
My Cultural Heritage & My Future (MCMF) Project - Erasmus+ KA2

Project Information Sheet

Funder: EU Funded Erasmus+ KA2

Lead Institution: Alternative Innovative Development (Greece)

Duration: 24 months, 01-02-2020 to 31-01-2022

Partners: The association Teatro Sol y Tierra (Spain), Diverse Youth network Association (Hungary), Meraki (Croatia), Regain (France), Kocaturk Training and Consulting (Turkey)

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MCMF project is situated in the context of the European Year of Cultural Heritage and the contribution of Cultural Sector to the employment of young people. The project includes the exchange of good practices, the implementation of the network at European level to facilitate the work of young people with skills related to the cultural field, the training of youth leaders and the development of a European platform with online tools for youth workers and employment agents to inspire them and contribute to the dissemination of work on cultural heritage among young people.

Expected Results:

- exchange and transfer of know-how, methods, approaches, non-formals tools leanings that each partner has created and developed of cultural heritage
- training of 24 youth workers and employment agents related to cultural heritage
- creating an educational toolkit
- development of computer resources to serve as training tools in non-formal education for employment
- creation of a network at European level to support and advise young people about the European cultural heritage
- 1 International study aimed at knowing the professions related to cultural heritage

You are being invited to take part in research investigating the importance of non-formal education methods and tools that every organization has developed in order to promote youth employment through cultural heritage. Before you decide to take part it is important you understand why the research is being conducted and what it will involve. Please take time to read the following information carefully.

What is the purpose of the study?

The study will result in publications (text/video/online) and contribute to the development of materials around informal and non-formal education within a context of youth employment through cultural heritage.

Why have I been chosen to take part?

You are invited to participate in this study because you are have knowledge on the topic and can contribute to this project.

What are the benefits of taking part?

By sharing your experiences with us, you will be helping the project MCMF team better understand the intersections of the methodologies, tools, methods etc. we are using and putting into practice but enabling us to see how we build a network of youth workers,

employments who deal with unemployment and cultural heritage and feed into thinking around informal and non formal education.

Are there any risks associated with taking part?

This study has been reviewed and approved through Alternative Innovative Development formal research ethics procedure and General Data Protection Regulation. There are no significant risks associated with participation.

Do I have to take part?

No – it is entirely up to you. If you do decide to take part, please keep this Information Sheet and complete the Informed Consent Form to show that you understand your rights in relation to the research, and that you are happy to participate. Please note down your participant number (which is on the Consent Form) and provide this to the lead researcher if you seek to withdraw from the study at a later date. You are free to withdraw your information from the project data set at any time. You should note that your data may be used in the production of formal research outputs (e.g. journal articles, conference papers, theses, films and reports) prior to this and so you are advised to contact Alternative Innovative Development Researchers at the earliest opportunity should you wish to withdraw from the study. You can withdraw until January 31, 2022.

To withdraw, please contact the lead researcher (contact details are provided above). You do not need to give a reason. A decision to withdraw, or not to take part, will not affect you in any way.

Collected data

Personal data is defined as any combination of information that identifies an individual and provides specific information about them, their families or circumstances. To be more specific:

- Demographics (full name, last name, first name, date and birth certificate, school and school of study, nationality, Registry or Male ID number), as well as other personal information provided by applicable law
- Contact details (home address, telephones and contact details)
- Marital status information (marital status certificate)
- Education status information (certificates)
- Parent Identity and Contact Information (full name, last name, last name, home address, personal phones and contact information, email address, police or military identity card or security guard ID and / or passport)
- Health data derived from medical records and certificates and other medical certificates
- Audio-audiovisual material (photos and videos) of the participant and the educational, cultural and other activities throughout the duration of the project

What will happen if I decide to take part?

Participation and contribution may take a variety of forms e.g. surveys, questionnaires, interviews (which will be anonymised) and/or workshops looking at the intersection of education, cultural heritage and youth employment. For all actions (interviews, questionnaires etc.) that will be implemented throughout the duration of the project, a separate information and consent form will be required. Interviews are to be conducted by a member of the consortium and they will take place in a safe environment at a time that is convenient to you. Ideally, we would like to audio and video record your responses so the location should be in a fairly quiet area.

Data Protection and Confidentiality

Your data will be processed in accordance with the General Data Protection Regulation 2016 (GDPR) and the procedures that have been carried out by Alternative Innovative Development. All information collected about you will be kept strictly confidential. Unless they are fully anonymised in our records, your data will be referred to by a unique participant number rather than by name. If you consent to being audio recorded, all recordings will be destroyed once they have been transcribed. Your data will only be viewed by the researcher/research team. No data will be shared with 3rd parties. All electronic data will be stored on a password-protected computer file on the central offices of Alternative Innovative Development. All paper records will be stored in a locked filing cabinet at the Alternative Innovative Development office in Larisa. Your consent information will be kept separately from your responses in order to minimize risk in the event of a data breach. The lead researchers will take responsibility for data destruction and all collected data will be destroyed after the end date of the project and stored until the 31st July 2026.

Data Protection Rights

Alternative Innovative Development is Data Controller for the information you provide. You have the right to access information held about you. Your right of access can be exercised in accordance with the General Data Protection Regulation. You also have other rights including rights of correction, erasure, objection, and data portability. For more details, questions, comments and requests about your personal data including the right to lodge a complaint, please contact the researchers team (details mentioned above) or file a complaint with the Personal Data Protection Authority (www.dpa.gr).

Submit access request

Data subjects have rights in respect of their personal data:

- Right to information - Privacy Notes
- Right of access - Request for access by the subject, that is to say whether the personal data concerning you is being processed, to obtain copies of this data as well as any other information about the processing being done

Right of correction - error correction and / or inaccurate and incomplete data filling;

- Deletion right - the right to request deletion of data when there is no compelling reason to retain it

- Right to restrict processing - block or suppress processing
- Right to object
- The right to withdraw, at any time, your consent
- Right to report to a supervisory authority: Every data subject has the right to report to a supervisory authority, in particular in the EU Member State of his or her habitual residence, place of work or place of alleged infringement if the data subject considers the processing personal data relating to him infringes the GDPR. If you believe that your personal information are affected in any way and that you reside in Greece, you can file a complaint with the Personal Data Protection Authority (www.dpa.gr) at any time.

What will happen with the results of this study?

The results of this study may be summarized in published articles, reports, films and presentations. Quotes or key findings will always be made anonymous in any formal paper outputs unless we have your prior and explicit written permission to attribute them to you by name.

Making a Complaint

If you are unhappy with any aspect of this research, please first contact the lead researchers. If you still have concerns and wish to make a formal complaint, you can file a complaint with the Personal Data Protection Authority (www.dpa.gr) at any time. In your letter please provide information about the research project, specify the name of the researcher and detail the nature of your complaint.