



Ethics – Protection of sensitive data

Privacy Statement

Reference: Solar Bankability - Improving the Financeability and Attractiveness of Sustainable Energy Investments in Photovoltaics: Quantifying and Managing the Technical Risk for Current and New Business Models

Over the duration of the project there are a number of interviews and workshops planned either in bilateral format or in a form of a closed meeting or in a form of public event. The reasons for those engagements with external parties are to receive valuable feedback and guidance or/and to disseminate our project outcomes.

With respect to the project's Proposal, the Grant Agreement, the Consortium Agreement which is based on the DESCA model and in compliance with the principles of the Regulation (EC) No 45/2001 on *"the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data"*, but also with the national legislations, the Consortium will proceed to the following steps that will ensure fair recruitment policy, consent procedure and protection of personal data and confidentiality of sensitive information:

1. The Consortium will compose a list of experts and categorize them as potential parties for an interview or/and parties to be informed about the project activities or/and to be invited for a public event within the dissemination activities. The information of this contact list – **name, company, function insider the company, email and in cases phone numbers** will be provided by the members of the Consortium (own contacts) or/and voluntarily by each interested party/expert when responding to press releases, newsletters, project website's announcements and any other public outreach.
 - a. All recruitment and selection decisions will reflect the project's commitment to meet its objectives. All potential experts (either suggested or not by the consortium members) will be assessed according to their knowledge and experience. Regard will not be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions and no such data will be requested.
2. The Consortium will collect all abovementioned personal data only upon written consent of the expert/interviewee. The written consent must be fulfilled by signing an "Acknowledgement of receipt of ETHICS – PROTECTION OF SENSITIVE DATA, PRIVACY STATEMENT" which can be found attached at the end of this document. Copies of ethical approvals for the collection of personal data by the competent Data Protection Officer must be submitted to the **Executive Agency for Small and Medium-sized Enterprises (EASME) of the European Commission** and will be available for the Project Officer.





3. All personal data of new contacts acquired over the official duration of the project will be collected, recorded and used in a confidential way to the extent necessary to process and account for the requirements of the project to meet each technical and non-technical objectives. No further processing (primary or secondary use) of personal data will be conducted within the framework of the project. This applies to all contacts including the Project Advisory Board, the interviewees, workshop and events' participants and any ad-hoc consulting group or interested parties.
4. All the personal data of existing contacts will follow the same rule as above.
5. There will be no public dissemination or any visibility of personal information (e.g. name, company email address and phone etc.) unless there is a written consent from the respective contact.
6. For public workshops/conferences/events only name, company and function inside the company will be visible.
7. All information and data acquired are stored in a secure ftp server that has been established by the Consortium. Access has been granted only to project partners having a user ID and password with no possibility to non – authorized access.
8. The Consortium has the possibility to offer a secure and encrypted partition of server (cloud) having a user ID and password for any possible exchange of information of any form between the Consortium and external stakeholders (e.g. Project Advisory Board, the interviewees and any ad-hoc consulting group or interested parties).
9. All personal data and sensitive information will be kept protected and confidential even after the duration of the project, unless they become public by the owners of those data.
10. All the personal and confidential information will be retained for a period of 4 years after the end of the project in accordance with the principals of the Grant Agreement and Consortium Agreement regarding the non-disclosure of information, unless they become public by the owners or there is a separate Non-Disclosure Agreement (NDA) that prolongs the confidentiality period.
11. The Consortium will offer a Non-Disclosure Agreement (NDA) if requested.
12. Personal data and any recordings of unpublished information will be deleted after the period of 4 years.

For more information:

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ACKNOWLEDGEMENT OF RECEIPT OF ETHICS – PROTECTION OF SENSITIVE DATA, PRIVACY STATEMENT & CONSENT FOR SHARING CONTACT DETAILS

****You may refuse to sign this Acknowledgement & Consent****

I, _____, have received, read, understood and agreed with the terms of a copy of the Solar Bankability project's Ethics – Protection of sensitive data, Privacy Statement.

Therefore, I voluntarily share my contact details for the needs of the project.

_____,
(Signature)

_____.
(Date)

The Consortium will collect all abovementioned personal data only upon written consent of the expert/interviewee.

A copy of privacy statement is always shared in advance and is also available upon request.

