MediaVerse

A universe of media assets
and co-creation opportunities

D1.3

Ethical Requirements

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Abstract	This deliverable provides guidelines for the project and complete report on requirements to obtain ethical approval for testing with end users, taking special care of vulnerable groups. It also includes ethical recommendations during COVID-19, personal data protection, security, as well as health and safety guidelines

Keywords	Ethics, Health and Safety, Informed consent, Data privacy.

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Glossary

Abbreviation	Meaning
CDC	Centre for Disease Control and Prevention
CEEAH	Ethics Committee on Animal and Human Experimentation
DPO	Data Protection Officer
ECD	European Center for Disease and Control Prevention
EM	Ethical Manager
GDPR	General Data Protection Regulation
HSE	Information about Health and Safety at Work
HMD	Head-Mounted Display
EU OSHA	European Agency for Health and Safety at Work
WHO	World Health Organisation
WP	Work Package
HCI	Human Computer Interaction

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Executive Summary

This deliverable describes the ethical framework set up for the MediaVerse project following the requirements from EU funded research, and pertinent health and safety guidelines. It additionally addresses the content of Ethics Deliverables EPQ – Requirement No.1 and GEN - Requirement No.2 (D9.1 and D9.2) as D9.1 and D9.2 were declared void in the Grant Agreement.

The deliverable provides the necessary documentation and guidelines for the partners of the project about the research ethical framework, including the specificities of dealing with human subjects from vulnerable groups. It also includes ethical recommendations during COVID-19, personal data protection, security, as well as health and safety guidelines. The purpose is to ensure that all legal requirements regarding ethics and health and safety are fulfilled, and that the consortium is in line with the most recent EU legislation and guidelines.

The document details all ethical aspects of the research activities, as recruitment, informed consent procedures and communication with vulnerable groups. It also presents the MediaVerse health and safety guidelines related to meetings, events, research activities and interaction with technologies.

1 Introduction

This document provides guidelines for the MediaVerse project partners, and a complete report on requirements to obtain ethical approval for testing with end users, while taking special care of vulnerable groups at the same time. It also presents the MediaVerse health and safety guidelines related to meetings, events, research activities and interaction with technologies.

The document is structured in two main sections. As already mentioned in D9.2 (EPQ - Requirement No. 2, pertaining to the obligation of MediaVerse to appoint an independent Ethics Advisor to monitor ethics issues regarding the project's activities). The first section offers all the information regarding permissions and forms approved by the UAB Ethical Committee to be taken into account during MediaVerse when performing any interaction with participants/users (test and pilots) to gather information for requirements or validation through focus groups, questionnaires and surveys. It also deals with the permissions required when taking pictures or filming participants. The appendices gather all the original documents approved and ready to be used when interacting in English. Documents have been translated into Catalan and Spanish as some activities involving users have already started. These will also be translated into German and Portuguese once the activities are defined. In addition, documents will also be translated into any other language where necessary.

The second section offers all the information regarding health and safety guidelines implemented in MediaVerse and already mentioned in D9.1 (EPQ – Requirement No. 1, in connection with offering appropriate guidelines so that all project activities are performed according to appropriate health and safety procedures). Due to the current COVID-19 pandemic, guidelines and recommendations have been drafted in line with current protocols from international organisations. The deliverable, when necessary, makes explicit mention to D1.1. "Quality and Knowledge Management Plan" in the subsections research ethical framework and security, D2.1. "Use cases and user requirements" in the subsection research with subjects from vulnerable groups, D1.2 "Data Management Plan" and D1.4. "Legal and Ethical Compliance Report" in the subsection related to personal data protection and D8.1. "Initial dissemination report" in the subsection related to video recordings, promotional materials and website.

The annexes are divided in two main groups. Annex 1, Annex 2, Annex 3 and Annex 4 are related to ethical issues and gather all the original documents in English that are related to interaction with users and that have been approved by the UAB Ethical Committee. Annex 5, 6 and 7 are related to health and safety guidelines and recommendations and have been drafted together with the UAB health and safety department.

2 Ethical Considerations

The following sections present an overview of the research ethical framework, including the specificities of dealing with human subjects from vulnerable groups. It also describes how ethical procedures are approached in H2020 projects, and more specifically in MediaVerse. It also provides a general overview regarding ethics in COVID-19. Special emphasis is put on communication with vulnerable participants and health and safety issues.

2.1 Ethical Research Framework

Ethics is a crucial part of research for all projects funded by the European Union. It is important to adhere to ethical principles in order to protect the dignity, rights and welfare of participants and researchers involved in the different user activities. The MediaVerse project will carry out research and generate (personal) data from working with humans; therefore, ethical procedures need to be followed. Special care needs to be taken when dealing with ethical considerations because the project deals with human participants who will participate in different tests. They will be volunteers for social and/or human sciences research.

MediaVerse research will comply with ethical principles and applicable law in each country, guaranteeing that the rights of research participants are ensured and that research methodologies do not result in discriminatory practices or unfair treatment. Special attention will also be paid to privacy, data protection, data management, and health and safety of participants. Every project team needs to plan in advance every action that needs to be performed, in order to develop ethically sound and integral research in all aspects of its process. An ethical approach must be adopted in order to be compliant from a legal point of view, and also regarding quality of research and excellence.

As described in the proposal and in the D1.1. "Quality and Knowledge Management Plan", UAB is the MediaVerse Ethics Manager (EM). The EM is responsible for the proper management of all ethical aspects, and most specifically of:

1. Ensuring the proper management of all ethics procedures
2. Supervising all actions related to users
3. Providing advice and recommendations on ethics to all Parties and the Coordinator.

UAB has an Ethics Committee on Animal and Human Experimentation (CEEAH)[1]. CEEAH was set up by the UAB Governing Board on 25 January 2001, and it is responsible for lending support to the scientific or research community involved in projects. This committee evaluates animal experimentation procedures and procedures that involve experiments or research with humans, and it trains and advises research staff on the ethical dimension of their work. For example, the CEEAH was behind the ruling of the Governing Council on 30 January 2013 which approved the Code of Good Practice in Research: a set of recommendations to ensure rigour, honesty and responsibility in research carried out at the UAB. The CEEAH has been a member of the Network of Ethics Committees in Universities and Public Research Centers in Spain (RCE)[2] from its beginnings.

[1] https://www.uab.cat/web/ethics-committee-on-animal-and-human-experimentation-1345735628829.html

[2] http://www.eurecnet.org/information/spain.html

2.1.1 Charter of Fundamental Rights of the European Union

The Charter of Fundamental Rights of the European Union[3] is a legislative document that gathers the fundamental rights to be shared, fostered and protected by every Member State of the European Union. The first draft was created by the European Convention in 2000 and was solemnly proclaimed by the European Parliament, the Council of Ministers and the European Commission during the same year. However, it was not legally binding until the entry into force of the Treaty of Lisbon, on 1st December 2009. The Charter contains 54 articles divided into seven titles: dignity, freedom, equality, solidarity, citizens' rights, justice and general provisions governing the interpretation and application of the Charter. This Charter must be abided by Member States when applying European Union law.

The Charter sets the starting point for any research or action conducted within the context of the European Union. Every article needs to be taken into consideration in order to develop a study within an ethical framework, such is the case of any project supported and funded by the European Commission. There are certain specific articles that are of high importance when developing the methodology to conduct a research in Social Science. For example, Article 8, on the Protection of personal data, which states that:

1. Everyone has the right to the protection of personal data concerning him or her.
2. Such data must be processed fairly for specified purposes and on the basis of the consent of the person concerned or some other legitimate basis laid down by law. Everyone has the right of access to data that has been collected concerning him/her, and the right to have it rectified.
3. Compliance with these rules shall be subject to control by an independent authority.

Also, in relation to the MediaVerse project, Article 26, on integration of persons with disabilities needs to be considered when defining the general vision of the project and its entire development: “The Union recognises and respects the right of persons with disabilities to benefit from measures designed to ensure their independence, social and occupational integration and participation in the life of the community.”

Any action taken within the MediaVerse project needs to be compliant with all fundamental rights enshrined in this Charter.

2.1.2 European Code of Conduct for Research Integrity

The Code of Conduct for Research Integrity (ALLEA)[4] was created by the European Federation of Academies of Sciences and Humanities and has been recently revised and republished in 2017. This document contains a set of rules to self-regulate academic research through European territories and is designed to be used across all scientific fields, without distinction. It includes the principles to preserve research integrity, a list of good practices and some guidelines about violations of research integrity (the most serious being fabrication, falsification and plagiarism) and procedures to be followed in the event of those violations. According to this Code of Conduct, the principles to preserve research integrity are:

[3] https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:12012P/TXT&from=EN

[4] https://allea.org/code-of-conduct/

- **Reliability** in ensuring the quality of research, reflected in the design, the methodology, the analysis and the use of resources.
- **Honesty** in developing, undertaking, reviewing, reporting and communicating research in a transparent, fair, full and unbiased way.
- **Respect** for colleagues, research participants, society, ecosystems, cultural heritage and the environment.
- **Accountability** for the research from idea to publication, for its management and organisation, for training, supervision and mentoring, and for its wider impacts.

The document describes good research practices in various contexts: research environments; training, supervision and mentoring; research procedures; safeguards; data practices and management; collaborative working; publication and dissemination, and reviewing, evaluating and editing. Among other good practices and recommendations, the document establishes that: "Researchers handle research subjects, be they human, animal, cultural, biological, environmental or physical, with respect and care, and in accordance with legal and ethical provisions."[4]

An explicit mention of ethical practices is also made under the section "Violations of Research Integrity", where the document states that: "It is of crucial importance that researchers master the knowledge, methodologies and ethical practices associated with their field. Failing to follow good research practices violates professional responsibilities. It damages the research processes, degrades relationships among researchers, undermines trust in and the credibility of research, wastes resources and may expose research subjects, users, society or the environment to unnecessary harm."[4]

This document is especially important and a reference document for all researchers participating in H2020 funded projects.

2.1.3 Specific Guidance on Social Science and Humanities

The interdisciplinarity inherent in Social Science and Humanities (SSH) research hinders the elaboration of clear patterns to develop an ethical framework to be followed by every researcher in this field. The methodologies vary from one discipline to another and the ethical implications also differ. This discussion has been held for many years in international fora, worldwide and within the European Union. On a document which provides specific guidance for the SSH field[5], it is stated that the basis to ensure an ethical research is provided by the following tools: informed consent, data protection and privacy, and impact of the research results.

The document acknowledges that "while in some instances, the research activity itself could produce psychological discomfort or harm, in most cases the biggest risk in SSH research relates to the disclosure of a person's identity and insufficient protection of private information which may then lead to discrimination or stigmatization"[5].

[5] https://ec.europa.eu/research/participants/data/ref/fp7/89867/social-sciences-humanities_en.pdf

2.2 Research with Human Subjects from Vulnerable Groups

MediaVerse will carry out research with human subjects, some can be considered to be part of vulnerable groups, because of status (refugee), or migrant, because of age (minors), because they are at risk of exclusion, or because they are persons with disabilities.

According to the European textbook on ethics research[6], vulnerability is a very complex concept and the following indicators could be used to define vulnerable groups:

1. Subjects who lack competence will be unable to protect their interests by choosing to give or withhold consent.
2. If the voluntariness of the subjects' consent is compromised, this may similarly prevent them from choosing to give or withhold consent in a way that would protect their interests.
3. The physical (or psychological) condition of some subjects leaves them especially liable to harm, for example as a result of frailty through age, disability, or illness."

Some of the participants in the MediaVerse research activities involving user interaction will fall within the three groups. For example, UAB will interact with users with disabilities; hence, special care will be taken to guarantee their rights and ensure their accessibility needs. As specified in D2.1 "Use cases and user requirements" accessibility services, such as subtitles for the Deaf and Hard of Hearing and audio description have been included as requirements of the MediaVerse platform and will be evaluated by users with disabilities. Therefore, specific consent forms and information sheets have been approved by the UAB Ethical Committee.

Following the Guidance note — Research on refugees, asylum seekers and migrants, MediaVerse will apply the following principles whenever research involves such participants:

- treat them with care and sensitivity
- be objective and transparent
- avoid ethnocentricity: show respect for their ethnicity, language, religion, gender and sexual orientation
- rigorously safeguard the dignity, wellbeing, autonomy, safety and security of their family and friends
- respect their values and right to make their own decisions
- give special protection to participants with diminished autonomy, such as unaccompanied minors.

MediaVerse will include in the ethics self-assessment:

1. Information on the participants' legal status and any details regarding their specific vulnerability due to their status.
2. Confirmation that the research:
    a. is relevant to the communities involved (both source and host)
    b. has objectives that are not harmful or prejudicial to participants
3. A detailed strategy document describing:

[6] https://ec.europa.eu/research/science-society/document_library/pdf_06/textbook-on-ethics-report_en.pdf

a. the procedures the partner will implement to protect participants' best interests and ensure their involvement will not jeopardise safety or increase vulnerability
b. how the criterion of relevance will be satisfied (e.g. by prior consultation with the community itself or a cultural insider)

2.3 Ethics in H2020 Projects

Ethical compliance is seen as fundamental in research projects funded by the European Union. As explained in the SwafS policy document[7], ethics is dealt with in the Horizon 2020 documentation at various levels. There is also a specific Ethical Appraisal Procedure in Horizon 2020 projects.

The H2020 Rules for Participation determine that proposals cannot contravene ethical principles and that the Commission shall systematically carry out ethics reviews for proposals (Article 14).

The Horizon 2020 Regulation of Establishment states in Article 19 (Ethical principles) that:

"All the research and innovation activities carried out under Horizon 2020 shall comply with ethical principles and relevant national, Union and international legislation, including the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. Particular attention shall be paid to the principle of proportionality, the right to privacy, the right to the protection of personal data, the right to the physical and mental integrity of a person, the right to non-discrimination and the need to ensure high levels of human health protection."

2.3.1 Grant Agreement Terms and Conditions

Section 5 in the Grant Agreement (GA) provides a description of the general ethics approach in MediaVerse, which is developed and specified in the next sections. Ethical procedures in MediaVerse have adopted a holistic approach. MediaVerse will implement different methodological approaches and tools, mainly focus groups, interviews, and questionnaires. However, a unified approach to ethical procedures has been favoured as a general framework for the project. The different possible users, some considered as vulnerable groups, are also taken into consideration, as well as the fact of the different languages and ways to interact with the consent form.

2.3.2 Ethics Appraisal Procedure

The Ethics Appraisal Steps[8] in H2020 projects include:

- Ethics self-assessment
- Ethics pre-screening/screening
- Ethics assessment (for specific proposals)
- Ethics Checks/Audit

[7] https://ec.europa.eu/research/participants/data/ref/h2020/other/guides_for_applicants/other-doc_h2020-iba-swafs-support-1-2020_h2020-iba-swafs-support-2-2020_en.pdf
[8] https://ec.europa.eu/info/sites/info/files/14_rea_ethics_evaluation_afr.pdf

During the proposal stage, MediaVerse followed recommendations from the Ethics Self-assessment[9]. This assessment identified that MediaVerse will be doing tests with human subjects and that some participants may belong to vulnerable populations.

Horizon 2020 rules establish that all proposals considered for funding also undergo an Ethics Review. It starts with an Ethics Screening and, if needed, an Ethics Assessment is performed. It may result in ethics requirements that become contractual obligations.

During the Ethics Screening/Assessment, some projects are considered to be in need of an Ethics Check during the course of the project, and it will be the role of UAB to check if the technical developments and tests and pilots fulfil the initial provisions drafted in the Ethical Consent and project Information forms. If changes are identified, all relevant forms will be changed accordingly.

