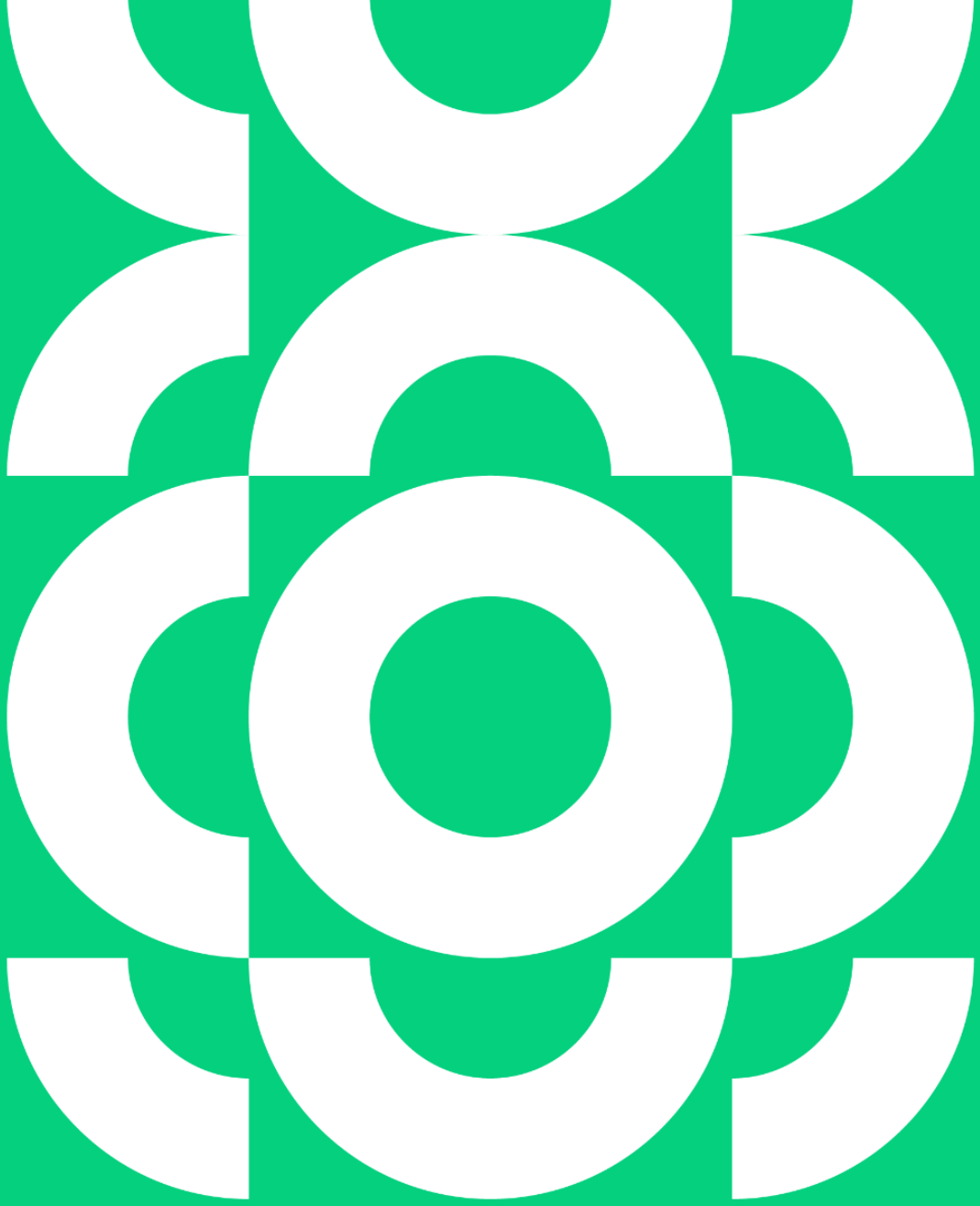

ECHoS
Cancer Mission Hubs

Data Management Plan

www.cancermissionhubs.eu

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Abbreviations and Definitions

DMP	Data Management Plan
NCMH	National Cancer Mission Hubs
EBCP	European Beating Cancer Plan
GA	Grant Agreement
GDPR	General Data Protection Regulation
MS	Member States
AC	Associated Countries
WP#	Work Package # (number)
NCPs	National Contact Points
HRP	Horizon Results Platform
Data	Any digital representation of acts, facts or information and any compilation of such acts, facts, or information, including in the form of sound, visual or audiovisual recording
Dataset	Structured collection of electronic data
Collection of data	Data generated by external organisations or by partners in activities external to the project and includes such as literature search
Generation of Data	Creation or production of new data
Re-use of Data	Use by natural or legal persons of data held by public sector bodies, for commercial or non-commercial purposes other than the initial purpose.

