



ACTRIS PPP Data Policy

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ACTRIS PPP Data Policy

General

The main principle of ACTRIS, and also ACTRIS PPP, is to have as open data policy as possible, without compromising the protection of personal and confidential data. The ACTRIS PPP data policy described here affects data collected and produced within the framework of ACTRIS PPP. It does not affect other ACTRIS data.

Detailed ACTRIS PPP Data Policy:

1. Within ACTRIS PPP data is collected for two reasons:
 - To guide and progress the implementation of ACTRIS.
 - To ensure the smooth implementation of ACTRIS PPP.
2. If and when data collected is relative to individual persons, the persons shall be informed about the purpose why the data is collected and how it will be used.
3. All data should be anonymized by removing any parameters making the data identifiable to individual persons from the rest of the data in as early stage as possible.
4. Retention of data must be carefully considered and if some data are no longer necessary they shall be destroyed.
 - All personal data that is limited to ACTRIS PPP shall be destroyed after the end of the project.
 - If any other data than personal data collected during ACTRIS PPP remains relevant to ACTRIS after the project, it shall be transferred to the party coordinating ACTRIS after ACTRIS PPP, which will store and use it under the same or similar conditions as ACTRIS PPP.
5. Data security and storage must be in accordance with the sensitivity of the data.
6. Access to data shall be secured, well defined and shall be in accordance with long-term preservation.
7. All project deliverables are public, unless marked confidential in the Grant Agreement. The deliverables will be openly available at ACTRIS web site www.actris.eu.
8. Other project documents than deliverables are public, unless they contain sensitive data or are declared confidential by European Commission or by Interim ACTRIS Council. As default the project documentation shall be available at ACTRIS web site www.actris.eu.

9. All data sets containing personal data shall be characterized in a form stating the type, collection method and purpose of the data, and where and for how long the data will be stored. This form shall also identify who is in charge of keeping the data set and who has access to it.
10. This data policy comes into force at the time the ACTRIS PPP data management plan is submitted and distributed to ACTRIS PPP beneficiaries. It does not affect actions taken before that time, but does affect later actions for the data collected before that time.