

MENTOR 2.0 Project

Participation information and privacy policy

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We invite you to take part in the "MENTOR 2.0" project.

Before you decide to participate, it is important that you understand why the project is being implemented and what it will consist of. Please read the following information carefully.

What is the purpose of this project?

The purpose of the MENTOR 2.0 project is to analyze the needs of teachers who would like to become Mentors for their students and create a free online platform with gamification elements that will provide teachers in Poland, Austria, Italy, Greece and Spain with tools and knowledge to help them achieve this goal.

Why am I invited to participate?

If you meet the following criteria: you are currently a teacher of formal education at the first or second level of education (in Poland: primary and secondary schools) , you can participate in the evaluation surveys, focus groups and LTTA (Learning, Teaching, Training Activities) trips provided by the MENTOR 2.0 project. You are cordially invited!

Lack of attendance, inappropriate behavior or other actions inconsistent with the project objectives may result in exclusion from the MENTOR 2.0 project.

Do I have to take part?

No - it is entirely up to you. If you decide to participate, you can still opt out of the project at any time, without giving a reason. Your decision not to participate or to withdraw from the study will not affect your rights.

What happens if I decide to participate?

If you decide to participate, please send us your email address. A staff member of the MENTOR 2.0 partner in your region will contact you to inform you about the next project activities. They will also give you further information on next steps and dates.

If you have any direct questions, please contact the MENTOR 2.0 partner staff member in your country indicated on the MENTOR 2.0 project website.

What are the possible benefits of participation?

The MENTOR 2.0 project aims to promote the transversal competencies of formal education teachers through an online platform and LTTA international training. You are likely to benefit from participating in MENTOR 2.0 through increased awareness and realization of transferable personal and social skills, a positive self-concept and a growing sense of action.

Are there any risks associated with participation?

LTTA training activities take place in remote locations in Greece, which involves some physical and emotional risk. The MENTOR 2.0 partner in your country and KEAN, the host partner, have taken

appropriate measures and applied professional standards to assess and mitigate risks, but cannot take responsibility for damage to property or health - including death - resulting from participation in MENTOR 2.0 .

There are no risks associated with data collection and research in the MENTOR 2.0 project.

What if I want to withdraw from the project?

Agreeing to participate in this project does not obligate you to stay in the project or to make any further commitments to this project. If at any stage you no longer wish to participate, simply inform a staff member of the MENTOR 2.0 partner in your country of your decision.

Please note that prior to withdrawal, your data may be used to formally produce research results (e.g., journal articles, conference papers, scientific papers and reports), so it is recommended that you contact a MENTOR 2.0 partner staff member as soon as possible if you wish to withdraw from the project. Upon special request, we will make every effort to dispose of all identifiable responses. We may need to keep data collected prior to your withdrawal and keep our records of your agreement to participate in the project.

Evaluation and quality surveys of the MENTOR 2.0 project are required parts of the funding agreement, and the number of participants is limited. As such, MENTOR 2.0 project applicants and participants (e.g., LTTA classes) are expected to consent to their personal and anonymous data being used for research, in accordance with the funding agreement and this Participation Notice and Privacy Policy. Refusal or withdrawal of consent to use data for these purposes may result in exclusion from the MENTOR 2.0 project. Participation in the interviews is optional and you may opt out without consequence.

Data protection and confidentiality

Which of my data will be collected?

Only data will be collected that will enable the staff of the MENTOR 2.0 project partners to perform the tasks specified in the funding agreement. This applies in particular to training, workshops, lectures and learning processes, as well as evaluation studies of the MENTOR 2.0 project.

A rigorous discussion was held within the MENTOR 2.0 consortium to limit the amount and type of data collected to a reasonable minimum. Among these are:

- Personal data (anonymous. Personal identifiers are kept, as far as possible, separate from other data)
- Structured and unstructured notes taken by researchers, trainers and experts during the project (used in the delivery of the project to each participant; evidence of participant interventions; allowing seamless transfer of information from one phase to the next)
- Written and spoken statements (e.g. In interviews - only with explicit consent).
- Implemented questionnaires and surveys for evaluation and quality assurance studies.
- Photographs and video clips (used for (a) the MENTOR 2.0 project, (b) personal recollections, and for (c) documentation, dissemination and promotion of the MENTOR 2.0 project.

Legal basis / legal compliance

In accordance with GDPR - the Data Protection Act, the MENTOR 2.0 project collects and processes the described types of user data

- with your consent;
- so that we can communicate with you and inform you about the MENTOR 2.0 project.
- in the legitimate interest of conducting promotional, dissemination, quality assurance and research activities in accordance with the grant agreement.

A data protection impact assessment is currently being conducted by each of the MENTOR 2.0 project partners.

What will happen to the data collected in the MENTOR 2.0 project?

All personal data will be pseudonymized and, where possible, anonymized in accordance with the GDPR and the ethical guidelines for this set by the MENTOR 2.0 consortium. Your data will be indicated by a unique participation number and every effort will be made to keep separate identifiers such as your name or email address. The data will only be available to a small group of MENTOR 2.0 partner employees who have signed a data protection statement.