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Executive Summary

The European Commission promotes open science as a standard practice for researchers through the Horizon Europe programme. This approach encourages the early sharing of knowledge, data, and tools, fosters open collaboration, and ensures free access to research outputs. The aim is to enhance the quality, efficiency, and impact of research and innovation, better addressing societal challenges while strengthening public trust in science. Under this programme, immediate open access to scientific publications is required, alongside the responsible management of research data in accordance with FAIR principles.

In this context, a Data Management Plan (DMP) has been developed to outline the datasets that will be collected, generated and/or processed throughout the ECHoS project, as well as the approach to ensuring that data is managed in a FAIR (Findable, Accessible, Interoperable, and Reusable) manner. As ECHoS is not a research project, its DMP has been adapted to the specific nature of its activities, and its purpose is to ensure the availability and utility of the project's data. This DMP has been prepared in line with the Guidelines on Open Access to Scientific Publications and Research Data under Horizon 2020 and is structured to align with Horizon 2020 principles. By adhering to this plan, project partners can ensure effective data management, thereby enhancing the accessibility, value, and impact of the project's outputs.

1. Introduction

ECHoS (Establishing National Cancer Mission Hubs: Networks and Synergies) project will lay the groundwork for the future European Network of National Cancer Mission Hubs (EU network of NCMHs). This network aspires to be a robust and united alliance that aligns national structures with the Cancer Mission and EBCP (European Beating Cancer Plan).

The purpose of National Cancer Mission Hubs is to facilitate collaborative research and to foster engagement with citizens and other stakeholders across the entire spectrum of cancer-related activities, ranging from individual citizens to national authorities, regulators, industry representatives, patient organisations, and academia.

Data collected and/or generated throughout the project such as non-sensitive personal data, public surveys, public consultations, and focus groups, will be carefully handled with thorough consideration of legislation as well as ethical and privacy issues.

This DMP presents how data is, and will be, managed, and it was developed based on the Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020 and structured taking into consideration the Horizon 2020 FAIR Data Management Plan[1] and the Horizon Europe Data Management Plan Template[2]. Relevant datasets have been identified, and a detailed list has been compiled (table 1.), reflecting the project work describe in the Grant Agreement.

1 The H2020 Programme Guidelines on Fair Data Management in Horizon 2020 helps Horizon 2020 beneficiaries make their research data findable, accessible, interoperable and reusable (FAIR), to ensure it is soundly managed -Horizon Programme - Guidelines on FAIR DATA Management in Horizon 2020

2 Horizon Europe Data Management Plan Template - file:///C:/Users/Yasmin%20Fonseca/Downloads/Attachment_0%20(24).pdf

2.Background

The ECHoS Data Management Platform (DMP) adheres to established principles outlined in the guidelines for Open Access to Scientific Publications and Research Data in Horizon 2020, as well as the Horizon 2020 FAIR Data Management Plan. Furthermore, the DMP aligns with the relevant articles specified in the Grant Agreement (GA).

Article 13.1 Sensitive information

The parties must keep confidential any data, documents, or other material (in any form) that is identified as sensitive in writing ('sensitive information') — during the implementation of the action and for at least until the time-limit of five years.

Article 13.2 Classified information

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/44414 and its implementing rules).

Deliverables which contain classified information must be submitted according to special procedures agreed with the granting authority.

Action tasks involving classified information may be subcontracted only after explicit approval (in writing) from the granting authority.

Classified information may not be disclosed to any third party (including participants involved in the action implementation) without prior explicit written approval from the granting authority.

Specific security rules (if any) are set out in Annex 5 of the GA.

15.2 Data processing by the beneficiaries

The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/679).

