

Informed Consent Module

Platform of

Innovators in Cultural Heritage

Introduction

You have been invited to use the [platform of Innovators in Cultural Heritage](#), which federates Communities of innovators in the sector.

In particular, the [platform of Innovators in Cultural Heritage](#) will encourage all the different actors to use, share and produce information, knowledge and services by using, producing, co-producing and sharing information, documents, pictures, services and online resources and organizing online participatory events, using video-conference connection, chats, on-line post-it, that will be recorded and available to the community.

Before making a decision on whether you want to be a user of this platform please, read this document carefully. Ask all questions that you may have to be completely sure that you have understood all uses including risks and benefits.

This informed consent document may include words that you do not understand. If this is the case, please ask the Platform contact to fully explain to you the meaning of a word or a piece of information that you do not completely understand. We ensure the compliance with the current informed consent legislation at national and EU level.

Platform contact: "Fernando Ferri, e-mail: innovators.ch@irpps.cnr.it

Purpose of the Platform

This Platform is the federation of responsible Innovators in Cultural Heritage.

RISKS OR INCONVENIENCES

No risk is foreseen for users. You are only requested to be available to participate.

BENEFITS

It is likely that you will not receive any personal benefit, besides learning and sharing contents about innovations in cultural heritage from your participation as user in any possible activity of the Platform. Your participation will provide a substantial contribution to produce and share knowledge with the other users of the Platform services at local, national and European level.

PRIVACY AND CONFIDENTIALITY

1. Data provided when you register yourself to the Platform, any data that you voluntarily provide when you share documents and during any participatory on-line event, will be recorded. Personal data for registration are directly recorded in the Platform; if the user is already registered to other Social Network (Facebook, Google+,...) she or he can use this registration.
2. Stored data will include personal data: first name, family name, e-mail, organization, type of stakeholder, gender, age, interest in the RRI issues.
3. None of the provided personal data will be handed out to third parties.
4. When using on-line services that require a registration on a third party's website, the data collected by this third party will be directly managed by them according to the privacy and informed consent that each user and the involved third party will agree upon. This is the case of videos that use YouTube storage forms that uses Google. In this case any privacy issue is managed by the user's account with YouTube and Google. The user can refuse her or his registration with this third party, and consequently she or he cannot use those services.

For disclosing data, further participant consent will be requested, if necessary.

The authorization to use and access your information will be valid unless you decide to cancel it. Should a participant decide to deny her or his consent, she or he will contact the contact person for the Platform, let them know about the intention to leave the Platform. Your decision about whether or not to authorise the use and dissemination of the information provided by you is completely voluntary. However, if you do not provide this authorization now or if you cancel it in the future, you will not be able to participate in this project and to be a user of the Platform.

WITHDRAW

Should the user want to withdraw from the Platform they will send an email with the object: WITHDRAW to: innovators.ch@irpps.cnr.it

CONTACT PERSON

In case of any issue involving you in your role of user of the Platform, you are invited to inform the Dr. Fernando Ferri, by email to: innovators.ch@irpps.cnr.it

CONFIRMATION

The use and login to the Platform is only possible if the participant freely and independently has signed this consent to authorize us to use the data that she or he will provide, or if she or he uses her or his account from Facebook, and Google. If the participant does not wish to do so, she or he cannot use the Platform.

Hereby each participant to the Platform will declare:

Declaration

- I am 18 years or older and am competent to provide consent;
- I have been fully informed about the aims and purposes of the above cited Platform usage;
- I understand that there is no compulsion to participate in the Platform activities; if I choose to participate, I may at any stage withdraw my participation;
- I have read, or had read to me, a document providing information about this research and this consent form. I have had the opportunity to ask questions and all my questions have been answered to my satisfaction and I understand the description of this research;
- I agree that my data will be used in the Platform. The procedures regarding confidentiality have been clearly explained (e.g. use of personal data) to me;
- I freely and voluntarily agree to be a user of the Platform, though without prejudice to my legal and ethical rights;
- I understand that I may refuse to answer any question and that I may withdraw at any time without penalty.

This consent form is made pursuant to the relevant national, European and international data protection laws and regulations and personal data treatment obligations. Specifically this consent document complies with the following laws and regulations:

- *EC Data Protection Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data,*
- *the revision of Directive 95/46/EC Regulation (EU) No 2016/679 of the European Commission,*
- *the Directive (EU) 2016/680 of the European Parliament and of the Council of 27 April 2016 and the national law*

Statement of Platform responsibility

I have explained the nature and purpose of this Platform, the procedures to be undertaken and any risks that may be involved. I have offered to answer any questions and fully answered such questions. I believe that the participant understands my explanation and has freely given informed consent.

Dr. Fernando Ferri

Informed consent

Cookies

To make the Platform works properly, we sometimes place small data files called cookies on your device. Moreover, the Platform goes to be connected with Social Networks such as Facebook, Twitter, Google+, YouTube and services from Google, that also sometimes place small data files called cookies on your device. Most big websites do this too.

What are cookies?

A cookie is a small text file that a website saves on your computer or mobile device when you visit the site. It enables the website to remember your actions and preferences (such as login, language, font size and other display preferences) over a period of time, so you don't have to keep re-entering them whenever you come back to the site or browse from one page to another.

How do we use cookies?

The Platform uses cookies for:

- **authentication** cookies, to identify the user once she or he has logged in; it is a permanent cookie; this cookie is essential for user's access to the Platform. The Platform controls/accesses to the cookie-related information. The cookie will not be used for any purpose other than the one stated.
- **user-interface customisation** cookie language preferences; it is a permanent cookie. The aim of this cookie is to enhance the performance of the Platform as it allows setting the language used in the platform with the language set within the used browser. The Platform controls/accesses to the cookie-related information. The cookie will not be used for any purpose other than the one stated.

Do we use other cookies?

- Some of the Platform pages use additional cookies to the ones described above. In particular are used third-party social plug-in content-sharing cookies, for logged-in members of a social network, or Google services such as Google Hangout and Google forms. They are permanent cookies. The aim of these cookies is to enhance the performance of the Platform as they allow accessing information and services made available by third parties. The third parties involved in control/access the cookie-related information. The cookies will not be used for any purpose other than the one stated.

How to control cookies

You can **control and/or delete** cookies as you wish – for details, see aboutcookies.org. You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you access the Platform and some services and functionalities may not work.

When you sign up, you accept the following cookie policy:

1. **Authentication** cookies.
2. **User-interface customisation** cookie language preferences.
3. **Third-party social plug-in content-sharing** cookies.



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