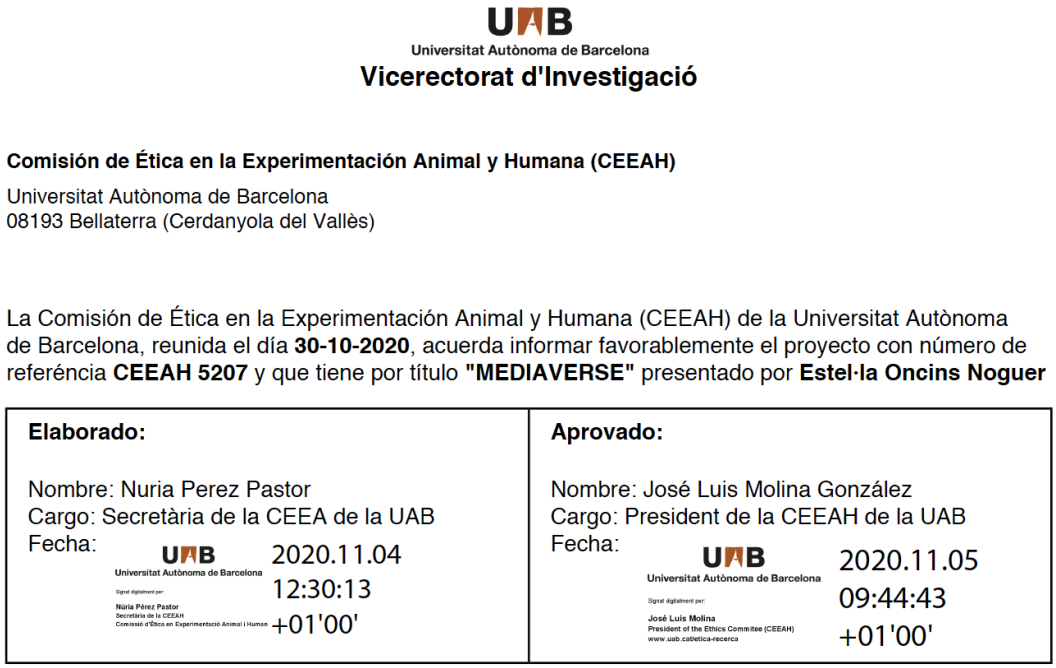
Concerning ethics audits, the European Commission can check, review, investigate the proper implementation of the MediaVerse project and its compliance with the Grant Agreement both during the implementation of the project and afterwards. To this end, all signed forms and data will be stored up to five years after the completion of the project locked in UAB. According to the H2020 website an audit of the grant can be ordered by the European Commission up to five years after the final payment. This includes ethical principles and research integrity.

2.4 MediaVerse Ethics Procedures

Ethics procedures in MediaVerse are addressed in WP1, WP2, WP5, WP7 and WP8. In WP1 ethical guidelines and a report with requirements to obtain Ethical Approval for testing with end users have been provided. The different possible users, some considered as vulnerable groups, have also been taken into consideration, as well as the fact of the different languages and ways to interact with the consent form.

As documented in D9.2 “GEN – Requirement No. 2”, after understanding what will be the user interactions foreseen in WP2, WP5 and WP7, permission was requested and obtained from the UAB Ethical Committee on 05/11/2020 obtaining the reference CEEAH 5207 (see figure 1).

[9] https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf



UAB
Universitat Autònoma de Barcelona
Vicerectorat d'Investigació

Comisión de Ética en la Experimentación Animal y Humana (CEEAH)

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08193 Bellaterra (Cerdanyola del Vallès)

La Comisión de Ética en la Experimentación Animal y Humana (CEEAH) de la Universitat Autònoma de Barcelona, reunida el día **30-10-2020**, acuerda informar favorablemente el proyecto con número de referéncia **CEEAH 5207** y que tiene por título **"MEDIAVERSE"** presentado por **Estel·la Oncins Noguer**

Elaborado:	**Aprovado:**
Nombre: Nuria Perez Pastor Cargo: Secretària de la CEEA de la UAB Fecha: UAB Universitat Autònoma de Barcelona 2020.11.04 12:30:13 +01'00'	Nombre: José Luis Molina González Cargo: President de la CEEAH de la UAB Fecha: UAB Universitat Autònoma de Barcelona 2020.11.05 09:44:43 +01'00'

Figure 1: Proof of Ethics approval by UAB Ethical Committee

The UAB Ethical Commission requested the following information:

- Title of action
- Short description of the project
- Research area for human experimentation
- Personal data from the researcher responsible
- Research objectives of the experiment
- Research methodology
- Information to participants
- Compensation
- Gathered Data Management
- Feedback to participants
- Data registration

2.4.1 Recruitment Processes for Activities involving Human Interaction

Participants in MediaVerse tests will be volunteers who will be identified via the partners who have direct access to participants, namely STXT, UAB, AS, CERTH and DW.

In some cases, participants will be recruited through end user associations. For instance, UAB may recruit participants through a third party with an existing collaboration agreement, which represents persons with learning and cognitive disabilities to test the new technological components to be implemented. Therefore, recruitment channels for experimental testing are well established.

Testing with persons with disabilities is a very demanding activity due to the interaction with end users and the need to personalise from travelling to and from the place for testing, to communicate or explain and read the information, and to help with the tests.

In addition, due to the current COVID-19 situation MediaVerse partners conducting in-person research with users, when possible and necessary, must advise participants that they should not attend the session if they:

- Have been unwell in the last two weeks.
- Have taken care of someone with COVID-19 in the last two weeks.
- Have travelled from a hotspot area where COVID-19 is active.

2.4.2 Ethics and COVID-19

MediaVerse partners are aware that research activities carried out under the current pandemic circumstances demand a responsibility to respond to the substantial ethical challenges that arise in such contexts. MediaVerse research activities will not pose any risk to people being researched, as well as to any researchers. The following elements based on the WHO[10] "Ethical standards for research during public health emergencies: Distilling existing guidance to support COVID-19 R&D" and IDRC[11] "Research ethics practices during COVID-19" will be considered:

- All studies should comply with the disaster emergency laws, rules, and guidelines of the country where the research is conducted.
- Applicants and researchers will be required to adhere to all preventive measures as advised by the World Health Organization and national guidance.
- No research activities should be undertaken if they impede emergency responses.
- Safety considerations for research participants, as well as researchers, are paramount in health emergency and pandemic contexts. Research design needs to have clear protocols of risk assessment and mitigation strategies to ensure protection from risk of infection and to mitigate other health risks, including potential mental health impacts on research participants and researchers.
- Remote interaction and conducting online or Internet-based research are likely to be part of the research design with COVID-19 restrictions in place. These present specific ethical concerns regarding privacy, transparency, confidentiality, and security. Specific measures must be devised, implemented, and documented to:
    - Ensure transparency during recruitment.
    - Take necessary steps for data security and ensure that data are not used for subsequent non-research purposes.
    - Offer participants the opportunity to modify their data.
    - Offer participants the opportunity to withdraw from the research and retract their data.
    - Obtain informed and knowledgeable consent and ensure that consent is obtained on an ongoing basis.
    - Use secure communication protocols and platforms.
    - Consider the expectations of participants about privacy.

[10] https://www.who.int/blueprint/priority-diseases/key-action/liverecovery-save-of-ethical-standards-for-research-during-public-health-emergencies.pdf?ua=1

[11] https://www.idrc.ca/en/research-ethics-practices-during-covid-19

2.4.2 Informed Consent Procedures

All participants in MediaVerse activities involving user interaction will be given a detailed information sheet and an informed consent form (See Annex 1 and Annex 2). Both documents have been first validated by the CERTH Data Protection Officer (DPO) and approved by the UAB Ethical Committee. These documents are written in terms and languages that participants can understand. They describe the aims, methods and implications of the research, and any risks or discomfort that may happen.
Participation in MediaVerse activities will always be voluntary and with no rewards, and participants will explicitly be informed that they can refuse to participate or withdraw their participation at any time without any consequences.
Steps will be taken to ensure that participants are not subjected to any form of coercion and alternative communication means will be provided if necessary.
Participants will be informed that they can request additional information about the project results in case they are interested.
Consent forms have been produced and approved in English and already translated into Catalan and Spanish as some activities involving users have already started. These will also be translated into German and Portuguese once the activities are defined. In addition, documents will also be translated into any other language where necessary.
The procedures that should be followed to obtain informed consent from participants are:

- Participants will be welcomed
- Participants will be informed about the project and the specific test in which they are involved, in an appropriate format according to their needs and the approved models of UAB's ethical committees
- Participants will be informed on any data processing and the purposes and legal bases thereof
- Participants will be requested to give their consent.

Once the activity is finished, both the information sheet and the signed consent form will be sent by email or post to Estella Oncins (UAB) or brought to them at the next MediaVerse face-to-face project meeting. All forms will be kept in a locked room in a secure building at UAB.

