

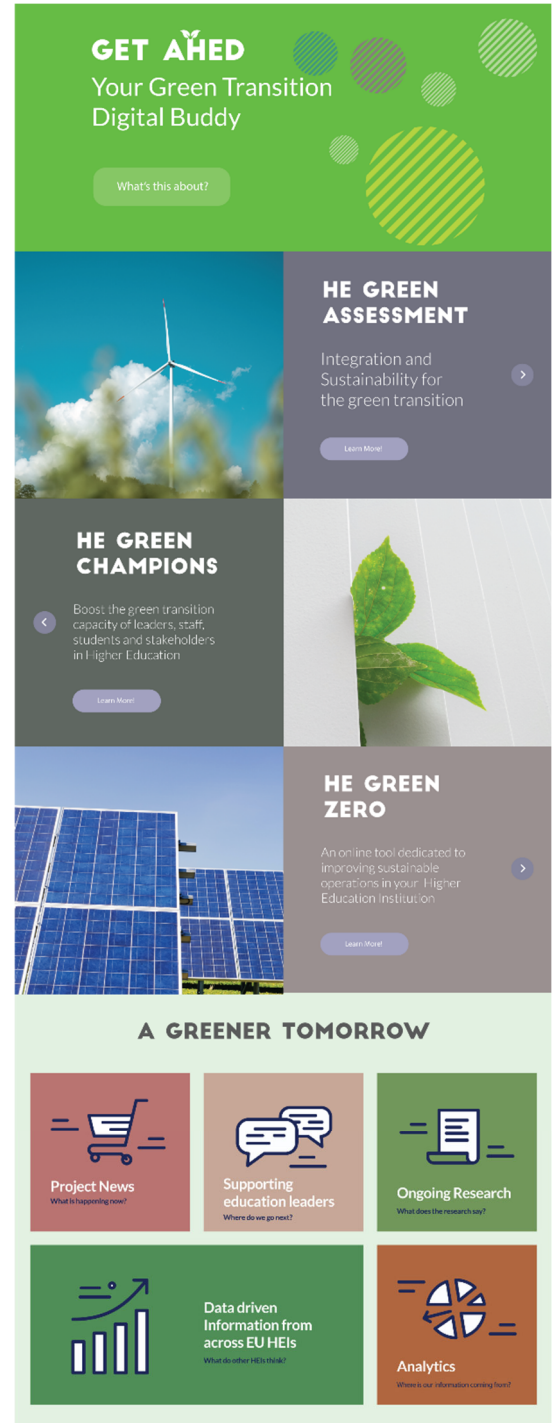


## Green Education & Transition - A Higher Education online Digital Buddy

# Data Management Plan

Version 1.0

June 12, 2023



**GET AHED**  
Your Green Transition Digital Buddy

What's this about?

**HE GREEN ASSESSMENT**  
Integration and Sustainability for the green transition  
[Learn More](#)

**HE GREEN CHAMPIONS**  
Boost the green transition capacity of leaders, staff, students and stakeholders in Higher Education  
[Learn More](#)

**HE GREEN ZERO**  
An on-line tool dedicated to improving sustainable operations in your Higher Education Institution  
[Learn More](#)

**A GREENER TOMORROW**

- Project News**  
What is happening now?
- Supporting education leaders**  
Where do we go next?
- Ongoing Research**  
What does the research say?
- Data driven Information from across EU HEIs**  
What do other HEIs think?
- Analytics**  
Where is our information coming from?

### ABOUT THE PROJECT

- 6** European Partners from a range of countries
- 130** Resources developed to date, and implemented across the EU
- 2040** Staff, students and stakeholders impacted to date



This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

## Basic project information

<b>Project title</b>	<b>Green Education &amp; Transition - A Higher Education online Digital Buddy</b>
<b>Acronym</b>	<b>GET-AHED</b>
<b>Project number</b>	<b>101087248 — GET-AHED</b>
<b>Start</b>	February 2023
<b>End</b>	January 2026
<b>Website</b>	<a href="http://www.get-ahed.eu">www.get-ahed.eu</a>
<b>Project team</b>	WPZ Research GmbH, Austria (WPZ Research) Universidade de Aveiro, Portugal (UAveiro) Munster Technological University, Ireland (MTU Hincks and MTU TEL) University of Ruse “Angel Kanchev”, Bulgaria (URAK) FH Vorarlberg – University of Applied Sciences, Austria (FHV)



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## Introduction

This Data Management Plan describes which data will be used, collected and generated during the GET-AHED project and how these data will be managed. This document will be updated throughout the project whenever significant changes arise.