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Article 17 Communication, Dissemination, Open Science and Visibility

Open science: open access to scientific publications

The beneficiaries must ensure open access to peer-reviewed scientific publications relating to their results.

Open science: research data management

The beneficiaries must manage the digital research data generated in the action ('data') responsibly, in line with the FAIR principles.

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3.Data Summary

To achieve its goals, ECHoS aims to gather, create, and reuse non-sensitive data that does not fall under any special categories of personal data outlined in the General Data Protection Regulation (GDPR, Art. 9) such as personal data revealing racial, political opinions, trade-union membership, and health-related data. This data, which can be quantitative, qualitative, or a combination of both, will undergo analysis using various perspectives and methodologies to provide valuable insights that align with the project's activities. The utilisation of these datasets is crucial in meeting the project's objectives.

This section of the DMP details the data expected to be generated, collected or, re-used as well as its types and formats, the sources of the data, and an estimate of its size.

Data generation, collection, and re-use

ECHoS is a project with no direct precedency, aiming to establish National Cancer Mission Hubs and to create a network to support the Mission on Cancer. New data is expected to be collected and generated by consortium partners and external stakeholders participating in relevant activities and/or using ECHoS website. Nonetheless, the generation, collection and re-use of existing data will consist of:

Data Collection

Literature search, review, and analysis

- To support the development of a business continuity framework.
- To support the collection and display of the most promising activities for citizens engagement, participation, and policy dialogue.
- To develop a strategic positioning analysis
- To support the development of multi-stakeholder cooperation training packs

- To support the development of prototype impact models for cancer prevention, early detection and treatment, quality of life (QoL) and survivorship.

Data Collection activities

- To support coordination and management activities
- To support monitoring and assessment activities
- To support mapping activities
- To support the development of a toolkit on synergies
- To support the identification and mapping of potential synergies
- To support the definition of a suitable governance structure
- To support the assessment of MS/AC citizen engagement maturity level (in cancer)
- To support the development of a Manual with guidelines and best practices
- To support the organisation of transnational events
- To support the identification of target groups, agenda, timelines, media package for ECHoS MS/AC

Data re-use

Re-use of existing methodology data

- Collected data from registration forms for project activities may be utilised in the future for the purpose of disseminating and communicating project information, contingent upon obtaining prior consent.

Data Generation

Data Generation activities

- Through mapping activities
- Through the creation and use of a toolkit on synergies
- Through questionnaires (e.g., Maturity models, Impact models, National Cancer Mission Hub implementation…)
- Through benchmarking activities
- Through Dissemination and communication activities
- Through the ECHoS website
- Through the organisation of events (e.g., Transnational events, Workshops, Trainings…)

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Data types and formats

Different data types (table 1) will be collected or generated during the project.

Data formats will be selected to facilitate data storage and reusability. Therefore, data will be in both human-readable and machine-readable format (e.g., RDF, XLM and JSON). Additionally, when appropriate, non-proprietary formats will be used. Detailed information regarding the format of the data is provided in chapter 4 - FAIR data.

Purpose of data generation, collection or re-use and its relation with ECHoS' objectives

The successful fulfilment of ECHoS objectives requires several activities under which an array of data will be collected, generated, and re-used. In this context, each data collection, generation and/or re-usage process is matched to the respective objective and activity of the project.

The main activities of ECHoS data collection, generation and/or re-usage process, along with their objectives, are the following:

WP1

- **Data generated and collected through and for management and coordination actions.**
- **Monitoring and assessment of the project's progress and results to assess ECHoS impact on the European Cancer ecosystem.**

WP2

- **Mapping of National Cancer Mission Hub-Like structures** operating in each Member State and Associated Country (MS/AC). The assessment and categorisation of NCMH-like structures will enable the development of country-specific reports.
- **Development of guidelines, best practices, real-world examples, and recommendations.**

WP3

- **Development of prototype impact models** for cancer prevention, early detection and treatment, quality of life (QoL) and survivorship. The impact models will help inform the optimal Cancer Mission hub set-up, the stakeholder engagement activities, and citizen engagement.
- **Development of training packs for engagement and empowerment of individual stakeholders.** Training material will be developed to communicate the results of the impact model and the actions that can be implemented within MS/AC. Training packs will be shared with relevant national networks, with the ambition to increase their capacity to ensure mobilisation and empowerment of the Cancer Mission by all stakeholders.
- **Fostering multi-stakeholders' cooperation by aligning cultures.** Through the analysis of stakeholders' needs and drivers, information assets will be generated to create arenas that meet stakeholders' cultural requirements, to jointly address key challenges in cancer from the early stages.

