of the request, or the provision of excessive inducements. The DISCO project will involve the contribution of different human participants (in addition to project partners), who:

- can work in organizations having relevant knowledge for the project;
- can be volunteers for social organizations;

At this stage, the target groups relevant for the project are:

- Representatives of previous relevant projects, experts in the field of urban logistics and Physical Internet.
- City administrations, and local or national policy-makers.
- General contacts of all partners of the consortium.

A detailed list of target groups will be included in D7.1 Dissemination and Communication Plan.

The main criteria for attendants' selection will be the relevance of their knowledge for the topic or the relevance in gaining new knowledge related to the topics as well as their capacity to further share this knowledge. This list of potential attendants will be discussed during the preparation meetings before the events. Finally, the list of attendants will be validated by the project management team.

## 2.2.3 Research activities that involve personal data obtained by the data subjects (volunteers)

Based on the input provided by the WP leaders (as included in section 3 of the Grant Agreement) within the project context, any collection of personal data might take place via the following means:

- interaction with individuals during interviews, questionnaires, experiments, workshops or other dissemination and demonstration events;
- collection of data from Living Labs activities;

- whenever evidently personal information is recorded.

In this context, it is required that the DISCO partners take the appropriate data protection measures in the aforementioned cases.

Preliminary to any data collection activity all the end users, being strictly volunteers, shall be informed and given the opportunity to provide their consent to monitoring and data acquisition processes.

Participants will be provided with the following material:

- A document including a commonly understandable description of the project and its goals, together with the planned activities progress and the related testing and evaluation procedures that will be exploited (Information sheet – Annex I);
- A written advice on unrestricted disclaimer rights on their agreement (Informed Consent – Annex II).

The templates prepared for the above-mentioned documents namely Information sheet and Informed Consent can be found in Annex.

Research results could be then published in journal articles, conference presentations and via any other tool of scientific exchange and dissemination on condition that participants' anonymity is guaranteed. At this purpose, all the information collected during project activities will be anonymized (e.g. data will be scrambled where possible and abstracted in a way that will not affect the final project outcomes) or otherwise used in an aggregated way.

## 2.3 The ethical use of AI in DISCO

The use of Digital Twin (DT), Artificial Intelligence (AI) and Machine Learning (ML) in DISCO concerns the use of next generation data analytics and big data visualisation tool for understanding impact of measures and analysing decision-making local authorities to optimise urban planning and land use. DISCO and all its partners will comply with the regulations in force. Regarding the ethical aspects related to DT, ML and AI, every approach will follow the recommended key principles such as human agency and oversight, privacy and data governance, transparency, fairness, diversity and non-discrimination, societal and environmental well-being, and accountability. All ethical issues concerning DT, ML and AI will be included in the project measures to consider and monitor ethical issues.

DISCO also intends to interconnect logistics networks without asking operators to change the way they perform, rather, they will be asked to adhere to interconnections standards, and implement physical-equivalent of digital Internet. One of the game changer, relevant for this purpose, is represented by Co-creating an innovative enabling city "cloud" ecosystem for trust and data protection to ensure interoperability and common protocols, valorising secure Urban Freight (UF) data and information, for new value creation, fostering capacity in aligning digital challenges among public/private stakeholders, by deploying a digital Data Space with corresponding services and its Connectors Store. This will enable trusted stakeholder wide and voluntary based data sharing (in local communities) and perform demonstrations, with anonymised and customised data pipelines supporting such services, capacity building, and the increased social acceptance.

## 2.3.1 Personal data under AI

The GDPR legislation includes terms referring to the internet (websites, links, and social networks), but it does not include the term "artificial intelligence". However, there are many provisions that are relevant to AI and they will be considered throughout the relevant technical development activities<sup>8</sup>:

- **Article 4(1) - Personal Data (identification, identifiability, re-identification):** In connection with the GDPR definition for personal data, AI is raising two key issues: i) the 'repersonalisation' of anonymous data, namely the re-identification of the individuals to which such data are related; (ii) the inference of further personal information from personal data that are already available.
- **Article 4(2) – Profiling:** Although explicit reference to AI is not made, GDPR does address the processing as it is performed using the AI technology, consisting of the usage of the data connected with an individual.
- **Article 4(11) - GDPR consent:** Consent is critical in the traditional understanding of data protection, which is based on the 'notice and consent model', which states that data protection is aimed at protecting the right to 'informational self-determination'.
- **Article 5(1)(b) - GDPR Purpose limitation:** The concept of a purpose limitation connects the purpose of processing to the relevant legal foundation. There is a conflict between the use of AI and the requirement for purpose limitation. The technology enables the useful reuse of data for new purposes' other than those for which it was originally collected. To establish the legitimacy of data repurposing, one must first determine whether the new purpose is 'compatible' or 'not incompatible' with the original purpose of data collection.
- **Article 5(1)(d) - GDPR Accuracy:** GDPR mandates that data be "accurate and, where necessary, kept up to date", and that steps be taken to correct inaccuracies. This principle also applies when personal data is used as an output to an AI system, particularly when personal data is used to draw conclusions about the data subject.

## 2.4 Dissemination, communication and exploitation of project's results

The project's official website will serve as the primary source of information, providing updates on the consortium, upcoming events, and workshops. It will also facilitate dissemination and communication efforts by featuring press releases, articles, papers, and conference presentations. Additionally, DISCO will create electronic newsletters that will highlight ongoing activities and future plans.

Social media accounts associated with the project will serve a similar purpose, contributing to communication and dissemination activities.

For meetings or events, personal information of attendees will be collected for registration and participation purposes, but only if they provide their consent for the collection and processing of their data. The registration process will include a Data Information Sheet specifically designed for this purpose.

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<sup>8</sup> <https://montreal.ethics.ai/the-impact-of-the-gdpr-on-artificial-intelligence/>

### 3. The gender and inclusivity perspective

Embracing the EU's Gender Equality Strategy 2020-2025<sup>9</sup>, DISCO consortium embraces the principles of gender equality which encompass three key tenets: 1) producing equal opportunities for women and men in research; 2) performing of the sex and gender analysis in the project; and 3) referring of the biological characteristics and social/cultural factors respectively. The target is to integrate gender dimensions into research and innovation content and to leverage the use of recommended methodological tools (e.g. IGAR tool) for sex, gender and intersectional analysis. The overall aim is to avoid gender-biased analysis and conclusions during the different waves of data collection. Gender balance is achieved in the production of the questionnaires, interview guides, through the composition of the research teams, ensuring both men and women have read and edited the materials before giving them to participants. This gender-balance will be achieved for instance with the following strategies: actively seek the participation from individuals of all genders in questionnaires and interviews; using diverse channels to reach different gender groups; including statements that emphasize the importance of responses from all genders in survey or communication materials; regularly monitor response demographics to detect any gender disparities, etc. It will be also ensured that data collection tools, such as surveys or questionnaires, include options that encompass a range of gender identities beyond just binary categories. It will be for instance offered an "other" or "prefer not to say" option to allow participants to express their gender identity in their own terms. The data could be also analyzed separately for different genders to identify potential disparities and unique need that could unveil patterns, challenges and opportunities specific to different genders that might otherwise be hidden in aggregated data. It will use gender-inclusive language in all communication materials to avoid perpetuating stereotypes or biases. This enables checking that the language is not promoting one gender over the other, and that questions apply to all genders, without putting one or the other in a situation of discomfort. This overall approach will ensure that all individuals, regardless of their gender identity, feel represented and respected.

Promoting inclusivity within the project is of paramount importance to foster a diverse and respectful environment that accommodates individuals from all backgrounds and experiences. In order to create a space where everyone feels valued, heard and included it will be ensured that all project materials, documents and events are accessible to individuals with varying disabilities. It will be used accessible formats for written material, such as providing upon request alternative text for images or using readable fonts and color contrasts. Aiming at including a wide range of perspectives, it will be promoted diverse representation in all project activities, including workshops, meetings and decision-making processes. DISCO will represent an environment where all participants feel safe in expressing their opinions and experiences recognizing that different individuals may have different needs. For instance, facilitators will always act in an inclusive way: actively manage discussions to ensure everyone has an opportunity to contribute and intervene if any participant dominates the conversation or if any disrespectful behavior arises. Where possible, the activities will run on feedback from participants (internal or external to the Consortium) to continuously improve the environment.