2.4.3 Communication with Vulnerable Groups

Information sheets and informed consents will be generally provided in writing. However, if consent cannot be given in writing, non-written consent will be formally documented and in line with the approved procedures by the CEEAH.
Appropriate efforts will be made to ensure fully informed understanding of the implications of participation, providing alternative communication means if necessary.
Information sheets and consent forms are written in a way that participants can fully understand. However, specific adaptations will be needed to adapt to the specific user needs. More specifically:

- An information sheet and consent form can be administered orally if this is better suited for end user needs.
- Sign Language versions can be provided if needed.

This means that information sheets and informed consent will be generally provided in writing.

2.5 Personal Data Protection

The MediaVerse project is in line with the applicable current national and European data protection legislation, including the EU General Data Protection Regulation (Regulation (EU) 2016/679)[12] and the ePrivacy Directive.[13] As mentioned in D1.2 "Data Management Plan" section 2.7 (Personal Data Protection) and section 2.8 (Security), special attention will be paid to the participants' privacy, data protection, data management, and security. Additionally, personal data protection will be addressed under D1.4 "Legal and Ethical Compliance Report v1" and in and D1.5 "Legal and Ethical Compliance Report v2" which will report on personal data protection in the MediaVerse platform.
In the activities foreseen mainly under WP2 and WP7 with end users, every project team needs to plan in advance every action involving users that needs to be performed in order to develop compliant research and research practices in all aspects of its process. Participants will have to fill in and sign the Consent Form (see Annex 1 and 2). This consent form also provides information to the data subjects on the types of data processed, the purposes of such processing and the legal bases. This information will remain anonymous and will not be associated with any comment made by any user during the focus group.
Following article 14 of the European General Data Protection Regulation, signed consent forms have to be kept by the MediaVerse project consortium to prove participants' consent.

Data gathered through the use cases will only be used as part of MediaVerse user research activities. Participants are given the possibility to contact the Data Protection Officer of CERTH, Mr. Ioannis Chalinidis (dpo@certh.gr), enclosing a photocopy of their ID to proof their identity and avoid data breaches to exercise their rights of access, rectification, cancellation, opposition, limitation of treatment or data portability.

Contact details of the corresponding Data Protection Authorities in the different pilot countries are also provided in the consent forms.

Table 1: List of Data Protection Authorities in MediaVerse

COUNTRY	AGENCY	CONTACT DETAILS
Germany	Bundesbeauftragte für den Datenschutz und die Informationsfreiheit	Graurheindorfer Straße 153, 53117 Bonn (Germany) Tel.: +49 228 997799 0 E- mail : poststelle@bfdi.bund.de Website: http://www.bfdi.bund.de
Greece	Hellenic Data Protection Authority (HDPA)	Kifissias 1-3, 115 23 Athens, Greece Call Centre: +30-210 6475600 E-mail : contact@dpa.gr
Portugal	Portuguese National Commission for the Protection of Data (CNPD)	Av. D. Carlos I, 134 – 1.º, 1200-651 Lisboa (Portugal) Call Center: +351 21 392 84 00 E-Mail: geral@cnpd.pt Webpage: www.cnpd.pt

[12] https://eur-lex.europa.eu/eli/reg/2016/679/oj

[13] Directive 2002/58/EC of the European Parliament and of the Council of 12 July 2002 concerning the processing of personal data and the protection of privacy in the electronic communications sector (Directive on privacy and electronic communications)

Spain	Catalan Data Protection Authority (APDCAT)	C/ Rosselló, 214, Esc. A, 1r 1r, 08800 Barcelona (Spain) Call Centre: +34 93 552 78 0 0 E-mail: apdcat@gencat.cat Webpage: https://apdcat.gencat.cat/ca/contacte
Switzerland	Office of the Federal Data Protection and Information Commissioner (FDPIC)	Feldeggweg 1, 3003 Berne (CH) Call Center: +41 (0)58 462 43 9 5 E-mail: info@edoeb.admin.ch

2.5.1 Video Recordings, Photos, Promotional Material and Website

Anyone being recorded or photographed for dissemination processes will sign a release and consent form that grants photo, video and sound recording rights to MediaVerse partners (see Annex 3). A specific release and consent form has been drafted for the Expert Advisory Board (EAB) as they will provide personal data that may be published on the website and the project's Twitter account for dissemination purposes as documented in D8.1 "Initial Dissemination Report" (see Annex 4). Both documents will be stored at UAB's premises for the duration of the project and five years after the end of the project in a locked room in a secure building.

Only project information considered as Public will be published on the MediaVerse website. No personal data gathered from activities with users will be made available through the website unless explicit consent is obtained from the respective users. As documented in D8.1, effort has been made so that user interaction preserves the anonymity of website visitors. In D1.4, the data protection of the MediaVerse platform will be documented.

2.6 Security

The activities foreseen in the MediaVerse project have no security impact and raise no public security issues, neither for the EU nor for the countries of the partners participating in the project. As described in deliverable D1.1, CERTH is hosting all data related to project management and selected research and innovation activities in their premises, utilising a file repository based on NextCloud and a Wiki page based on Wikijs. Access to both services is encrypted with HTTPS and a user login is required to access any of the content. Data Security measures are documented in the Data Management Plan (D1.2).

3 Health and Safety

Health and safety procedures conforming to relevant local/national guidelines/legislation are an integral part of MediaVerse and are given a high priority following requirements from EU funded research. MediaVerse will comply with existing European and international regulations and codes of conduct as already stated in D9.1 (EPQ – Requirement No. 1, in connection with offering appropriate guidelines so that all project activities are performed according to appropriate health and safety procedures). Necessary measures described in the following section will be implemented to assure the security of the research and to reduce the risks and discomfort for the individuals involved. Due to the current COVID-19 situation additional health and safety measures have been included to ensure the safety of participants during face-to-face activities.

3.1 Health and Safety General Framework

The European Framework Directive on Safety and Health at Work (Directive 89/ 391 EEC)[14] is a European Union directive with the objective to introduce measures to encourage improvements in the safety and health of workers at work. It is described as Directive–89/39“ - OSH "Framework Directive"[15] for occupational safety and health (OSH) by the European Agency for Safety and Health at Work[16]. It applies to all sectors of activity, both public and private, except for specific public service activities, such as the armed forces, the police or certain civil protection services.

In 1989 some provisions of the Framework Directive brought about considerable innovation including the following:

- The term ‘working environment’ was set in accordance with International Labour Organization (ILO) Convention No. 155 and defines a modern approach taking into account technical safety as well as general prevention of ill health.
- The Directive aims to establish an equal level of safety and health for the benefit of all workers (the only exceptions are domestic workers and certain public and military services).
- The Directive obliges employers to take appropriate preventive measures to make work safer and healthier.
- The Directive introduces as a key element the principle of risk assessment and defines its main elements (e.g. hazard identification, worker participation, introduction of adequate measures with the priority of eliminating risk at source, documentation and periodical re-assessment of workplace hazards).
- The new obligation to put in place prevention measures implicitly stresses the importance of new forms of safety and health management as part of general management processes.

The Framework Directive had to be transposed into national law by the end of 1992. The repercussions of the transposition on national legal systems varied across Member States. The repercussions of the transposition into national law were very different in the Member States. In some of them, it had

[14] https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=celex%3A31989L0391

[15] https://osha.europa.eu/en/legislation/directives/the-osh-framework-directive/the-osh-framework-directive-introduction

[16] https://osha.europa.eu/en

important legal consequences, given the existence of inadequate national legislation, while in others it did not have to make major changes or adjustments.

In 2004, the European Commission issued a Communication (COM (2004) 62)[17] on the practical application of the provisions of some directives such as the 89/391 EEC (Framework Directive), 89/654 EEC (Workplaces), 89/655 EEC (work equipment), 89/656 EEC (personal protective equipment), 90/269 EEC (manual handling of loads) and 90/270 EEC (display screen equipment)]. This Communication stated that there was evidence of the positive influence of EU legislation on national standards for occupational safety and health made up of both national implementing legislation and practical application in enterprises and public sector institutions.

For instance, in Spain the transposition of the Framework Directive gave rise to the Law for the Prevention of Occupational Risks (Law 31/95 on the Prevention of Occupational Risks) and all the preventive regulations that develop it.