WP4

- **Creation of a Toolkit on Synergies.** Based on the work of ambassadors a toolkit will be created, and will include the mapping of all relevant initiatives as well as their outputs and a guide on how to translate them into actions such training events and material, knowledge exchange and research programs, funding opportunities, policy promotion events, etc.
- **Identification and mapping of potential synergies between actors and initiatives beyond health**. Monitor activities and promote dialogues with non-health policy actors at European level to facilitate the access of ECHoS and NCMHs to information relevant for the development of synergies with initiatives involving important actors "beyond health" programs.

WP5

- **Development of a strategic positioning analysis**. Through scanning the European cancer landscape for organisations with potential to engage in cooperative activities and those with partial overlapping activities, strategic and operational objectives as well as expected impacts of the network will be defined.
- **Definition of a suitable governance structure to sustain long-term activities of the network.** Through benchmarking against international organisations in health to identify appropriate and sustainable funding models.

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- **Creation of a portfolio of alternative scenarios**. Building on the WP results a portfolio for alternative scenarios for governance, finance, and business of the network.
- **Development of a strategic roadmap for a sustainable European Network.** By summarising the project results a roadmap setting up milestones and responsibilities towards the creation of a European Network of NCMHs will be developed. This strategic roadmap will work as an operational blueprint explaining how the consortium aims to "deliver" the network.

WP6

- **Dissemination and Communication activities**. With the objective to inform all potential stakeholders about ECHoS endeavours and goals, dissemination and communication materials will be developed and shared.
- **Development, deployment, and operation of ECHoS website**. The website will be a key tool for disseminating activities of ECHoS to the wider audience. Special communication activities will be planned to Cancer Awareness Dates to exploit ECHoS branding, promote project results, activities, and the NCMHs.
- **Assessment of MS/AC citizen engagement maturity level (in cancer).** Through surveys, jointly agreed assessment criteria will be oriented on the Council of Europe Public Participation and consider the use of new participatory formats and tools in countries. A complementary analysis of attitudes, perceptions, and behaviour of citizens (incl. assessment of personal networks) will be performed as pilot project in selected MS/AC.
- **Organisation of Transnational events.** In collaboration with other WPs, events will be organised to ensure broad engagement in Cancer Mission Activities and empower NCMH structures.

Overall, various types of data will be collected and generated throughout the activities described above. This includes numerical data and text-based data, gathered through surveys and/or mapping activities, as well as project monitoring metrics (e.g., KPIs). Additionally, date and time data will be recorded, particularly for scheduling meetings and events. The respective Work Package and/or Task leader will process the data, while AICIB assumes the position of Data Controller and has appointed a Data Protection Officer, who may be contacted via: privacy@aicib.pt.

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Data Size

The following Table presents the different datasets expected to be collected or generated within the course of the project, the types, and formats of the data. The expected size of each file may vary between 500 KB and 50 MB, still some file types and volume of information can exceed these values.

