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Social inclusion and common values: the contribution in the field of education and training

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D5.2 Sensitive Data Management Plan and Ethical Guidelines for Piloting

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EXECUTIVE SUMMARY

The INCLUDEME project targets a wide range of target groups, focusing on teachers and learners, including disadvantaged and disabled learners and minors. Both ethics and data management are of high importance for the quality assurance of the project and the project results. The INCLUDEME consortium pays specific attention to ethical issues and data management and has developed guidelines that will support the correct handling of data, as well as ensuring that national and EU laws and recommendations on privacy issues play an important role in the daily work within the INCLUDEME consortium.

The main objective of this deliverable is to define measures that are compliant with the GDPR regulations and will be outlined in the Data Management Plan where all aspects of data handling, treatment, reporting and access will be reported thus ensuring the implementation of ethics policy and adherence to data protection guidelines and legislation. The Data Management Plan includes a chapter explaining how to deal with the ethical issues raised by the involvement of end-users. This deliverable is aligned with the recommendations and the piloting scenarios detailed in the D2.1 INCLUDEME pilot guidelines.

The ethics related to the project will be managed based on the EU states involved and the respective regulations. The “D5.2 Sensitive Data Management Plan and ethical guidelines for piloting” addresses “R5.1 A set of guidelines for data management and ethics applicable in inclusive education”.

The process and guidelines will be monitored through the quality management team and are documented in “D5.2 Sensitive Data Management Plan and ethical guidelines for piloting”. The INCLUDEME data management plan describes how we handle data. It is developed according to the guidelines on data management and contains information on types of data, standards in use, data sharing (incl. how to deal with privacy and IPR issues) to the extent we, at the current time, know what we will collect and process. The deliverable also explains how to deal with the ethical issues raised by the involvement of end-users in the pilots. In particular, the critical aspects covered by the deliverable will be guidelines on the implementation of the informed consent procedures and on the way in which the voluntariness of consent will be guaranteed to participants in a position of dependence and vulnerability.

Whereas this version comprises guidelines, templates and process descriptions, monitoring and reporting will be followed up in the management and pilot reports. The first part of the deliverable is related to the ethical guidelines, whereas the last part deals with the data management.