## Summary of the Project

**GET-AHED** (Green Education & Transition - A Higher Education online Digital Buddy) is to be a **digital platform developed in consultation with a number of associate partner EU ministries, HEI representative bodies and an existing European University alliance** which will provide HEIs across the EU with a range of online tools to enable them to implement the EU's Green Transition and Green Education and Training priorities. GET-AHED will act as a green transition digital buddy for the HE community across the EU. The platform will provide a range of tools to allow a multiple of HE stakeholder groups to **promote and develop whole institutional approaches to sustainability** which will focus on:

- Designing, implementing, and monitoring institution sustainability plans
- Supporting Higher Education leaders, in embedding sustainability into all aspects of the institution's operations
- Supporting staff and students in promoting greater involvement in sustainability initiatives both internally and externally.
- Designing, implementing, and monitoring approaches related to sustainability operations of a HEI and in particular energy and energy related systems.

The final deliverables of GET-AHED will be made available on a online digital platform and will be promoted with the assistance of associate partner ministries and HE representative bodies. Ideally, the aim of project partners is to have the online tools and associated training initiatives to become the basis of or be integrated into current and future EU led online green transition initiatives. The **GET-AHED digital platform is anticipated to have a reach and impact that will be far greater** than traditional face to face conference, seminar, and other training events. GET-AHED specifically aims to develop the following online tools to be made available on a one stop digital platform to supports HEIs with the green transition.

## Data Summary

### Will you re-use any existing data and what will you re-use it for?

Partners will use their pre-existing contact databases in order to reach the stakeholder in the GET-AHED project and seek consent, where necessary, from relevant parties to access participants. The contact lists will not be communicated between the partners until the contact or stakeholder have expressed their interest in being part of the project (by answering to the email they received or by filling the online questionnaire and/or survey).

No other existing data will be re-used for the project.

### **What types and formats of data will the project generate or re-use?**

Within the GET-AHED project, data will be collected on current knowledge and needs and to find out how representatives of the GET-AHED-target groups use digital platforms, and in particular, what it requires for them to use the GET-AHED platform. The intention is to gain insight into current knowledge areas and gaps experienced by students, staff and management of Higher Education Institutions that relate to the EU Green Deal.

### **What is the purpose of the data generation or re-use and its relation to the objectives of the project?**

The data collected will assist in the development of a toolkit to support the green transition using an evidence-based approach.

### **What is the expected size of the data that you intend to generate or re-use?**

The anticipated volume of data generated or repurposed for this project is anticipated to range from several gigabytes to potentially hundreds of gigabytes. As the exact volume of data hinges heavily on the response rates of the surveys and the extent of participation on the Moodle Cloud platform, an accurate prediction is challenging at this early stage.

As our project progresses and as data starts to accumulate from various sources - including case studies, checklists, interviews, occasional observations, surveys, and questionnaires - we will develop a more precise understanding of the growing data footprint. The cloud learning environment is well-equipped to manage this potential data expansion.

However, it's important to note that the total data size may experience significant growth over time due to the accumulating data from our expanding user base and the various tools we will use to gather data. This is a normal aspect of managing a learning platform, and the platform will have robust infrastructure and storage systems in place to accommodate such growth.

### **To whom might your data be useful ('data utility'), outside your project?**

The different work packages will result in a platform providing a range of tools to allow a multiple of HEIs and HE stakeholder groups to promote and develop whole institutional approaches to sustainability.

### **FAIR data**

At this point, no metadata is in consideration for use or necessity. This may evolve with the project to ensure the re-use of the data generated, in regard of the project objectives.

## How will the identity of the person accessing the data be ascertained?

In order to maintain the confidentiality and security of our data while still being able to analyse website traffic and usage, we will be implementing several measures to ascertain the identity of users accessing the data. These measures will focus on both authentication and anonymisation, in line with GDPR regulations.