Table 1 ECHoS Datasets

Data related with	Data	Expected Data Type	Data Format
Project partners	Organisational information (Financial, Legal, Contacts…)	Qualitative	.docx; .xlsx; .pdf; .jpeg
Monitoring and evaluation of the project	Progress Reports	Qualitative and Quantitative	.docx; .xlsx; .pdf
Structures operating in MS/AC	Surveys, Stakeholders' interviews, Reports	Qualitative and Quantitative	.docx; .xlsx; .pdf
Best practices in the implementation of NCMH	Recommendations, Guidelines, MS/AC national Implementation plans, reports, and manuals	Qualitative and Quantitative	.docx; .xlsx; .pdf
Training materials	Reports, guidelines, presentations	Qualitative	.docx; .xlsx; .pdf; .pptx
Multi-stakeholders' cooperation Tool	Reports, guidelines, recommendations, and presentations	Qualitative and Quantitative	.docx; .xlsx; .pdf; .pptx
Liaison Committee	Reports, guidelines, presentations, meeting minutes	Qualitative	.docx; .xlsx; .pdf; .pptx
Toolkit on synergies	Reports, guidelines, presentations	Qualitative	.docx; .xlsx; .pdf; .pptx
EU cancer landscape	Scientific articles, Books, Reports, guidelines; recommendations; Qualitative and Quantitative Data	Qualitative and Quantitative	.docx; .xlsx; .pdf; .pptx
MS/AC perspectives on the EU network of NCMH	Surveys, Stakeholders´ interviews, Reports, guidelines, recommendations	Qualitative and Quantitative	.docx; .xlsx; .pdf; .pptx
Appropriate and sustainable funding models	Scientific articles, Books, Reports, guidelines; recommendations; Qualitative and Quantitative Data	Qualitative and Quantitative	.docx; .xlsx; .pdf; .pptx

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Alternative scenarios' portfolio	Reports; guidelines; recommendations;	Qualitative	.docx; .xlsx; .pdf; .pptx
Evaluation of the EU NCMH network ecosystem	Reports, guidelines; recommendations; Qualitative and Quantitative Data	Qualitative and Quantitative	.docx; .xlsx; .pdf; .pptx
Dissemination and communication activities/events	Info about participants (name, surname, title, organisation, country, e-mail) Reports; presentations	Qualitative	.docx; .xlsx; .pdf; .pptx
Data regarding the Website and Social Media	Direct data input by users, qualitative and/or quantitative data	Quantitative and Qualitative	Registration/contact form input, textual documents
MS/AC citizens engagement maturity level assessment	Surveys, Reports, guidelines, recommendations,	Qualitative and Quantitative	.docx; .xlsx; .pdf; .pptx
Activities for citizen engagement, participation, policy dialogue	Scientific articles, Books, Reports, Stakeholders' engagement	Qualitative and Quantitative	.docx; .xlsx; .pdf; .pptx

Data Origin/Provenance

The data expected to be collected and/or generated under the activities foreseen within the scope of the project, may be originated by:

- Interviews
- Application forms for events/workshops
- Feedback from event/workshops participants and stakeholders
- Survey responses
- European cancer landscape forecast
- Literature study/review and open data (re-use of existing data)
- Website (including Google Analytics) and Social Media
- Focus groups

Data Utility

The information generated with the abovementioned data is expected to be useful for:

- Organised Stakeholders
- Regulators
- Public Authorities
- Civil Society
- Academia and research organisations
- EU and national cancer ecosystem
- Patient organisations
- Families
- Caregivers
- Health Professionals
- Social Sector
- National NCMH
- Other NCPs networks
- Other stakeholders in the employment and environment sect

4. FAIR Data

This section describes how data identified in ECHoS project will adhere to the FAIR principles[3]. These principles intend to provide guidelines to improve the Findability, Accessibility, Interoperability, and Reuse of digital assets. The principles emphasise machine-actionability (i.e., the capacity of computational systems to find, access, interoperate, and reuse data with none or minimal human intervention) since humans increasingly rely on computational support to deal with data as a result of the increase in volume, complexity, and creation speed of data.

Making Data Findable

All results, deliverables, publications, and reports produced within ECHoS will be made available to all consortium partners in the project repository, where results can be identifiable and locatable by means of a persistent Uniform Resource Locator (URL).

All public project results will be published on the project website and will be linked to an URL and keywords.

To further improve ECHoS data findability, all public results and other relevant information will also be made available on the Open Access platforms such the European Repository Zenodo[4] and the Horizon Results Platform[5] (HRP) to enhance results visibility.

The Zenodo repository allows for the deposition of all kinds of digital content: publications, data, software, multimedia among others. All published data will be provided with a Digital Object Identifier (DOI): Once published, datasets remain fixed over their lifetime, while the metadata can change.

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[3] The FAIR Guiding Principles for scientific data management and stewardship act as a guideline for those wishing to enhance the reusability of their data holdings. The FAIR Principles put specific emphasis on enhancing the ability of machines to automatically find and use the data, in addition to supporting its reuse by individuals.

4 Zenodo helps researchers receive credit by making the research results citable and through OpenAIRE integrates them into existing reporting lines to funding agencies like the European Commission. Citation information is also passed to DataCite and onto the scholarly aggregators - Zenodo Platform

5 A tool for beneficiaries in disseminating their Key Exploitable Results, for stakeholders to engage with beneficiaries, directly or through NCP, and for the EC to learn from project results. - Horizon Results Platform

The HRP, free platform hosted under Funding & Tenders Portal, connects EU-funded research and innovation results with interested third parties: investors, policymakers, research centres, partners, and other stakeholders, to accelerate the chances of successful matchmaking. The platform provides a wide range of highlighting features to attract ECHoS target audiences.

Naming conventions used

The produced materials to be prepared and shared during the project lifecycle should be in line with the following specifications:

Table 2 Tools and Document Formats to be used in ECHoS

Type	Format	Production tool
Documents	.docx; .pdf	Microsoft Word; PDF
Scientific Papers	.tex; .docx; pdf	Latex; Microsoft Word, PDF
Data in tabular form and/or graphics	.xls	Microsoft Excel
Presentations	.pptx	Microsoft PowerPoint
Images	.jpeg; .png (Others, if applicable)	

To facilitate the communication and the identification process of documents and versions, partners are requested to use the following standardized approach:

- ECHoS_[name of the document]_date

The name of the document shall be as concise and self-explanatory as possible i.e., **ECHoS_KoM_minutes_02052023** or **ECHoS_D1.1_Project Management Plan_ 03072023.**

The date shall be presented in the form ddmmyyy i.e., 10042023.

Deliverables and milestones reports will have a document identification sheet and version log.

Making Data Accessible

All data and related results will be deposited and stored in the official project repository. Access to the repository will be given to members of the consortium under credentials control. Access to the data that the user stores in the repository is achieved through the web browser or/and the desktop app.

Upon finalisation and approval, results intent for public use will become be publicly available, such as the public deliverables, media kits, etc. However, these files are not going to be public through repository but through other channels such as the official project website, Zenodo and/or HRP. Nonetheless, provisions will be made to allow all users of the repository to find the data that are associated with their privilege rights:

- Deliverables (in PDF format) will be properly stored in each WP channel in easy-to-find folders.
- Media press kit.
- Presentations will be stored in dedicated folders. The PPT files will be annotated with information to allow for searching based on the meeting/event and presentation dates.

The repository is based on Microsoft TEAMS platform which provides:

- Search functionalities by file name.
- Annotate files with tags for easy filtering.

The website will be publicly accessible. All public results will be made available on the website, links will be provided to social media platforms or news media outlets where promotional data will be sent.

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Making Data Interoperable

The project website will ensure the provision of data in a format that promotes interoperability, allowing for seamless integration and utilisation.

Regarding the project's internal platform, which is exclusively intended for internal use by consortium partners, all documents within the repository will be made interoperable using non-proprietary, and commonly used, file formats. This means that all partners accessing the platform will have access to and use data formats that are compatible with each other, facilitating efficient collaboration and information sharing.

Increase Data Re-use

The outcomes of ECHoS are strategically designed to bring benefits and foster utilisation among various key stakeholders. To enhance data reusability, a comprehensive communication and dissemination strategy will be implemented. Partners will actively engage in national communication efforts, synergies with other EU initiatives, while WP6 will lead community-wide communication initiatives.

To ensure maximum visibility, reusability, and impact of the project data and results, ECHoS will establish a dedicated section on its website to make the outcomes readily available. Furthermore, deliverables and other pertinent information will be regularly uploaded on reputable platforms such as Zenodo and the Horizon Results Platform. This approach guarantees the seamless reusability of ECHoS' outcomes beyond the project duration, facilitating continued knowledge exchange and re-use of public data in future project and studies.

5. Allocation of Resources

ECHoS data management plan will be developed, implemented, and maintained by the project coordinator (AICIB) in close alignment with project partners, specially WP6.

6.Data Security

ECHoS is committed to ensuring the secure management of all collected or generated data. To this end, the project will stablish appropriate measures to guarantee that the respective data does not face any potential breach.

As previously mentioned, MS TEAMS channel will be used as the project repository, which is independent from the consortium entities and access will be granted to all partners.