3.2 Health and Safety in MediaVerse

MediaVerse research will comply with Health and Safety principles and applicable law in each country, avoiding any harm that might occur. The participants' health and safety is a priority in MediaVerse activities. Special attention will also be paid to people with special needs, either because they belong to a vulnerable group - like people with disabilities - or because they are under 18.

The Health and Safety Manager in the MediaVerse project, Estella Oncins (UAB), will be responsible for providing health and safety advice and documentation in compliance with recommendations from relevant organisations, guidelines, procedures, safeguarding principles, etc. UAB has a Health and Safety Department with established protocols in line with current legislation and expertise to provide advice on health and safety issues in research activities.

In MediaVerse, health and safety measures will also be associated with activities including interaction with participants. Apart from the existing ethical requirements described in section 2, a set of general guidelines and recommendations related to health and safety have been developed for this project and are presented below. These guidelines are in compliance with relevant organisations, such as WHO. Each MediaVerse partner will be responsible for ensuring that these guidelines and recommendations are followed and in line with the current legislation in the country where the activity is conducted.

In MediaVerse, Health and Safety guidelines have been drafted in relation to two main areas: health and safety related to meetings, events and activities, and health and safety related to Human Computer Interaction (HCI).

Due to the current COVID-19 situation additional measures, regarding issues such as disinfection provided by WHO[18] among others, have been taken into consideration.

[17] https://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX:52004DC0062

[18] https://www.who.int/news-room/q-a-detail/coronavirus-disease-covid-19-cleaning-and-disinfecting-surfaces-in-non-health-care-settings

3.2.1 Health and Safety Guidelines related to Meetings, Events and Activities

Internal MediaVerse meetings are currently conducted online in order to prevent the potential risk from COVID-19. Face-to-face meetings in MediaVerse will be mainly conducted with external users for research purposes. In the case of in-person meetings Health and Safety guidelines have been drafted and are based on relevant guidance published by the European Agency for Safety and Health at Work (EU-OSHA) (2020)[19] according to the recommendations made by WHO[20], CDC[21], ECD C[22] and HSE[23] (see Annex 5).

Pilot teams in each site (Spain, Switzerland, Portugal and other countries conducting research activities) will follow national and institute health and safety procedures and policies related to work environment and research conduction. A specific document with general recommendations for the organisation of in-person research activities with users during COVID-19 has been drafted (see Annex 6). These recommendations apply to both researchers and participants and are based on current practices and protocols conducted at UAB, which are based on guidelines provided by public health authorities and EU-OSHA recommendations.

3.2.2 Health and Safety Guidelines related to Human Computer Interaction (HCI)

Though no physical intervention is foreseen in MediaVerse activities, some participants may have access to 360º and VR content through Head Mounted Displays (HMD). The only known risk in the MediaVerse project is related to the use of HMD to access immersive environments. These environments are not recommended for individuals with claustrophobia, heart conditions, back conditions, a history of seizures, epilepsy, and/or sensitivity to flashing lights. Therefore, before starting any activity with HMD devices, participants will be informed about the possible risks through a specific information sheet (see Annex 7). This document is aimed at reducing the risk of personal injury, discomfort or property damage of participants when using the HMD devices. In addition, it is important to advise participants to remain seated when wearing a HMD unless content experience requires standing.

Contagious Conditions due to COVID-19

With the ongoing spread of the COVID-19 virus, MediaVerse wants to ensure that participants are comfortable and confident using the HMD in testing sessions. First and foremost, partners will make sure to follow the guidance from the government in their country of residence. As a general rule, keeping a safe distance from participants and asking them to do the same is important, as is washing hands before and after using the HMD devices.

General guidelines that will allow MediaVerse researchers/facilitators to use VR in the safest way possible are the following:

[19] https://oshwiki.eu/wiki/COVID-19:_guidance_for_the_workplace#What_to_do_if_an_employee_or_a_member_of_the_public_becomes_unwell_and_believe_they_have_been_exposed_to_COVID-19

[20] https://www.who.int/emergencies/diseases/novel-coronavirus-2019

[21] https://www.cdc.gov

[22] https://www.ecdc.europa.eu/en

[23] https://www.hse.gov.uk

1. Wash hands thoroughly before handling the HMD cases.
2. Open the charging case if possible and unplug the headsets from their cradles.
3. Allow participants to collect a headset one at a time.
4. Once the headsets have been given out, researchers/facilitators can control the session safely using their computer.
5. During the session ensure participants maintain an adequate social distance from one another and remain at their places.
6. If a participant requires help with their headset, ask them to place it on your desk or a shared space for you to make any corrections required.
7. Once the session has finished, ask participants to leave their headset on their desk before they leave the room. If this is not possible, ask them to place them in a clean shared space.
8. Use an antibacterial wipe to clean the padding, straps and lenses of each headset before returning them to the charging case.
9. Once you are finished, wash your hands again.

Cleaning the VR-HMD devices

1. Wash hands thoroughly or apply antibacterial gel / hand sanitizer.
2. Using either an antibacterial wipe or spray, thoroughly clean the plastic surface of the headset, including the eyepieces and the orange front cover. Pay particular attention to the points that participants would have touched with their hands, such as the button panels.
3. Thoroughly wipe down the padding around the eye sockets. This is especially important as it makes contact with the nose and face.
4. If participants have touched the case while collecting or removing the headsets, clean this with an antibacterial wipe as well.
5. Finally, wash hands with soap and warm water.
6. Repeat this process every time a new group of participants uses the headsets.

Skin Irritation

Advise participants to stop using the headset if they notice swelling, itchiness, skin irritation or other skin reactions. If symptoms persist, advise participants to contact a doctor.

Annex 1: Information sheet

INFORMATION SHEET

Project: MediaVerse
Project Coordinator: Symeon Papadopoulos, Centre for Research and Technology Hellas (CERTH)
Ethics advisor: Estella Oncins, Universitat Autònoma de Barcelona (UAB)

The objective of this interview/focus group/survey is to get feedback on needs and expectations from a set of tools, which implies we will gather personal data. The aim is to gather requirements for the toolset that will be developed during the project. The aim of the interview/focus group/survey is twofold: to get feedback on needs and expectations from a set of tools, and define a set of new services. This will allow us to identify the needs of diverse audiences and research how the quality of experience and the quality of the service can be improved. It will also help towards drafting requirements to design the technologies from a user-centered approach.
This idea is new and experimental, so we need to understand what works – and what could be better.

For that reason, we will gather information about:

- What happens in the interview/focus group/survey in relation to the project
- The people who take part
- What they want to get from it
- Their experience in the interview/focus group/survey in relation to the project
- The views of content creators and audiences

During this session you will be asked to provide some demographic data about yourself namely your gender, age group, educational background or country of residence. Then, you will be asked more questions and give your opinion on various aspects. No recording of the session will take place. During the session, notes will be taken to gather your feedback and comments. At the end of the session these comments and feedback will be read aloud for you to approve. These will be considered the result of the interview/survey/focus group. Please ask as many questions as needed to clarify the procedure.
If you encounter any type of discomfort you can stop at any time without prior justification.

Now please read the consent form.

Annex 2: Consent forms

Informed consent form (over-18s)

MediaVerse
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MediaVerse is a European project under the Horizon 2020 Programme (grant Agreement number 957252) led by the Centre for Research and Technology Hellas (CERTH), Greece.
Please read this consent form carefully before deciding whether to take part in this study.

Purpose of the research

In this focus group/questionnaire/interview, we want to talk about your habits in the use of technology. This will allow us to identify the needs of diverse audiences and research how the quality of experience and the quality of the service can be improved. It will also help towards drafting requirements to design the technologies from a user-centred approach.

What does participation in the study involve

During this focus group/questionnaire/interview you will be asked to provide some demographic data namely your gender, age group, educational background or country of residence. Then, you will be asked more questions and give your opinion on various aspects. These will be considered the result of the focus group/questionnaire/interview. Please ask as many questions as needed to clarify the procedure.

Duration

The survey takes around ___ minutes.

Risks and benefits

Your participation involves no risks of any kind.

Compensation

In this case, no compensation is envisaged for taking part.

Confidentiality

If you decide to take part, your identity will remain confidential and only members of the research team will have access to the data collected in this focus group/questionnaire/interview. Pseudonyms will always be used if case studies need to be presented.