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<sup>9</sup><https://ec.europa.eu/newsroom/just/items/682425/en#:~:text=The%20Gender%20Equality%20Strategy%202020%2D2025%20sets%20out%20key%20actions,in%20all%20EU%20policy%20areas.&text=Striving%20for%20a%20Union%20of,all%20their%20diversity%20%2D%20are%20equal.>

## 4. Conclusions

This deliverable represents the first release of a second one due at M40. In this first release, the deliverable presents the strategy and guidelines for the ethic and correct management of the data generated in the framework of DISCO project activities that incidentally can come from the participation of humans and related sensible data.

The deliverable also includes an overview of international and European regulatory framework to be followed during the activities that involve the collection and treatment of sensible data. Furthermore, DISCO will fully comply to specific national legislations and major national legislative acts for the countries where the Living Labs are running.

Finally, a summary of the project procedures to be followed in case of activities involving personal data have been summarized in the deliverable. These include for instance: the identification of personal data; the definition of the processes; the definition of record of processing activities; the definition of the agreement among controller and processor of the different beneficiaries; etc.

## Annex I: Information Sheet

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You have been invited to take part in a Horizon Europe funded research project called “DISCO”. In order to let you take an informed decision as to whether to take part or not, it is important that you understand:

- What the project is about;
- Why the project is important;
- What your participation would involve.

This Information Sheet is designed to explain these things.

Please read this Information Sheet carefully. If you have any questions about this document, the accompanying “Informed Consent” form, or the project in general, please ask the reference person (contact details reported below).

### WHAT IS DISCO?

DISCO is a Horizon Europe research project, funded by the European Commission. It began in May 2023 and it will finish in October 2026. It is governed by a consortium of private companies, associations, research institutions and public bodies from several European countries. The project is coordinated by FIT Consulting SRL (hereinafter “we” or “FIT”). Other partners are: RUPPRECHT CONSULT-FORSCHUNG & BERATUNG GMBH (RC), INLECOM INNOVATION ASTIKI MI KERDOSKOPIKI ETAIREIA (INLE), PNO INNOVATION SL (PNO), INTERNATIONAL DATA SPACES EV (IDSA), FM LOGISTIC IBERICA SL (FM), AKKA INDUSTRY CONSULTING GMBH (AKKA), FONDAZIONE ISTITUTO SUI TRASPORTI E LA LOGISTICA (ITL), ETHNIKO KENTRO EREVNAS KAI TECHNOLOGIKIS ANAPTYXIS (CERTH), LINDHOLMEN SCIENCE PARK AKTIEBOLAG (LSP), KUHNE LOGISTICS UNIVERSITY GGMBH (KLU), INSTITUT DE RECHERCHE TECHNOLOGIQUE SYSTEM X (IRTX), STICHTING BREDA UNIVERSITY OF APPLIED SCIENCES (BUAS), POLIS (POLIS), EUROPEAN PARKING ASSOCIATION EPA EV (EPA), ALLIANCE FOR LOGISTICS INNOVATION THROUGH COLLABORATION IN EUROPE (ALICE), ERASMUS CENTRE FOR URBAN, PORT AND TRANSPORT ECONOMICS BV (ERASMUS), INTERUNIVERSITAIR MICRO-ELECTRONICA CENTRUM (IMEC), VLAAMS INSTITUUT VOOR DE LOGISTIEK VZW (VIL), FUNDACION ZARAGOZA LOGISTICS CENTER (ZLC), BE-MOBILE (BE-MOBILE), STAD GENT (GENT), OPLEIDINGSCENTRUM VOOR HOUT EN BOUW VZW (OHB), CITYLOGIN IBERICA SL (CITYLOGIN), UNIVERSITAT POLITECNICA DE CATALUNYA (UPC),