Each member of the project consortium bears the responsibility of processing data through suitable methods, such as utilising private servers or cloud service providers that comply with the applicable legal regulations for data protection, such as the GDPR. They will take measures to safeguard this data, implement necessary data security controls, and minimize the potential risks of information leakage or loss.

To reduce the impact of possible data losses, regular backups will be performed, considering how often the data changes and its level of importance. In this regard, besides the automatic backup from the platform physical backups to an external drive will be performed every three months. The backed-up files will be securely stored in various storage options such as external hard drives, and trusted cloud services. This ensures both the protection of the data and the ability to retrieve it whenever needed.

Only authorised project partners will have permission to access restricted data. If there is a breach of personal data, the responsible project partner will promptly notify the appropriate national supervisory authority (such as a data protection authority) and the individuals whose data may have been affected, within 48 hours of becoming aware of the breach, if feasible. Additionally, the responsible partner will keep records of any personal data breaches, including details about the breach, its impact, and the steps taken to address it.

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The project relies on identification and authentication access controls, which have a significant impact on protecting the data gathered or produced during ECHoS, particularly personal information. Each partner involved in the project has the responsibility and commitment to implement suitable access controls for the data they handle.

The project's internal repository, Microsoft Teams, enforces team-wide and organization-wide two-factor authentication, single sign-on through Active Directory, and encryption of data in transit and at rest. Files are stored in the SharePoint and are backed by SharePoint encryption. Security/privacy mechanisms of the repository can be summarised in the following:

- Data Encryption: encrypts data both in transit and at rest. Data is encrypted using the TLS (Transport Layer Security) protocol during transmission, which helps secure communications over the internet. At rest, uses BitLocker encryption to safeguard data stored on Microsoft servers.

- Multi-Factor Authentication (MFA): supports multi-factor authentication, which adds an extra layer of security to user accounts. Users can enable MFA to require additional verification, such as a code sent to their mobile device, in addition to their password, for login.

- Secure Guest Access: allows organizations to collaborate with external users through guest access. Guest access is managed with security controls, including Azure Active Directory (Azure AD) B2B collaboration, which enables administrators to apply policies and permissions to guest users.

- Compliance and Data Protection: complies with various industry standards and regulations, such as ISO 27001, SOC 2, GDPR, and HIPAA. It provides tools and features to help organizations meet their compliance requirements and protect sensitive data.

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- Information Protection: integrates with Microsoft Information Protection (MIP) to classify, label, and protect sensitive information. Organizations can define policies to automatically apply protection labels and control access to sensitive content within the platform.

- Threat Protection: incorporates Microsoft's advanced threat protection technologies, such as Exchange Online Protection and Microsoft Defender for Endpoint, to detect and protect against malicious activities, malware, phishing attempts, and other security threats.

- Admin Controls and Compliance Centre: offers a robust set of administrative controls and tools to manage security settings, user access, and compliance policies. The Microsoft 365 Compliance Centre provides a centralized location for managing compliance, data loss prevention, and eDiscovery.

- Privacy Controls: respects user privacy and provides privacy controls to help individuals manage their data. Users can customize privacy settings for features like presence status, chat history, and profile visibility.

- Secure File Sharing and Collaboration: supports secure file sharing and collaboration within the platform. Files are stored in SharePoint and OneDrive, benefiting from their security features, access controls, versioning, and auditing capabilities.
- Regular Security Updates: actively monitors and addresses security vulnerabilities and issues through regular updates and patches. These updates help ensure the ongoing security and stability of the platform.

Furthermore, to ensure the protection of users' privacy on the project's website, specific privacy policies will outline the manner in which the platform gathers, processes, and utilises personal information. These policies will also

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address the security measures implemented, users' rights, and the cookies policy adopted.

7.Ethics

The project will handle non-sensitive data that is not included in any special category of personal data, as defined in Article 9 and 10 of the GDPR (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016) or in accordance with other relevant privacy or data protection legislation.

The processing of personal data for the project's activities will adhere to the following principles:

1. Lawfulness, fairness, and transparency: Personal data will be processed in a lawful, fair, and transparent manner in relation to the data subject.

2. Purpose limitation: Personal data will be collected for specified, explicit, and legitimate purposes related to the objectives of the project. It will not be further processed in a manner that is incompatible with those purposes.