Following Health and Safety recommendations from EU OSHA, if any participant become ill with COVID-19 shortly after this activity, your data might be provided to public health authorities to help them trace people who may have been exposed to COVID-19.

Voluntary participation

Participation in this study is completely voluntary. There is no penalty for opting not to take part.

Right to withdraw from the study

If you encounter any type of discomfort you can stop at any time without prior justification. You can withdraw from the study at any time without giving explanations and with no negative consequences: just by letting us know through any communication channel.

Following article 14 of the European General Data Protection Regulation, this signed consent form will be kept by the MediaVerse project consortium to prove your consent. They will be kept at the UAB Campus, MRA/126, since UAB has been appointed as the Ethics Manager of the project. Your data may only be used as part of MediaVerse user research activities. Your data will not be used for automated decision making. Your data will not be used to create profiles to predict your personal preferences, behaviours or attitudes. According to the General Data Protection Regulation, you may contact the Data Protection Officer of CERTH, Mr. Ioannis Chalinidis (dpo@certh.gr), enclosing a photocopy of your ID document and mentioning MediaVerse in the subject line, for any of the following purposes:

- to revoke whenever you want the given consent or you can exercise rights of access, rectification, cancellation, opposition, limitation of treatment, data portability,
- to issue an enquiry about the data management policy at CERTH.

If your requests are not addressed, you may file a complaint before the corresponding Data Protection Authority:

Germany
Der Bundesbeauftragte für den Datenschutz und die Informationsfreiheit,at the following address: Graurheindorfer Straße 153, 53117 Bonn (Germany)/ Tel.: +49 228 997799 0/ E- mail: poststelle@bfdi.bund.de/ Website: http://www.bfdi.bund.de/

Greece
Hellenic Data Protection Authority (HDPA) at the following address: Kifissias 1-3, 115 23 Athens, Greece/ Call Centre: +30-210 6475600/ E-mail: contact@dpa.gr

Portugal
Portuguese National Commission for the Protection of Data (CNPD) at the following address: Av. D. Carlos I, 134 - 1.º, 1200-651 Lisboa (Portugal)/ Call Center: +351 21 392 84 00/ E-Mail: geral@cnpd.pt/ Webpage: www.cnpd.pt

Spain
Catalan Data Protection Authority **(APDCAT)** at the following address: C/ Rosselló, 214, Esc. A, 1r 1r, 08800 Barcelona (Spain)/ Call Centre: +34 93 552 78 00/ E-mail: apdcat@gencat.cat /web: https://apdcat.gencat.cat/ca/contacte

Switzerland
Office of the Federal Data Protection and Information Commissioner (FDPIC) at the following address: Feldeggweg 1, 3003 Berne (CH)/ Call Center: +41 (0)58 462 43 95 / E-mail: info@edoeb.admin.ch

Subsequent publication/re-use/other processing of the basic data and conservation period

The personal data will be processed for the term of the project (until end of September 2023) and five years thereafter. Five years after the end of the project, the research data will be anonymised and made available to other researchers. Personal identifiers will be destroyed (or: "alternatively, the information may be kept confidential by legal agreement – with access restricted to researchers who sign the same informed consent form").

Use of contributions made

__I consent to my contributions being quoted literally with no mention of my name.

Contact person

The ethics advisor in MediaVerse is Estella Oncins. You can contact Estella Oncins at estella.oncins@uab.cat and ask for more information about the project and the project results.

Consent

- I have read the information about the research project and I have had the opportunity to ask questions, which have been answered to my satisfaction.
- I understand that the anonymised information (with no personal identifiers) on this project will be placed at the disposal of other researchers five years after the project has ended.
- I agree to take part and I have received a copy of this consent form.

Full name of the participant _____

Signature _____ Date: _____

Researcher:

Signature _____ Date: _____

Sample informed consent form

Parents and/or legal guardians of participants below the age of 18

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Purpose of the research

In this focus group/questionnaire/interview, we want to talk about your habits in the use of technology. This will allow us to identify the needs of diverse audiences and research how the quality of experience and the quality of the service can be improved. It will also help towards drafting requirements to design the technologies from a user-centred approach.

What does participation in the study involve

During this focus group/questionnaire/interview you will be asked to provide some demographic data namely your gender, age group, educational background or country of residence. Then, you will be asked more questions and give your opinion on various aspects. These will be considered the result of the focus group/questionnaire/interview. Please ask as many questions as needed to clarify the procedure.

Duration

The survey takes around ___ minutes.

Risks and benefits

Your participation involves no risks of any kind.

Compensation

In this case, no compensation is envisaged for taking part.

Confidentiality

If you consent to your child's participation, his/her identity will be kept confidential and only members of the research team will have access to the data collected in this focus group/questionnaire/ interview. Pseudonyms will always be used if case studies need to be presented.

Following Health and Safety recommendations from EU OSHA, if any participant become ill with COVID-19 shortly after this activity, your child's data might be provided to public health authorities to help them trace people who may have been exposed to COVID-19.

Voluntary participation

Your child's participation in this study is completely voluntary. Your child can also fill in a consent form and can decide if he/she wants to receive further information. Depending on his/her degree of maturity, he/she can decide whether you should be informed of the study's findings. There is no penalty for opting not to take part.

Right to withdraw from the study

Your child can withdraw from the study at any time without giving explanations and with no negative consequences: just by letting us know through any communication channel.

Following article 14 of the European General Data Protection Regulation, this signed consent form will be kept by the MediaVerse project consortium to prove your consent. They will be kept at the UAB Campus, MRA/126, since UAB has been appointed as the Ethics Manager of the project. His/her data may only be used as part of MediaVerse user research activities. His/her data will not be used for automated decision making. His/her data will not be used to create profiles to predict your personal preferences, behaviours or attitudes. According to the General Data Protection Regulation, you may contact the Data Protection Officer of CERTH, Mr. Ioannis Chalinidis (dpo@certh.gr), enclosing his/her ID document and mentioning MediaVerse in the subject line, for any of the following purposes:

- to revoke whenever you want the given consent or you can exercise rights of access, rectification, cancellation, opposition, limitation of treatment, data portability,
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Portugal
Portuguese National Commission for the Protection of Data (CNPD) at the following address:
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Switzerland
Office of the Federal Data Protection and Information Commissioner (FDPIC) at the following address:

Feldeggweg 1, 3003 Berne (CH)/ Call Center: +41 (0)58 462 43 95 / E-mail: info@edoeb.admin.ch

Subsequent publication/re-use/other processing of the basic data and conservation period

The personal data will be processed for the term of the project (until end of September 2023) and five years thereafter. Five years after the end of the project, the research data will be anonymised and made available to other researchers. Personal identifiers will be destroyed (or: "alternatively, the information may be kept confidential by legal agreement – with access restricted to researchers who sign the same informed consent form").

Use of contributions made

__I consent to his/her contributions being quoted literally, provided there is no mention of his/her name.

Contact person for queries about the study

The ethics advisor in MediaVerse is Estella Oncins. You can contact Estella Oncins at estella.oncins@uab.cat and ask for more information about the project and the project results.

Consent

- I have read the information about the research project and I have had the opportunity to ask questions, which have been answered to my satisfaction.
- I understand that the anonymised information (with no personal identifiers) on this project will be placed at the disposal of other researchers five years after the project has ended.
- I agree to take part and I have received a copy of this consent form.

Full name of the participant _____

Signature _____ Date: _____

Researcher:

Signature _____ Date: _____

Sample consent form for minors (previously authorised by their legal guardians)

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Please read this consent form carefully before deciding whether to take part in this study.

Purpose of the research

In this focus group/questionnaire/interview, we want to talk about your habits in the use of technology. This will allow us to identify the needs of diverse audiences and research how the quality of experience and the quality of the service can be improved. It will also help towards drafting requirements to design the technologies from a user-centred approach.

Simple explanation of what it means to take part in the study

This activity is a focus group/questionnaire/interview; it will start with an introduction of the MediaVerse project. This introduction will take about 10 minutes. Then, you will be asked to provide some demographic data, namely your gender, age group, educational background or country of residence. The next __minutes will be used to present you some tools to create content. Then, you will be asked some questions and give your opinion on various aspects. These will be considered the result of the focus group/questionnaire/interview. Please ask as many questions as needed to clarify the procedure.

Duration

This activity takes around ___ minutes.

Risks and benefits

Your participation involves no risks of any kind.

