



“NOVEL INTEGRATED SOLUTION OF OPERATING A FLEET OF DRONES WITH MULTIPLE SYNCHRONIZED MISSIONS FOR DISASTER RESPONSES”

ResponDrone

D1.7 “POPD – Requirement No.7”

Project Deliverable Report

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Deliverable Title: **POPD – Requirement No. 7**

Author(s): **Max Friedrich, Joonas Lieb, Michael Borkowski, Liesa Boghaert**

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1. Executive Summary

This document describes the key measures which have been implemented in ResponDrone in order to protect and safeguard the rights and freedoms of the research participants and their data. All partners of the ResponDrone consortium are obliged to follow and comply with the measures described in this document. This deliverable focuses on the one hand on the technical measures to protect rights of research participants and on the other hand on the organisational measures within the ResponDrone project.

2. Introduction

This document describes, explains and highlights all the technical as well as organisational measures within the ResponDrone in order to safeguard the rights of each research participant involved in ResponDrone. In addition, it describes the conducted measures to protect the personal data of each research participant.

In section 3 the document entails a detailed description of the measures implemented into ResponDrone for protecting research participants' personal data.

Section 3 is divided in the following sub-sections:

- **Section 3.1: Technical Measures**
Section 3.1 lists the technical measures introduced to the project by DLR as the coordinator. Moreover, section 3.1 explains these technical measures in detail.
- **Section 3.2: Organisational Measures**
Section 3.2 lists the organisational measures within the ResponDrone project itself and within DLR as the coordinator of this project. In addition, section 3.2 explicitly illustrates organisational measures in detail.

The aim of this deliverable is to ensure that the rights and freedoms of each research participant and their data is protected. By implementing and following the measures described in this document, ResponDrone safeguards the rights and freedoms of the research participants.

3. Measures

This section gives a detailed overview of the technical as well as organization measures that will be taken into account within ResponDrone.

3.1 Technical Measures

The following technical measures have been implemented to safeguard the rights and freedoms of research participants within ResponDrone:



- 1) Password protected computers
All ResponDrone partners and their employees are obliged to use password protected computers. This will ensure that only authorized persons are able to access data of research participants.
- 2) Secure online platform
Data will be stored on and shared through a secure, password protected online platform, the team site. The team site will be hosted by DLR and can only be accessed with an individualized account provided by DLR. The account is therefore individual and traceable. In addition, each user of the team site has to request an account which will only be granted to ResponDrone consortium members by DLR.

3.2 Organizational Measures

Within ResponDrone each research participant is informed through a *Participant Information Sheet* (see D1.2) about his/her rights and freedoms, whilst participating in conduct research trials and/or questionnaires. By signing a *Participant Consent Form* each research subject agrees to the following safeguard guarantees made by the ResponDrone consortium:

- Personal data will only be processed as long it is required for the research project.
- Personal data will be anonymized.
- Only collect/ process data that is strictly necessary for running the research.
- Record of participation will be kept separate from the research data.
- Data will not be shared/ disclosed to anyone outside the research team.
- Information will be kept strictly confidential.

These rules are ensured by the following processes:

- 1) Team site
Within ResponDrone data exchange is entirely conducted via one centralized team site. The team site is a web-based share point exchanging data, information, files, documents, pictures, figures, etc. between the different project partners of the consortium. The ResponDrone team site is managed by DLR as the host of the site and the coordinator of the project.
- 2) Access and verification process for the team site
In order to receive access to the ResponDrone team site each employee of a project partner organization has to ask for permission. The permission request will be processed by DLR. Permission will only be granted after completing a detailed information sheet (see Annex 1). In addition, permission will be granted for a specific period of time – usually one year, but certainly not longer than the duration of the project. The following personal data is mandatory to obtain access to a team site:

- Name, Surname
- Team site URL



- Duration of access (starting and ending date)
- Company Name
- Company Address
- E-Mail address
- Name of the teamsite responsible
- Staff number of the teamsite responsible
- E-Mail address of the teamsite responsible

Each applicant receives - after being verified - a unique *username* as well as a *password* to the ResponDrone team site. Hereby each user can be identified personally if required.

3) Project internal access

Access to the ResponDrone team site or other ResponDrone non-public information, will only be granted to members/ employees of the ResponDroneconsortium. Project information, data, pictures, etc. are completely confidential and only accessible by members/ partners of theconsortium. Public information e.g. on the ResponDrone website has been verified by the partners to be public before publishing.

4) WP Mailing list

Within ResponDrone work package specific mail lists have been implemented. Work package specific information will only be shared within the work package members/ partners.

5) Computers in secure location

DLR as the host of the team site guarantees a secure location of the team site servers within the DLR facilities in Germany. The data on the team site is stored, shared and transmitted through a secure online platform managed by DLR.

4. Annex


Nachname des Extranet-Mitarbeiters *	<input type="text"/>
Adresse/URL *	<input type="text"/> URL des Projektes, zu dem der Extranet-Mitarbeiter Zugriff haben soll
Anrede des Extranet-Mitarbeiters *	<input type="text"/> Wenn Sie einen funktionalen Account (Extranet-Sammelkonto) benötigen, klicken Sie auf /DispForm.aspx?ID=51 durch. Dort finden Sie zusätzlich eine Ausfüllhilfe.
Titel des Extranet-Mitarbeiters	<input type="text"/>
Vorname des Extranet-Mitarbeiters *	<input type="text"/>
Geburtstag des Extranet-Mitarbeiters	<input type="text"/> Zur eindeutigen Identifizierung des Extranet-Mitarbeiters geben Sie hier bitte das Ablaufdatum des Projektes ein. Spätestens wird das Projekt von maximal zwei Jahren angelegt werden. Eine Verlängerung ist problematisch.
E-Mail-Adresse des Extranet-Mitarbeiters *	<input type="text"/>
Beginn des Zugangs *	21.10.2019 
Ende des Zugangs *	<input type="text"/> Geben Sie hier bitte das Ablaufdatum des Projektes ein. Spätestens wird das Projekt von maximal zwei Jahren angelegt werden. Eine Verlängerung ist problematisch.
Name Unternehmen *	<input type="text"/> Angaben zum Unternehmen des Extranet-Mitarbeiters: Bitte geben Sie hier den Namen der Firma an, bei der der Extranet-Mitarbeiter angestellt ist.
Straße	<input type="text"/> Klicken Sie hier, um Hilfe zum Hinzufügen von grundlegenden HTML-Formatierungen zu erhalten.
Hausnummer	<input type="text"/>
oder (anstatt Straße) Postfach	<input type="text"/>
PLZ *	<input type="text"/>
Ort *	<input type="text"/>
Land *	<input type="text"/> Angaben zum Paten des Extranet-Mitarbeiters:
Vorname Pate *	<input type="text"/>
Nachname Pate *	<input type="text"/>
Personalnummer Pate *	<input type="text"/>
E-Mail-Adresse Pate *	<input type="text"/>

Figure 1: Screenshot of the request form to get access to the team site