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Table of Contents

- 1 POPD – Requirement No.25**
- 1.1 AutoMate Data Protection Officer 5
- 1.2 Details on data protection procedures..... 5
- 2 Appendix.....7**
- 2.1 Description of data protection procedures by partners 7
- 2.2 Confirmation of Data Protection Procedures by the AutoMate Data Protection Officer 7



1 POPD – Requirement No.2

1.1 AutoMate Data Protection Officer

The position of Data Protection Officer is established in the AutoMate project and held by Fabio Tango (CRF, fabio.tango@crf.it).

1.2 Details on data protection procedures

According to the AutoMate Data Management Plan (D7.2) the consortium of AutoMate will comply with the data protection requirements of the Directive 95/46/EC of the European Parliament (http://ec.europa.eu/justice/policies/privacy/docs/95-46-ce/dir1995-46_part1_en.pdf) and especially act in accordance to the following rules in terms of assessment, recording and storage of personal data:

- Personal data will only be collected if it is relevant for the AutoMate research studies, i.e. only data, which is needed for answering the research questions of the study. In these cases, strict measures to protect anonymity and confidentiality are taken.
- Privacy, data protection and secure data management of any personal data will always be of highest priority to the project.
- Strict accordance with applicable international, EU and national law, especially the EU directive 96/46/EC is guaranteed and any related updates will be observed.
- **Data collection and storage:** collection of data will be performed mainly by using questionnaires and interviews. In addition, data from sensors (e.g. eye-tracking for ocular behavior or vehicle sensors) and simulator data will be collected for validation purposes in the project. The questionnaire data will be handled in the strictest confidence, the results will be entered immediately into a database from where each set of results will be given an automatic number and the personal details will be omitted. The questionnaires themselves will be stored in a folder, which is kept in a lockable drawer. The questionnaires will be destroyed at the end of the project. The server with the data collected by sensors and simulators will be kept in a locked server-room with access only to those analyzing the results of the project from the AutoMate consortium.
- **Access to data:** data will only be accessed by those analyzing the results of the project from the AutoMate consortium. The data collected cannot be accessed by third parties without special permission. For



further details on data sharing are included in D7.2 Data Management Plan.

- **Usage of data:** the collected data will be used to identify the initial requirements (from the end user's perspective) and validate the effectiveness of the AutoMate outcomes. In particular, the collected data will be analyzed to identify the most relevant users' needs, and then develop innovative systems able to effectively address them. Moreover, pilots will be planned to validate the proposed solutions by involving real users. None of the data will be used for any other purposes.
- All instances of collection of personal data will beforehand be discussed thoroughly in the research groups and between the different partners of the consortium in order to provide data safety procedures. In special cases, also the data manager can be involved in the discussion of the treatment of personal data.
- Personal data will solely be collected after a detailed explanation and clarification of which data will be recorded for which purpose and agreement of the participant to these conditions as indicated by signing an informed consent form.
- Data will always be collected and stored in a way that anonymity and confidentiality is guaranteed.
- There will be no information collected that could lead to any form of stigmatization of participants.

Detailed information on procedures for data collection, storage, protection, retention and destruction from each partner handling data is included in the appendix (Appendix 2.1) and meets the requirements of national and EU legislation as confirmed by the Data Protection Officer of AutoMate (Appendix 2.2).



2 Appendix

2.1 Description of data protection procedures by partners

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Statement for Data
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2.2 Confirmation of Data Protection Procedures by the AutoMate Data Protection Officer



Data Security
Officer Signed.pdf