3. Data minimization: Personal data will be adequate, relevant, and limited to what is necessary for the purposes for which it is processed.

4. Accuracy and up-to-datedness: Personal data will be accurate and, where necessary, kept up to date.

5. Storage limitation: Personal data will be kept in a form that allows the identification of data subjects for no longer than necessary for the purposes for which it is processed.

6. Security: Personal data will be processed in a manner that ensures appropriate security, as detailed in section 4.
7. Accountability: Any Personal Data Controller must demonstrate that they are compliant with the applicable law of their country and compliant with the GDPR

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The processing of personal data within the project will have at least one lawful basis as defined in Article 6 of the GDPR.

In cases where informed consent is chosen as the lawful basis, all relevant provisions of data protection legislation, such as Article 7 of the GDPR, will be followed. Informed consent forms will be tailored specifically for each activity that requires the processing of personal data, such as events, surveys, workshops, interviews, etc.

Each project partner is responsible for adapting the Informed Consent Form template (Annex I), including references to the project's Privacy Policy and any other relevant specific privacy policies, to meet the requirements of their respective activities and the data protection laws and regulations applicable in their countries or organisations. Partners should also maintain records to demonstrate that data subjects have provided consent for the processing of their personal data and implement consent management mechanisms that allow individuals to easily withdraw their consent.

Where the processing is based on data that have been collected for a different purpose, Partners must ensure the processing according to the provision of Article 6/4 of the GDPR.

There are no plans for the transfer of personal data outside the EU as part of the project. If data storage providers located inside or outside the European Economic Area (EEA) are used, Partners are responsible for ensuring their compliance with the applicable GDPR requirements before engaging their services.

ECHoS, as part of contractual obligations, will retain the project's data for up to five years after the project's conclusion unless extended retention is requested by auditors. After the retention period expires, partners are obligated to securely dispose of personal data unless further legitimate grounds for retention arise.

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8. Conclusion

The ECHoS DMP aims at safeguarding the sound management of the data collected, processed and/or generated during the project's activities during its lifecycle, while also making them compatible with the FAIR scheme. It describes all the underlying processes of the ECHoS data management, collection, processing, and generation, in accordance with the GDPR guidelines, and sheds light on the data being collected, processed and/or generated under the project activities, the specific objectives under which each dataset is collected, processed and/or generated, the allocation of resources and data management responsibilities, the data security and ethical aspects of the data.

In the framework of ECHoS, the DMP is a living document that will be updated throughout the course of the project, whenever new data is foreseen to be collected, processed and/or generated, changes in consortium policies and/or changes in the consortium composition and external factors.

Annex I – Informed Consent Form Template

Title of the Survey/Study/Event

Purpose of the [Survey/Study/Event]:
[insert detailed description of the activity, see example below]
In the scope of the ECHoS project, [In case of synergies, please name the initiative co-organising the activity] Work Package # aims to [Insert description of the foreseen activity].

Confidentiality and Data Storage:
All data collected during [Name of the activity] will be kept strictly confidential. Your data will be stored securely and accessible only to authorized project personnel. To maintain anonymity, any personally identifiable information will be dissociated from the data during analysis and reporting. Data will be stored for five years and will be securely destroyed afterward.

Voluntary Participation and Withdrawal:
Your participation in [name of the activity] is entirely voluntary. You have the right to refuse to participate or withdraw from [name of the activity] at any time without penalty or loss of benefits to which you are otherwise entitled.

Questions and Concerns:
If you have any queries about [Name of the activity], its procedures, or any other related matter, please feel free to contact the organisation team via partners contact and coordination@cancermissionhubs.eu.

I hereby give my consent to the processing of my personal data for:
(Please, tick the boxes below to confirm that you give us your consent for the respective subject. Any boxes left unticked mean that you do not consent to the relevant subject.)

[Add the consent subject(s) relevant to the activity performed]

#	Consent Subject	Tick box
1	My participation in [Name of the activity], that will be carried out by ECHoS	
2	My participation in future activities of ECHoS	
3	Receiving newsletters and messages regarding ECHoS activities	
4	To copyright and/or publish, reproduce, or otherwise use my name and likeness in video, photographs, and written materials	

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