AJUNTAMENT DE BARCELONA (BCN), VENICE INTERNATIONAL UNIVERSITY (VIU), FUNDACION DE LA COMUNIDAD VALENCIANA PARA LA INVESTIGACION, PROMOCION Y ESTUDIOS COMERCIALES DE VALENCIAPORT (VPF), FUNDACION DE LA COMUNITAT VALENCIANA PARA LA PROMOCION ESTRATEGICA EL DESARROLLO Y LA INNOVACION URBANA (LAS NAVES), T-BOX DELIVERY & SOLUTIONS SL (T-BOX), AYUNTAMIENTO DE ZARAGOZA (ZARAGOZA), FUNDACION ZARAGOZA CIUDAD DE CONOCIMIENTO (FZC), FORUM VIRIUM HELSINKI OY (FVH), KOBENHAVNS KOMMUNE (COPENHAGEN), REGION HOVEDSTADEN (REGIONH), COMUNE DI PIACENZA (Piacenza), MESTSKA CAST PRAHA 6 / District Prague 6 (PRAHA), REGIONAL MANAGEMENT NORDHESSEN GMBH (RMNH), AARHUS KOMMUNE (AAKS), DIMOS THESSALONIKIS (THESSALONIKI), DIETHNIS EKTHESI THESSALONIKI AE (TIF HELEXPO), ACS TACHIDROMIKES IPIRESIES MONOPROSOPI ANONYMI EMPORIKI ETAIREIA (ACS), ROLAN OY (Rolan), ASOCIACION LOGISTICA INNOVADORA DE ARAGON (ALIA), A TO B FINLAND OY (A2B), GETPLUS SRL (NEXT), COMUNE DI PADOVA (ComPADUA). We take the protection of your personal information very seriously and adhere strictly to the rules set down by data protection legislation. The following information sheet provides an overview of how we ensure this protection and explains which types of data we collect for which purposes, how we handle your data and your rights in order that you are able to take an informed decision as to whether to take part or not - information according to Articles 13<sup>10</sup>, 14 of the General Data Protection Regulation (GDPR).

## **DESCRIPTION OF DISCO PROJECT**

DISCO will develop and demonstrate - in real-life conditions - a federated European urban freight (UF) data space as one stop shop of data sharing on digital urban logistics solutions and smart tools for ambitious decision making. It will be a continental Ten-T – oriented and distributed real-life ecosystem to prove its value via demonstrated and replicable Use Cases (UCs), build upon innovation drivers to code concrete transformation of urban planning and land use by an open and collaborative UF Data Space with a smart governance model. The DISCO UF Data Space is voluntary based (incentivized), co-created and open framework to achieve a radical transformation and alliance in purpose-oriented data sharing, enabling smart access, fast and resource efficient acquisition, and focused provision, improving knowledge and capacity of city authorities and planners guaranteeing future data availability for dynamic (and predictive) integrated urban logistics planning, synchronizing real-time demand for transport & warehousing with logistics supply, (e.g., as Uber matches the demand for private car transport service with its road drivers' fleet). DISCO will support European urban logistics players in reducing economic, societal and technical dependence from private digital platforms owned by large global providers, magnifying the scope of a Sustainable Urban Mobility Plans (SUMP) converging to data-driven Sustainable Urban Logistics Planning (SULPs), expanding them beyond traditional urban boundaries (e.g., rural areas, towns and suburbs, cities, and urban areas according to World Urbanization Prospects) and beyond Covid-19, to optimally manage, monitor and dynamically predict city freight flows, changing urban nodes accessibility by properly serving Functional Urban Area - FUA on a larger, mixed-use, and flexible scale, and deliver advanced and well-informed planning and purpose oriented, optimised land use within a TEN-T and global dimension.

## **HOW YOU CAN HELP IN DISCO**

You have been invited to contribute to the project being a DISCO stakeholder. The processing of your personal data during the study will be performed for the purpose of conducting the study. Apart from that, it may be the case that certain processing activities with respect to your personal data will be performed to comply with legal obligations of the Data Controller<sup>11</sup> under applicable mandatory national or European Union law.

## **WHAT ARE THE POSSIBLE BENEFITS AND DISADVANTAGES OF TAKING PART?**

<sup>10</sup> <https://www.dataprotection.ie/en/individuals/know-your-rights/right-be-informed-transparency-article-13-14-gdpr>

<sup>11</sup> means the owner of the data (usually the creator of the data itself), unless otherwise expressly clarified.

By participating in this project, you will contribute to achieve a radical transformation and alliance in purpose-oriented data sharing as well as in driving cities in effectively delivering new urban logistics and sustainable planning. In addition, the information provided by you will help researchers make a step forward in the development of the innovative DISCO solutions, paving their way for their market uptake. Any potential risk for your individual privacy raising from the data gathering activities have been preliminary analysed and a contingency plan has been developed, outlining the main provisions to be undertaken in order to ensure protection of personal data. In particular:

- Data will be properly and carefully handled and securely stored and anonymized.
- Special attention will be paid to ensure confidentiality and for incorporating Privacy Enhancing Technologies (PET) such as data anonymisation and pseudonymisation to ensure protection from data breaches.
- Partners involved in the execution of the Living Labs have the expertise and the know-how from similar past and ongoing research projects, towards providing the necessary ethical guidelines that should be adopted during the execution of the activities.

