



DECLARATION OF DATA PROTECTION AND CONFIDENTIALITY FOR SURVEY ADMINISTRATORS

[Name and surname of the Survey Administrator], of legal age, with ID/passport number and registered address at **[Address, town, country]** (“**Survey Administrator**”).

WHEREAS:

- A. Fundació per a la Universitat Oberta de Catalunya (FUOC) is a party to, and coordinator of the EU H2020 Action entitled “Communities of Practice for Accelerating Gender Equality and Institutional Change in Research and Innovation across Europe” – ACT, for which funding was granted pursuant to Grant Agreement number 788204 and in which respect an agreement has been concluded between all of the parties of the ACT Consortium dated 27th November 2018 (the Project).
- B. In the frame of the Project, and with the aim to advance gender equality at universities, research centers and research funding organizations, FUOC owns and hosts the domain www.act-on-gender.eu where the online survey platform for the Gender Equality Audit and Monitoring (GEAM) questionnaire is accessible to any Survey Administrator interested in its fulfilment (the Survey).
- C. The Survey Administrator agrees to use the Survey with respect to such confidential information and to the processing of personal data to be bound by the terms, conditions and limitations set out in this declaration on data protection and

confidentiality (“**Declaration**”) as far as the Survey is run under the domain www.act-on-gender.eu In case the Survey Administrator imports a GEAM questionnaire to its own hosting service and runs the Survey under a domain different from www.act-on-gender.eu the Survey Administrator shall be the sole responsible of the fulfilment, collection and storage of data contained in its Survey.

THEREFORE, SURVEY ADMINISTRATOR AGREES AS FOLLOWS:

1. The ACT GEAM questionnaire (Survey) is hosted by Fundació per a la Universitat Oberta de Catalunya (FUOC) on a private virtual server managed in a Spanish Data Center using the LimeSurvey software (<https://www.limesurvey.org/>). FUOC, as data controller, will guarantee the secure protocols on the survey platform that ensure secure transmission of data over the network and data recovery, with daily backups of the virtual hosting.
2. The Survey Administrator will collect and process all respondents data, according to the European General Data Protection Regulation (GDPR 2016/679) and to the national legislation of the country where the survey is carried out, as well as the privacy policy of the ACT website and services, available online at <https://act-on-gender.eu/privacy>.
3. Under the definition of the EU GDPR (Regulation 2016/679), sensitive personal data or special categories of personal data refer to information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation (Article 9). Survey questionnaires provided by the ACT project might include items related with special categories of personal data (such as sexual orientation, health impairments or reporting discrimination associated with ethnicity), and will be managed ensuring that no personal information is included that would allow survey participants to be identified in the final, result dataset.
4. Online Surveys will be filled in by individuals anonymously. For the purpose of guaranteeing confidentiality, all references that could potentially be used to identify individual survey respondents directly (e.g. names) or indirectly (e.g. names of participating institutions, references to colleagues in open text box entries, etc.) will be pseudo-anonymised. It is also the responsibility of the Survey Administrator to pseudo-anonymise the survey result dataset before further distributing and analysing it.

5. Survey data will be analysed by the Survey Administrator and published only in aggregated form, ensuring that the identity of survey respondents is not revealed directly or indirectly (e.g. by the combination of categories such as gender, institution, department and position might allow identifying the person). Hence, it is the responsibility of the Survey Administrator to control for the potential disclosure of survey participants via the combination of responses across variables in the result data set.
6. Survey data will be accessible to Survey Administrator for one month after the Survey has been closed to respondents. During this period the Survey Administrator will be able to freely download the result data, once the above mentioned period is finished the data will no longer be available. It is the responsibility of the Survey Administrator to download result data and corresponding LimeSurvey archive files to backup the used questionnaire..
7. The Survey Administrator will notify FUOC immediately of any unauthorized use, disclosure and/or misappropriation of the personal data and Confidential Information that comes to her/his knowledge.

Survey Administrator

By:

Date: