

INFORMATION SHEET

Information on the INTERLINK project to be distributed to participants. It provides background on research activities.

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How to use this INTERLINKER

This information sheet contains information about the INTERLINK project to be handed out to participants engaged in research activities. It briefly explains the purpose of involving stakeholders, the type of input that is expected from them, how the collected data will be managed, protected and used, what rights participants have with respect to their data and how they can exert those rights.

Some parts of the information sheet can be tailored according to the specific event / activity / experiment the participants will be involved in, for example to list exactly the type of data that will be collected.

A copy of the Information Sheet should remain with the participant.

Are you looking for an information sheet for your project?

This information sheet has been specifically prepared for the INTERLINK project. A generic information sheet template is available for other co-production projects to prepare their own information sheet. See the INTERLINKER "Information sheet template".

INTERLINK information sheet

Invitation to participate

You are being invited to take part in the European project “INTERLINK: Innovating goverNment and ciTizen co-dEliveRy for the digitaL sINgle marKet” (hereinafter also referred to as “INTERLINK”). Before you decide to participate, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask the contact researcher or any other member of the study if there is anything that is not clear, or if you would like more information. Take time to decide whether you wish to take part. Thank you for reading this.

What is INTERLINK?

INTERLINK is a European project whose goal is to develop a new collaborative governance model that promotes the reuse and sharing of existing public services leveraging on the partnership between citizens, private actors, and public administrations. The piloting of the INTERLINK solution in three European Public Administrations in Italy (Ministry of Economy and Finance), Latvia (Ministry of Environmental Protection and Regional Development) and Spain (Ayuntamiento de Zaragoza) will enable the project to validate the effectiveness of the project results. Stakeholders engaged in the three pilots are chosen to assess their experience and interest in public service co-production, in particular in the INTERLINK co-production model and associated supporting tools.

The technical and research partners of INTERLINK are: Fondazione Bruno Kessler (Italy, coordinator), University of Deusto (Spain), Tree Technology (Spain), Radboud University (The Netherlands), Cloud’N’Sci (Finland), Catholic University of Louvain (Belgium), Dedagroup (Italy). Information about the project can be found on the web at interlink-project.eu.

Do I have to take part?

It is up to you to decide whether or not to take part in the INTERLINK project. If you do decide to take part you will be given this information sheet to keep and be asked to sign a consent form and/or tick a check box to indicate your consent. You can withdraw at any time and for any reason without it affecting any benefits that you are entitled to and without negative consequences (right to be forgotten). We will guarantee easy access to your data (right of access) and the freedom to transfer them to another service provider (right to data portability). Your request will be met within one month (with extensions for some cases).

What are the possible disadvantages or risks of taking part?

No risk is foreseen. You are only requested to be available to participate. All information provided will be treated with the highest confidence.

What are the benefits of taking part?

With your participation, you will provide substantial support to achieve INTERLINK project main goals. You can contribute to the simplification of the e-services provided by public administrations and to changing for the better the way citizens and companies interact with their local or national authorities.

What type of information will be sought from me and for which purpose?

- **Name and Surname:** this will allow us to keep record of the different stakeholders who participate in different research activities
- **e-mail:** this will allow us to invite you at further project activities or to send you updates on project results
- **your opinions, ideas or particular needs** related to a new or improved Public Service: this information will be used to produce more inclusive and effective public services and to study how the collaboration between different stakeholders works
- **your feedback** about the usability and effectiveness of digital tools that the INTERLINK project is developing to facilitate the production of Public Services: your input will help us shape more helpful support tools.
- **photos and videos** of the activities you will take part in: this multimedia material will be used to report to the European Commission and to the public about the stakeholders' engagement achieved within the funded project.

Will my taking part in this project be kept confidential?

All the information that we collect about you during the course of the research will be kept strictly confidential. Your responses will be anonymized before the data is further processed. You will not be able to be identified in any publications. The results of this investigation may be published in reports, scientific journals or conferences and used in further studies, but it will not be possible to identify the source of the information. Nothing of the provided data will be handed out to third parties external to the project consortium. The authorization for the use and access to your information is valid until the end of the project, unless you decide to cancel it before. Your decision to whether or not to give your authorization for the use and diffusion of the information provided by you is completely voluntary.

Who has ethically reviewed the project?

The INTERLINK Ethics Advisory Board (EAB) is in charge of managing the ethics review of the project. It is competent to provide the necessary authorizations when the processing of personal data is part of the planned research, according to the following national and local ethics committees/data protection regulations and authorities: 1. the Italian Data Protection Code - Legislative Decree no. 196/2003 and the subsequent Legislative Decree no. 101/2018 for the Italian pilot; 2. the new Latvian Personal Data Processing Law entered into force on 25 May 2018 for the Latvian pilot; 3. the Research Ethics Committee of the University of Deusto for the Spanish pilot.

Contact persons

In case of any issue involving you in your role of participant of this project and/or if you wish to make a complaint, you are invited to inform the INTERLINK consortium via email: privacy@INTERLINK-project.eu.

Confirmation

Your participation in this project is accepted on the basis that you freely and independently sign a consent form and/or tick a check box to indicate your consent, in order to authorize us to use the personal data you provide. Thank you for participating in the INTERLINK project. Your contribution is important for us.