**Authentication:** In the case of the proposed learning platform where the user needs to be identified, a secure login system will be put into place. Each user will create a unique account with an associated username and password. The password will be encrypted and stored securely, ensuring that even if our data were to be compromised, the user's sensitive information would remain safe. Users will be required to verify their accounts using their email addresses, adding an extra layer of security and identity verification.

However, while this system will provide a way to ascertain the identity of our users, it's important to note that only essential information will be collected during the account creation process. This will minimise the risk associated with storing personal data and ensure that we are in compliance with data protection regulations.

**Anonymisation:** To analyse the website traffic, instead of identifying each user, we will collect data in an anonymised format. This could be done through the use of cookies, which track user behaviour on the site without directly identifying individuals. This will allow us to gain valuable insights into how our site is used without infringing on the privacy of our users. For example, we will be able to see which pages are most visited, how long users stay on certain pages, and what type of content is most engaging.

Furthermore, IP addresses, which could potentially be used to identify specific users, will be anonymised. Our analytics software will automatically remove the last octet of the IP address, making it impossible to link the data to a specific user.

These measures will allow us to ascertain the 'identity' of users in a broad sense (e.g., understanding user behaviour and preferences), without collecting or storing any sensitive personal information. Users will be informed of these practices via a clear and easily accessible privacy policy.

In the future, as the project evolves, we might implement more advanced analytics tools. However, these will always be in line with data protection regulations and our commitment to user privacy.

## Will metadata be made openly available?

The GET-AHED platform will be publicly available online. The public will be able to see anonymised data in the form of graphical representations (pie charts, infographics, bar charts, anonymous quotes, testimonials), use the indicated contact data and contact the stakeholders registered on the map. However, no total or partial extraction of the data base will be authorised.

## How long will the data remain available and findable?

Regarding the duration of the storage, it depends on the data classification. As stated in the Grant Agreement, after the project end, data must be stored:

- Confidentiality: for 5 years after project end
- Record-keeping: for 5 years after project end

- Reviews: for 5 years after project end
- Audit: for 5 years after project end
- Impact evaluation: for 5 years after project end

These durations may evolve depending on the impact of the project and usage of the platform and assessment tool.

For the GET-AHED platform and the documents made publicly available, the duration will be decided later in the project.

## Making data interoperable

### **What data and metadata vocabularies, standards, formats or methodologies will you follow to make your data interoperable to allow data exchange and re-use within and across disciplines?**

In order to facilitate data exchange and reuse across different disciplines, we're committed to following established data and metadata vocabularies, standards, formats, and methodologies, as per the relevance to our data type and project requirements.

While our data may not require the development of a specific vocabulary or ontology, we maintain a commitment to using clear and unambiguous terminology consistent with the definitions established under General Data Protection Regulation (GDPR). If needed, we're prepared to develop a glossary detailing the most important terms used in our data sets, ensuring clarity of interpretation.

All data sets and associated metadata will be formatted according to widely recognised standards, thereby ensuring their potential for reuse and compatibility with a variety of systems and disciplines. We will use standardised and machine-readable formats to make data accessible and easy to exchange.

To further enhance the interoperability of our data, we will use recognised methodologies to structure and categorise our data. This ensures that our data is not just accessible, but also meaningful and easily interpreted by both humans and machines.

Our data management plan is strictly aligned with the provisions of the GDPR. Data will not be interpreted in a way that contradicts the rights and obligations under the GDPR or infringes upon the fundamental rights or freedoms of the data subjects.

Project results will be available on our project's website and can be easily reused and reproduced. We believe in openness and transparency, aiming to benefit other European innovation ecosystems by making our data as interoperable as possible.

## Increase data re-use

**Will your data be made freely available in the public domain to permit the widest re-use possible? Will your data be licensed using standard reuse licenses, in line with the obligations set out in the Grant Agreement?**

The HE-Green Assessment Tool (WP2), the open-source Green Transition resources (WP3), the good practice examples/Green Zero approaches (WP4) will be publicly available on the GET-AHED platform.

Data collected with project-internal data collection instruments (see above) will not be shared to protect confidentiality issues.

**Will the data produced in the project be useable by third parties, in particular after the end of the project?**

The data published in the documents mentioned above are designed to be used by third parties. The objective of the project is to provide a range of tools to focus on:

- Designing, implementing, and monitoring institution sustainability plans
- Supporting Higher Education leaders, in embedding sustainability into all aspects of the institution's operations
- Supporting staff and students in promoting greater involvement in sustainability initiatives both internally and externally.
- Designing, implementing, and monitoring approaches related to sustainability operations of a HEI and in particular energy and energy related systems.

Therefore, the goal is to make data available to third parties during and after the project.

## Allocation of resources

**What will the costs be for making data or other research outputs FAIR in your project (e.g. direct and indirect costs related to storage, archiving, re-use, security, etc.)?**

Each partner will be responsible for the preservation, storage and destruction of the data generated by them after the end of the GET-AHED project.

Protocols for assuring the security of the data, will be included in the development of GET-AHED platform.

**Who will be responsible for data management in your project?**

Each partner is responsible for ensuring the data management of the data they collect. They are all working together to ensure security, archiving and destruction.

Key members of each partner may have access to the GET-AHED platform backend if needed during the project, including MTU TEL.

## How will long term preservation be ensured?

The long-term preservation will be discussed between the project partners and depend on the impact of the project.

## Data security

### What provisions are or will be in place for data security (including data recovery as well as secure storage/archiving and transfer of sensitive data)?

The project will utilise a reputable cloud-based learning management platform that meets global standards in data security and privacy. This system has been selected to meet the demands of our digital-first approach to education and business.

All personal and sensitive data stored on the cloud-based system is securely hosted on secure servers. The hosting provider follows strict access control policies to ensure only authorised staff members can access this data. Access is granted solely on a 'need-to-know' basis for the fulfilment of their responsibilities.

To ensure a swift recovery in the event of any data loss, the system is designed to conduct regular and automatic data backups. This forms an integral part of our comprehensive disaster recovery plan. Archived data is also stored securely on the cloud, enabling long-term storage without compromising the security and integrity of the data.

Security is maintained through a multi-layered defensive system that includes an enterprise-grade firewall system, providing a robust line of defence against potential cyber threats. The hosting provider also maintains stringent measures to protect against malware and cyber attacks, including antispyware and antivirus systems.

Furthermore, data in transit is encrypted using secure protocols to prevent unauthorised interception during data transfer. For added security, the system also offers encryption-at-rest for stored data, making it difficult for unauthorised users to access information, even if they gain access to the storage infrastructure.

This cloud-based learning management system allows us to align with international data protection laws and regulations. By leveraging these measures, we can offer a secure, stable, and reliable learning environment for our users, thus ensuring their data privacy and security at all times.

## Ethics

### Are there, or could there be, any ethics or legal issues that can have an impact on data sharing?

Personal data will only be collected anonymously and for the purpose of building the GET-AHED tool. Once analysed, the data will only be kept on an aggregated level. Personal data – even though anonymised – will not be shared with actors outside the project consortium. Sensitive data will only be collected if strictly necessary to assure the interpretability of data, and if so in an anonymised way. All data will be handled according to GDPR..



### **Will informed consent for data sharing and long-term preservation be included in questionnaires dealing with personal data?**

When collecting personal data, the questionnaire/survey will include a consent section that participants can agree or disagree to. Moreover, a privacy policy will be available on the online platform developed within GET-AHED.

## **Other issues**

### **Do you, or will you, make use of other national/funder/sectorial/departmental procedures for data management?**

Data will be compliant to the principles of FAIR and will be stored, archived and destroyed in accordance with the University's Code of Good Practice in Research and in accordance with the Data Management Plan for the project and for the University. As part as their university protocol, **MTU** must submit an application to their ethical committee and wait for the approval before any data collection.

**UAveiro** follows a data privacy protocol to ensure the security and confidentiality of personal data, not collecting any personal information without consent, under the terms required by the European General Data Protection Regulations. In this respect, prior to the potential data acquisition during the development and pilots of the HE Green Assessment, the methodology adopted will be validated by the Internal Commission Ethics and Deontology Committee of the University of Aveiro.

Next to the data management procedure of GET-AHED, **FHV** will also implement its own mandatory Data Protection Guidelines documented in the Data Protection Handbook of FH Vorarlberg.

**WPZ Research** and **URAK** will not collect and/or store any personal data or information.