Compensation

In this case, no compensation is envisaged for taking part.

Voluntary participation

Participation in this study is completely voluntary. There is no penalty for opting not to take part.

Right to withdraw from the study

If you encounter any type of discomfort you can stop at any time without prior justification. You can withdraw from the study at any time without giving explanations and with no negative consequences: just by letting us know through any communication channel.

Following article 14 of the European General Data Protection Regulation, this signed consent form will be kept by the MediaVerse project consortium to prove your consent. They will be kept at the UAB Campus, MRA/126, since UAB has been appointed as the Ethics Manager of the project. Your data may only be used as part of MediaVerse user research activities. Your data will not be used for automated decision making. Your data will not be used to create profiles to predict your personal preferences, behaviours or attitudes. According to the General Data Protection Regulation, you may contact the Data Protection Officer of CERTH, Mr. Ioannis Chalinidis (dpo@certh.gr), enclosing a photocopy of your ID document and mentioning MediaVerse in the subject line, for any of the following purposes:

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Portuguese National Commission for the Protection of Data (CNPD) at the following address: Av. D. Carlos I, 134 - 1.º, 1200-651 Lisboa (Portugal)/ Call Center: +351 21 392 84 00/ E-Mail: geral@cnpd.pt / Webpage: www.cnpd.pt

Spain
Catalan Data Protection Authority **(APDCAT)** at the following address: C/ Rosselló, 214, Esc. A, 1r 1r, 08800 Barcelona (Spain)/ Call Centre: +34 93 552 78 00/ E-mail: apdcat@gencat.cat / Webpage: https://apdcat.gencat.cat/ca/contacte

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Use of contributions made by the child, who can also give or withhold consent

__I consent to my contributions being quoted literally with no mention of my name.

__I do not want you to tell my parents about me or my habits.

__I do not want you to tell my parents about me or my habits, unless there is a serious health issue.

Contact person for queries about the study

The ethics advisor in MediaVerse is Estella Oncins. You can contact Estella Oncins at estella.oncins@uab.cat and ask for more information about the project and the project results.

Consent

- I have read the information about the research project and I have had the opportunity to ask questions, which have been answered to my satisfaction.
- I understand that the anonymised information (with no personal identifiers) on this project will be placed at the disposal of other researchers five years after the project has ended.
- I agree to take part and I have received a copy of this consent form.

Full name of the participant _____

Signature _____ Date: _____

Researcher:

Signature _____ Date: _____

Annex 3: Video release consent form

CONSENT FORM

regarding participation in MediaVerse dissemination activities

By signing this consent form,

- ✓ I allow the partners of the MediaVerse Horizon 2020 project (https://mediaverse-h2020.eu/ and https://mediaverse-project.eu/) to **make photo, video and sound recordings** of me in the light of my image right and in in accordance with the privacy notice included on the next page. This is completely voluntary and up to me. I am aware that my photo, video and sound recordings may be used as part of MediaVerse materials and dissemination.

- ✓ I hereby grant MediaVerse a worldwide, royalty-free, non-exclusive, non-transferable and non-sublicensable **license to make the recording(s) and to copy and communicate the recording(s) and the intellectual property rights included therein** (performance rights and possibly copyrighted material as included in the recording, e.g. slides), in any known format, **for strictly dissemination, training, educational or scientific purposes**, for the duration of the intellectual property rights.

Signature:

Printed name:

Date:

Annex 4: External Advisory Board (Video Release Consent Form)

CONSENT FORM
regarding participation in MediaVerse dissemination activities

By signing this consent form,

- ✓ I allow the partners of the MediaVerse Horizon 2020 project (https://mediaverse-h2020.eu/ and https://mediaverse-project.eu/) to **make photo, video and sound recordings** of me in the light of my image right and in in accordance with the privacy notice included on the next page. This is completely voluntary and up to me. I am aware that my photo, video and sound recordings may be used as part of MediaVerse materials and dissemination.

- ✓ I hereby grant MediaVerse a worldwide, royalty-free, non-exclusive, non-transferable and non-sublicensable **license to make the recording(s) and to copy and communicate the recording(s) and the intellectual property rights included therein** (performance rights and possibly copyrighted material as included in the recording, e.g. slides), in any known format, **for strictly dissemination, training, educational or scientific purposes**, for the duration of the intellectual property rights.

Signature:

Printed name:

Date:

(see next page)

Privacy notice

This Privacy notice informs you on our data processing, in accordance with the General European Data Protection Regulation (GDPR), by MediaVerse in connection to your participation in our Expert Advisory Board (EAB).

1. Data controller

The responsible data controller for the processing of your personal data in the context of MediaVerse is the Centre for Research and Technology Hellas (CERTH), the coordinator of the project.

The contact details of CERTH's DPO are the following:

Mr. Ioannis Chalinidis
dpo@certh.gr
+30 2310 498100
6th km Charilaou-Thermi Rd.
57001 Thermi-Thessaloniki
Greece

2. Processed data, purposes and legal grounds

When you take part in our Expert Advisory Board we process the **following personal data:**

- Your name and surname;
- Your contact details, such as your e-mail address, postal address, phone number and link/URL to your website and to your social media account profile(s);
- Your biography and photos, provided by you;
- Photos, voice and video recordings made during the EAB meetings (virtually or offline).

We process your personal data for the **purpose** of your participation in the EAB and to communicate and disseminate the activities of MediaVerse, possibly through MediaVerse materials, and more specifically the EAB activities and your participation therein. Furthermore, we might process the recordings for training, educational or scientific purposes.

To **make the photos and videos** we rely on your consent given through our consent form. Following article 14 of the European General Data Protection Regulation, this signed consent form will be kept by the MediaVerse project consortium to prove your consent. They will be kept at the UAB Campus, MRA/126, since UAB has been appointed as the Ethics Manager of the project. Since the recordings may be made available for the validity of the intellectual property rights thereon, we will keep this document for the same period.

To process **your name, contact details, biography and the photos and recordings** we rely on our legitimate interest to make your participation in MediaVerse possible, as well as our legitimate interest to communicate and disseminate our activities and to provide educational, training and research material.

3. Recipients of your data

We will not share your personal contact details with anyone, except the partners of the MediaVerse consortium, on a strictly need-to-know basis. Your name, surname, biography, links/URL to your website and/or social media account profile(s),and the recordings and photos may be shared with third parties through our website or other MediaVerse materials, however only for the purposes stipulated above.

We do not transfer your personal data outside the European Economic Area.

4. Retention period

We will keep your personal data for as long as necessary for our purposes, or when we asked for your consent, until the moment you revoke your consent. After this period, we will delete or anonymize your personal data.

Please be aware that photos and recordings are kept for as long as the intellectual property rights vested therein are valid and are processed on the basis of our legitimate interests, as stipulated under point 2.

5. Security of your data

Your data will be hosted by the Centre for Research and Technology Hellas (CERTH), the MediaVerse project coordinator, who put in place appropriate technical and organisational security measures.

Your data will not be used for automated decision making and will not be used to create profiles to predict your personal preferences, behaviours or attitudes.

6. Your rights

In line with the General Data Protection Regulation, you may contact Mr. Ioannis Chalinidis (dpo@certh.gr), mentioning MediaVerse in the subject line, for any of the following purposes:

- to revoke the given consent, whenever you want;
- to exercise your rights of access, rectification, to be forgotten, opposition, limitation of treatment and data portability;
- to issue an enquiry about the data management policy at CERTH.

Please make sure to provide us with proof of identity when you contact us to exercise your rights, so we can avoid any breaches of personal data.

Regarding your right to oppose to the processing of your personal data when such processing is based on our legitimate interests, please keep in mind the processed photos and recordings are incorporated in our materials and can also include personal data of other people. Should your interest outweigh our legitimate interests, and you exercise your opposition right successfully, we will look at a (technical) way to implement this in our materials and recordings.

When you are not satisfied with our answer, you may file a complaint with the Hellenic Data Protection Authority (HDPA) at the following address:

Hellenic Data Protection Authority

Kifissias 1-3, 115 23 Athens, Greece

Call Centre: +30-210 6475600

E-mail: contact@dpa.gr

Annex 5: Health and Safety General Guidelines

GUIDELINES FOR MEDIAVERSE MEETINGS & ACTIVITIES

The following document is based on guidance published by the European Agency for Safety and Health at Work (EU-OSHA)[24] (2020) according to the recommendations made by WHO, CDC, ECD C and HSE.