### **PERSONAL DATA TO BE PROCESSES**

For the purpose of the study, the following of your personal data will be processed:

- name and surname,
- e-mail address
- company affiliation

### **DATA PROCESSOR**

The DISCO Consortium may engage individual members of the DISCO Consortium or its business partners to process your personal data on behalf of the DISCO Consortium. These individuals or legal entities will therefore receive your personal data and act as data processors<sup>12</sup> in the meaning of Article 4<sup>13</sup> part 7 of the GDPR. Apart from individual members of the DISCO Consortium, for the purpose of conducting the study, it may also be necessary to engage further service providers in order to assist the DISCO Consortium in the performance of the study. Such service providers (e.g. IT service provider) would as well act as data processors of your personal data.

### **INVOLVEMENT**

If you agree to participate in the study, you may be asked to answer a questionnaire / participate in an interview carried out as part of the DISCO project or participate in another way. The documentation has been produced by partners of the DISCO Consortium. The questionnaire / interview will provide the DISCO Consortium with the necessary information to develop the project and meet the project key objectives. We will process your data only after your explicit consent.

### **RECIPIENTS OF THE DATA**

The Controller will process personal data in accordance with the principles of lawfulness, fairness and transparency. The data processed based on these purposes will be used for DISCO related activities only. Your data will under no circumstances be disclosed or sold to any third party except processors carefully chosen and bind by contractual obligations to process personal data on behalf of controller and in compliance of GDPR.

### **TRANSFERS OF DATA**

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<sup>12</sup> means each Project Partner, referring mainly to the technical partners participating into the DISCO consortium, unless otherwise expressly clarified.

<sup>13</sup> <https://www.privacy-regulation.eu/en/article-4-definitions-GDPR.htm>



Personal data are stored on servers located within the European Union. The data could be collected by each Consortium Partner and can be transferred to one Partner to another, always within the Consortium and not outside, via “Controller-to-Controller” or “Controller-to-Processor” mode.

**WHICH ARE YOUR RIGHTS**

Please understand that your participation is entirely voluntary: you are under no obligation whatsoever to take part in this study. No disadvantage or stigma will arise if you decide not to participate.

If, after consideration, you decide that you wish to take part in the study you will be asked to sign an “Informed Consent”. This document records your agreement to take part, but it in no way obliges you to take part. You may decide not to take part at any time before or during your involvement with DISCO, even if you have signed the Informed Consent. You always retain the right to withdraw from the study for any reason at all (or even for no reason at all).

You should retain both this document and your copy of the Informed Consent for your records and information.

**RISKS, DATA SHARING, DATA TRANSFER AND DATA STORAGE PERIOD**

There are no foreseeable risks involved in participating in this study other than those encountered in day-to-day life.

- Online data being hacked or intercepted: anytime you share information online there are risks. We’re using a secure system to collect this data.
- As the DISCO Project is a project of the European Union, in the process of the DISCO Project we may share your personal data with bodies or institutions of the European Union.
- Your personal data will not be subject to automated decision-making or profiling.
- Your personal data will not be transferred outside the European Union.
- Your personal data will be stored for the duration of the ongoing study or even shorter, if the storage of your personal data is not necessary any more for the purposes of the study and the storage is not required under mandatory law which the Data Controller must comply with as project coordinator.

**CONTACTS**

Thank you for taking the time to read this Information Sheet. If you have any questions about any aspect of the DISCO project, or your prospective involvement in it, please contact:

Contact Details
Data Controller: <i>to be filled in by the referent</i>
Data Protection & Ethics Manager: Daniele Barnaba, barnaba@fitconsulting.it
Technical Project Manager: Paola Astegiano, astegiano@fitconsulting.it
Project Coordinator: Paola Cossu, cossu@fitconsulting.it

## Annex II: Informed Consent General Template

Name and Surname:

Email:

Company affiliation:

