

Edu-GarD3n Data Management Plan

March 2026

Project Information

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1. Data Summary

1.1 Types of Data

Edu-GArD3n will generate and collect the following categories of data:

- Educational and training materials (e.g. videos, articles, book chapters, presentations).
- Survey and evaluation data (e.g. questionnaires, feedback forms).
- Administrative and communication records.
- Research data (quantitative and qualitative).

Only data strictly necessary for the implementation and evaluation of the project will be collected.

2. Data Collection and Formats

2.1 Methods of Data Collection

Data will be collected through:

- Online surveys and questionnaires.
- Training sessions and educational activities.
- Project meetings, workshops, and dissemination events.

2.2 Data Formats and Standards

Data will be stored in the following formats:

- Text documents: PDF, DOCX.
- Spreadsheets: XLSX, CSV.
- Presentations: PPTX.
- Multimedia files: MP4, image formats.

Open, standardized, and widely accepted formats will be preferred to ensure interoperability and long-term accessibility.

3. Personal Data Management

3.1 Types of Personal Data Collected

Limited personal data from participating students may be collected, including:

- Name and institutional affiliation.
- Contact details (e.g. email address).
- CV and short project proposal.
- Attendance records.
- Feedback and evaluation responses.

3.2 Legal Basis and Consent

Where required:

- Participants will be informed about the purpose of data collection.
- Explicit consent will be obtained prior to data collection.
- Data will be used exclusively for educational, evaluation, and reporting purposes.

3.3 Data Minimization and Protection

All personal data will be:

- Limited to what is strictly necessary.
- Anonymized or pseudonymized prior to analysis and dissemination.
- Stored securely and accessed only by authorized project partners.

4. Data Storage and Security

4.1 Storage

- Data will be stored on secure institutional servers.
- Regular backups will be implemented in cloud storage servers provided through institutional accounts.

These services are operated under institutional agreements ensuring compliance with EU data protection standards.

4.2 Access Control

Access will be restricted to authorized project members only.

4.3 Security Measures

Appropriate technical and organizational measures will be implemented to prevent:

- Unauthorized access.
- Data loss.
- Data misuse.

Personal data will be handled in compliance with applicable data protection legislation, including the General Data Protection Regulation (GDPR).

5. Data Sharing and Accessibility

5.1 Open Access Policy

Public project outputs (e.g. reports, videos, publications, training materials) will be made openly accessible.

5.2 FAIR Principles

Data management will follow the FAIR principles where possible:

- Findable.
- Accessible.
- Interoperable.
- Reusable.

5.3 Dissemination Channels

Dissemination will be carried out via:

- Project website: <https://edu-gard3n.eu/>
- Project social media platforms: <https://www.instagram.com/edugard3n/> and <https://www.linkedin.com/company/edu-gard3n/>
- Institutional repositories.
- Open-access platforms.

Confidential and personal data will not be shared publicly.

6. Ethical and Legal Compliance

6.1 Ethical Standards

All data collection and processing will comply with relevant ethical standards and applicable regulations.

6.2 Participant Rights

- Informed consent will be obtained where required.
- Personal data will be anonymized or pseudonymized before sharing.
- Participants' rights (access, rectification, erasure) will be respected.

7. Data Preservation

7.1 Retention Period

Key project data and outputs will be preserved for a minimum of five years after project completion.

7.2 Long-term Storage

Long-term preservation will be ensured through:

- Institutional repositories.
- Secure archival systems.

8. Responsibilities

8.1 Project Coordinator

The project coordinator is responsible for overall compliance with data management requirements.

8.2 Project Partners

Each project partner is responsible for:

- Managing the data they generate.
- Ensuring compliance with this Data Management Plan.

8.3 Data Management Oversight

A designated data management contact person will oversee:

- Implementation.
- Monitoring.
- Compliance.

9. Updates of the Data Management Plan

This Data Management Plan is a living document and may be updated throughout the project duration to reflect:

- Changes in data collection or processing.
- Regulatory updates.
- Project-specific needs.