BEFORE the meeting or activity

- Consider whether it is necessary or if it could be postponed or replaced with a remote mode such as video conference platform.
- Check and follow the advice from the authorities in the country and place where you plan to hold the meeting or event.
- Develop and agree a preparedness plan to prevent infection at your meeting or event.

The following points should be considered:

☐ Ensure and verify information and communication channels in advance with key partners such as public health and health care authorities

☐ Pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants.

☐ Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.

☐ Make sure all organisers, participants, caterers and visitors at the event provide contact details: mobile telephone number, email and address where they are staying. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease.

Develop and agree a response plan in case someone at the meeting becomes ill with symptoms of COVID-19 local public health authorities.

[24] https://oshwiki.eu/wiki/COVID-19:_guidance_for_the_workplace#What_to_do_if_an_employee_or_a_member_of_the_public_becomes_unwell_and_believe_they_have_been_exposed_to_COVID-19

DURING the meeting or activity

Provide information about the measures that organisers are taking to make this event safe for participants.

☐ Avoid physical contact with attendants and/or participants.

☐ Provide dispensers of alcohol-based hand rub prominently around the venue.

☐ Encourage regular hand-washing or use of an alcohol rub by all participants at the meeting or activity.

☐ Encourage participants to wear surgical or hygienic face masks, or as a minimum ask them to cover their face with the crook of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in.

☐ Provide contact details or a health hotline number that participants can call for advice or to give information.

☐ Ensure proper distancing. Arrange seats so that participants are at least two metres apart.

☐ Open windows and doors whenever possible to make sure the venue is well ventilated.

If anyone starts to feel unwell, follow your preparedness plan according to the measures of your local public health authorities.

AFTER the meeting or activity

Retain the names and contact details of all participants for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.

If someone at the meeting or event was isolated as a suspected COVID-19 case, the organiser should let all participants know this. They should be advised to monitor themselves for symptoms for 14 days. If they start to feel unwell they should stay at home and contact the relevant public health authority in their countries.

Annex 6: Health and Safety Guidelines for In-person Research Activities

HEALTH & SAFETY GUIDELINES FOR IN-PERSON ACTIVITIES INVOLVING USERS

The aim of this document is to provide MediaVerse partners with general recommendations for the organisation of face-to-face activities involving users during COVID-19. Both researchers and participants must follow the basic rules to guarantee a correct and safe activity. The provided recommendations are based on current practices and protocols being conducted at UAB facilities.

Recommendations for participants:

- Participants must follow the indications given by the researcher/facilitator at all times.
- Rooms will open 10 minutes before the start of the activity. Participants are recommended to remain inside the building the least amount of time necessary.
- Physical distances must be respected while in the hall, waiting to enter the room. Avoid forming large groups when entering and exiting the room.
- Before entering the room, all participants must disinfect their hands with the hydro-alcoholic gel, which will be made available at the entrance.
- Participants must follow the indications of researchers/facilitators and use only designated seats.
- Masks must be worn correctly at all times.
- Sharing personal belonging is not allowed.
- Upon completing the activity, participants must collect all of their personal belongings and exit the room.
- To avoid the formation of large groups of people in the hallways, all participants have to exit the building immediately after finishing the activity.

Recommendations for researchers/partners conducting an activity:

- When organising the activity, researchers/facilitators must take into consideration the number of participants attending in order to guarantee correct physical distance between participants. Seating capacity, which in no case may surpass 50%, should also be reduced as much as possible.
- In order to avoid the formation of large groups, participants must be provided before the start of the activity with the information sheet and consent forms.
- Entrance to the room must be allowed gradually.
- Whenever possible, different doors should be used when entering and exiting the room.
- On the day of the activity, information sheets and consent forms will be handed out by the researcher/facilitator. All material will be handled according to health protocols (previously sanitising hands and material).
- Once inside the room, and only if the room does not have a mechanical ventilation system and weather conditions make it impossible to conduct a normal activity process,

researcher/facilitator will be able to close the windows partially and leave them open about 5 centimetres wide.

- The doors of the room must remain open at all times.
- Once the participants are seated, the information sheet and the consent form will be handed out to participants by strictly following all health protocols (previously sanitising hands and material).
- The researcher/facilitator will make sure that all participants use the hand sanitizer gel before entering and will distribute the participants evenly throughout the room.
- Once all participants have completed their consent forms, the papers will be collected from the table. It is recommended that all consent forms be put in a tray, box or similar to be able to transport them easily.
- Participants are not allowed to remain in the hallways once they have completed the activity.
- Entering without a mask is strictly prohibited, except in the case of medical reasons, in which the participant must provide an official document as proof. In this case, the participant must sit at a greater distance from the rest of participants and near a window.
- Each responsible partner will have masks available should anyone need one at the time in which the activity is taking place.

Annex 7: Health and Safety in VR Activities

HEALTH & SAFETY GUIDELINES FOR VR

The following statement should be provided to participants before starting the session: “The headset produces an immersive virtual reality experience that distracts you from and completely blocks your view of your actual surroundings.”
The experience in which you are about to participate consists of viewing several videos of varied content with a virtual reality headset. The selected content is appropriate for all audiences. Virtual reality is an artificial environment of scenes or objects of real appearance generated by computer technology. It is presented to the user in such a way that the user feels immersed in it.
The viewing experience involves the perception of different stimuli that intensify the feeling of reality, so it can produce anxiety due to greater interaction with the environment. It can also cause slight discomfort, such as dizziness or tiredness, and loss of balance in some people if it is used intensively.

The recommendations and rules of use of virtual reality devices advise taking 15-minute breaks every half hour of viewing time. Therefore, to reduce any type of symptoms, risk of personal injury, discomfort or damage, the duration of the videos that will be viewed in this experience is only __ minutes each.
In the case of minors, the use of virtual reality headsets

is not recommended for people under 13, so they will not be able to participate. For children over 13 not having reached the age of 18, a reference adult must expressly supervise and authorize their participation.

It is an essential requirement that you read carefully the indications provided in this document. Having been informed of the appropriate recommendations explained below, you will be asked to agree to participate in the development of this activity under your own responsibility:

1. **It is recommended to consult a doctor** before using the virtual reality equipment, especially in the case of aged people, or people who have some type of physical or mental disability, or have pre-existing binocular vision abnormalities or psychiatric disorders, or suffer from a heart condition or other serious medical condition, or suffer symptoms related to epilepsy, or any other symptom, or wear an electronic device such as a cardiac pacemaker or any other implanted medical device, likely to be altered by this technology, and also in the case of pregnant women. MediaVerse declines any responsibility for the use of the virtual reality headset by people under the above mentioned conditions or any other that discourages the use of this technology. These indications are in no way a substitute for medical advice.
2. **A comfortable virtual reality experience requires an intact sense of movement and balance**. To make the experience as safe as possible, it is recommended to remain seated. You can stand as long as the activity is supervised by MediaVerse responsibilities. Do not use the virtual reality headset if you are tired or sleep.

3. **A comfortable virtual reality experience requires an intact sense of movement and balance.** To make the experience as safe as possible, it is recommended to remain seated. You can stand as long as the activity is supervised by MediaVerse personnel. Do not use the virtual reality glasses if you are tired, sleep deprived, under the influence of alcohol or drugs, have a hangover or digestive problems, in situations of emotional stress or anxiety, or if you have a cold, flu, headaches, migraines, or earaches, as this can increase your susceptibility to adverse symptoms.
4. **Stop viewing immediately if you experience any of the following symptoms:** seizures, loss of consciousness, eye strain or fatigue, eye or muscle twitching, involuntary movements, altered, blurred or double vision or other visual abnormalities, dizziness, disorientation, disturbances loss of balance, loss of hand-eye coordination, excessive sweating, increased salivation, dizziness, discomfort or headache or eye pain, drowsiness, fatigue, or other symptoms similar to dizziness.
5. **Symptoms of prolonged exposure to virtual reality** can persist and become more apparent after the use of the VR headset. These symptoms may include the aforementioned effects, as well as excessive drowsiness and decreased ability to multitask. In no case viewing the videos of this test involve prolonged exposure to virtual reality.

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