	Please circle as necessary	
I have read and understood the written information handed out for the study mentioned above. My questions in connection with the study have been answered satisfactorily. I can keep written information and receive a copy of my written declaration of consent.	Yes	No
I had sufficient time to take my decision.	Yes	No
I have spoken to Dr./Ms./Mr.:	Yes	No
I understand that I am free to withdraw from the study at any time and without having to give a reason for withdrawing	Yes	No
The confidentiality of my personal data/individual data was assured to me. Personal/Individual data will be anonymised at the publication of the study's results. I however approve the fact that, under a strict compliance with confidentiality, the responsible authority experts and the ethic commission may look at my original data due to examining and control purposes.	Yes	No

Signature \_\_\_\_\_

Date \_\_\_\_\_

### ***Investigators' confirming statement***

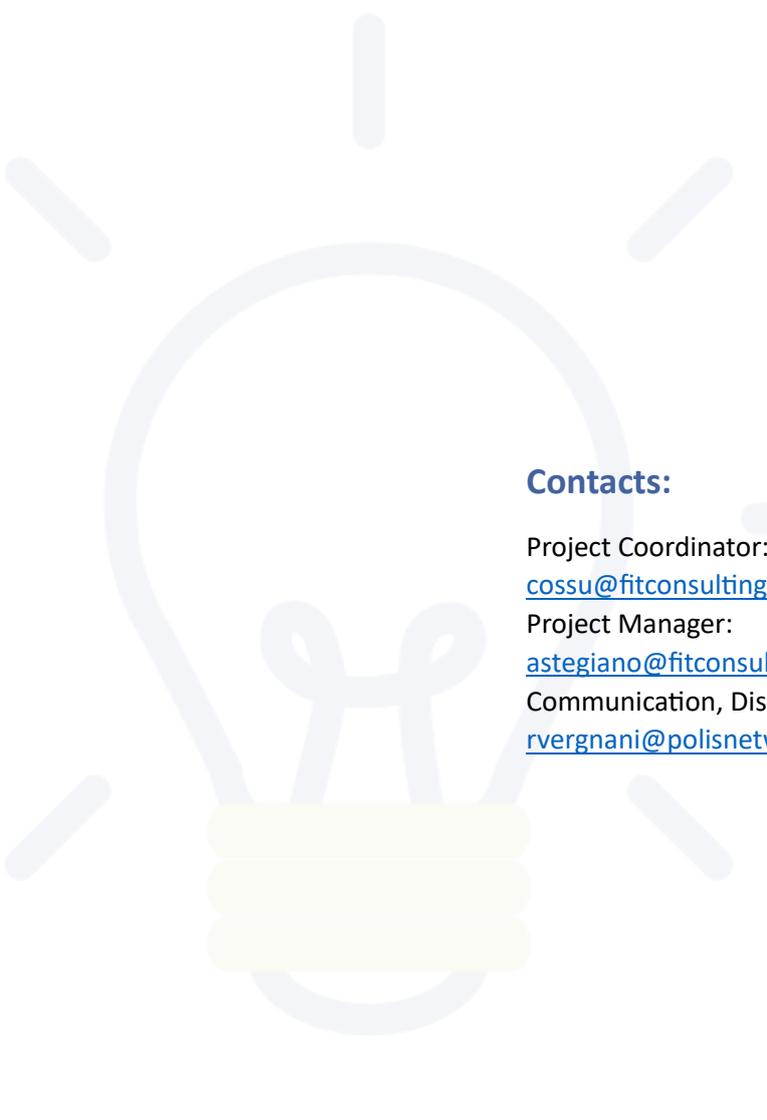
I have given this research participant information on the study, which in my opinion is accurate and sufficient for the participant to understand fully the nature and benefits of the study, and the rights of a research participant. There has been no coercion or undue influence. I have witnessed the signing of this document by the participant.

Investigator's name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Currently, no other issues of interest are identified. During the course of DISCO, additional aspects will be added here if necessary.

A large, faint, light blue graphic of a lightbulb with several short lines radiating from its top, serving as a background for the contact information.

**Contacts:**

Project Coordinator:

[cossu@fitconsulting.it](mailto:cossu@fitconsulting.it)

Project Manager:

[astegiano@fitconsulting.it](mailto:astegiano@fitconsulting.it)

Communication, Dissemination, and Upscaling Manager:

[rvergnani@polisnetwork.eu](mailto:rvergnani@polisnetwork.eu)