The MENTOR 2.0 Consortium takes a proactive approach to privacy. We do not use profiling or automated decision-making processes. The MENTOR 2.0 Consortium organizations undertake to treat your personal data absolutely confidentially, using it only for the statutory non-commercial purposes of the MENTOR 2.0 project in accordance with the funding agreement. This applies in particular to the design, conduct and evaluation of training, workshops, lectures and learning processes, as well as evaluation studies of all phases of MENTOR 2.0.

Anonymous research findings will be summarized in project reports, journal articles, presentations and other academic and public research outputs. Citations or key findings will always be anonymous in any formal results, unless we have prior and explicit written permission to attribute by name.

Photography and video

Whenever individuals can be identified from their image, data protection laws apply. In such situations, the rights of individuals to collect and use their images must be respected - they must be informed when their image is recognized or captured, and a legal basis must be found before the image is used in any way.

Photographs of individuals and posed groups: When taking photos of a particular person you may want to publish online, you can use "legitimate interest," "consent" and "contractual obligation" as a legal basis. Remember that consent can be withdrawn at any time and you will have to respond accordingly.

Crowd photos: if crowd photos are taken at an event and the person cannot be identified, then it is not necessary to have a legal basis for taking, displaying or publishing the photo. This applies to all people, students and employees whose images are incidental details, for example, in crowd scenes at matinees, conferences and on campus in general. If the photos are taken at a conference where individuals are likely to be identified even in crowd scenes, then the legal basis is "legitimate interest." We monitor where your photos are used and store them for up to ten years.

How will my data be stored and processed?

The official organizations of the MENTOR 2.0 consortium will only store, process and use personal data for the statutory purposes of non-commercial activities within the scope of the MENTOR 2.0 project and in accordance with the European General Data Protection Regulation (GDPR).

Organizations forming the MENTOR 2.0 consortium are implementing specially designed policies to prevent unauthorized or inappropriate access to this information. All raw electronic data will be stored on the password-protected and restricted-access MENTOR 2.0 platform. Printed documents (e.g., signed documents, paper surveys) will be securely stored by a staff member of a MENTOR 2.0 partner (specific to your country).

Data retention

The MENTOR 2.0 Consortium will retain raw personal data (e.g., real names, recordings of interviews) only as long as necessary, i.e., until the end of the MENTOR 2.0 project funding period, May 2024. Appropriately anonymized and processed data sets will be retained after the end of the MENTOR 2.0 project funding period for data sharing - or a similar GDPR-compliant data depository - for future ethically approved research.

Sharing of data with third parties

Internal data sharing (i.e., within one MENTOR 2.0 partner organization) and external data sharing (i.e., between MENTOR 2.0 partner organizations) of participants' personal data is kept to a minimum and constantly checked for necessity and proportionality, and is only carried out for the purpose of fulfilling the non-commercial activities specified in the MENTOR 2.0 project funding agreement.

MENTOR 2.0 partner organizations use internal and external partners to communicate and promote their activities on behalf of MENTOR 2.0. Therefore, your personal data/image may be shared with partner agencies involved in promoting innovative education. Your image may also be used on third-party platforms where the MENTOR 2.0 project has a presence. This currently includes Facebook and LinkedIn. If your image is used online, this will inevitably be subject to international data transfer, and we may also share your photo data with agencies (e.g. Facebook) operating outside of Europe. If you provide personally identifiable information, we will seek your permission to publish this identifying personal information.

Requests from police or law enforcement agencies: The MENTOR 2.0 Consortium is not legally obligated to provide information to the police unless it receives a court order. However, MENTOR 2.0 partner organizations usually choose to disclose information where the police or other law enforcement agencies can demonstrate that failure to release may jeopardize the prevention/detection of a crime or the apprehension/prosecution of criminals.

Data controller

For data collected on the MENTOR 2.0 platform under this Privacy Statement, Femxa Group is the data controller (as defined in the EU General Data Protection Regulation (Regulation (EU) 2016/679).

For data collected outside the MENTOR 2.0 platform for and through research activities, the Center for Innovative Education is the data controller.

Who can I contact with questions and complaints?

If you have any questions or concerns about participating in MENTOR 2.0 or about research in the MENTOR 2.0 project, please contact a staff member of the MENTOR 2.0 partner in your country:

- Poland: Karolina Kos (kkos@ciedu.eu), Center for Innovative Education

For general information on the use and protection of data by Center for Innovative Education staff, visit: [https // www.ciedu.eu](https://www.ciedu.eu).

If you wish to make a formal complaint about the study, please contact the Center for Innovative Education office at info@ciedu.eu. In your communication, please include the title of the project and detail the nature of your complaint.

Accessibility

You can obtain this document as a recording, in Braille, print and various computer formats if you request it. In this case, please contact Karolina Kos, kkos@ciedu.eu.

Updates to the document

In the event of changes to MENTOR 2.0 that affect the processes outlined in this Security and Information Breach Notice to Participants, this document will be updated and all current MENTOR 2.0 participants will be notified.

Thank you very much for your time and attention!