

## INFORMATION SHEET

The purpose of this Information Sheet is to inform you about matters related to the management of your personal data, including images and video or audio recorded, in accordance with Article 13 of the EU General Data Protection Regulation (GDPR). Please take your time to read through the following text and, if you agree with its content, sign the accompanying consent form to indicate that you have been adequately informed and you are willing to participate in IN SITU project activities.

### General information about IN SITU

IN SITU: *Place-based Innovation of Cultural and Creative Industries in Non-urban Areas* ([www.insituculture.eu](http://www.insituculture.eu)) receives financing from the European Union under the Horizon Europe Programme (Grant Agreement no. 101061747).

IN SITU started in July 2022 with 48 months of duration, thus ending in June 2026. The project involves an international Consortium of 13 partners from 12 countries of the European Union, under the coordination of Dr. Nancy Duxbury from the Centre for Social Studies of the University of Coimbra. The IN SITU partners are:

Organisation	Role	Country	Institutional Website
Centre for Social Studies of the University of Coimbra (CES)	Coordinator	Portugal	<a href="https://www.ces.uc.pt/en">https://www.ces.uc.pt/en</a>
Bifröst University (BIFROST)	Lab Partner	Iceland	<a href="https://www.bifrost.is/english/">https://www.bifrost.is/english/</a>
European Network of Cultural Centres (ENCC)	Work Package (WP) Leader	Belgium	<a href="https://encc.eu/">https://encc.eu/</a>
Kultura Nova Foundation (KNF)	Lab Partner	Croatia	<a href="https://kulturanova.hr/english">https://kulturanova.hr/english</a>
Latvian Academy of Culture (LKA)	Lab Partner	Latvia	<a href="https://www.lka.edu.lv/en/">https://www.lka.edu.lv/en/</a>
Mondragon Innovation & Knowledge, Mondragon University (MIK)	WP Leader	Spain	<a href="https://www.mondragon.edu/en/home">https://www.mondragon.edu/en/home</a>
National Academy of Theatre and Film Arts "Kr. Sarafov" (NATFIZ)	WP Leader	Bulgaria	<a href="http://natfiz.bg/en/">http://natfiz.bg/en/</a>
National Institute for Agriculture, Food and Environment (INRAE)	WP Leader	France	<a href="https://www.inrae.fr/en">https://www.inrae.fr/en</a>
University of Galway (UG)	Lab Partner/ WP Leader	Ireland	<a href="https://www.universityofgalway.ie">https://www.universityofgalway.ie</a>
University of Hildesheim (SUH)	WP Leader	Germany	<a href="https://www.uni-hildesheim.de/en/">https://www.uni-hildesheim.de/en/</a>
University of the Azores (UAC)	Lab Partner	Portugal	<a href="https://international.uac.pt/">https://international.uac.pt/</a>
University of Turku (UTU)	Lab Partner	Finland	<a href="https://www.utu.fi/en">https://www.utu.fi/en</a>
Utrecht University (UU)	WP Leader	Netherlands	<a href="https://www.uu.nl/en">https://www.uu.nl/en</a>

### 1. What are IN SITU's objectives?

IN SITU aims to advance understanding of the forms, processes and governance of innovation involving cultural and creative industries (CCIs) located in six non-urban areas of Europe (Croatia, Finland, Iceland, Ireland, Latvia and Portugal) in order to advance the ability of non-urban CCIs to act as drivers of innovation, competitiveness and sustainability for the locales in which they are located.

The project intends to incorporate a Community-Engaged Research approach which creates space for community members and community-based organisations to work in collaborative partnerships with academic researchers. In a

community-engaged approach to research, university-based researchers are committed to approaching each stage of the research process as part of an ongoing relationship-building process.

In accordance with IN SITU project objectives, the general goal of this activity is to collect information related to the cultural and creative industries sector in non-urban areas.

## **2. Do I have to participate?**

Your participation is voluntary and does not suppose any financial compensation. You have the right to refuse to participate. Once you decide to participate, you can withdraw your consent at any time and without any consequences. In order to do so, please let one of the researcher(s) responsible for this activity know of your decision through a written statement (contacts available at the end of this sheet). Upon refusal, the data will no longer be available for research, study, and/or other purposes of the project. However, be aware that it might not be possible to remove data that have already been processed and/or published. Please contact us to review and address your request on a case-by-case basis.

## **3. Who can take part in this project?**

The main type of participants are members of a CCI organisation and/or independent cultural actors involved in culture-based and creative work. In addition, we anticipate involving local and regional policy-makers, planners, community leaders, and other residents in the six IN SITU Lab areas. The sample of volunteers that participate in research and practical activities, including research fieldwork, will be integrated by adults according to national laws and no vulnerable groups will be involved. The main criteria in order for them to be representative and useful for the project's purposes is that they belong to the project's target group(s).

## **4. What kind of activities can I carry out in the project?**

IN SITU will involve human participants in the following activities:

1. Stakeholders' interviews and questionnaires for research, to capture knowledge, perspectives, and observations, and to provide baseline and monitoring information during the research activities;
2. Consultations with policy-makers with local, national or European responsibilities; and
3. CCIs training, coaching, and mentorship activities (e.g., evaluation surveys and conversations).

IN SITU will therefore conduct interviews and consultations (recorded via audio and/or video), questionnaires and surveys, and take videos and photos for dissemination purposes. All data will be the object of specific treatment.

Videos and photos from public events such as training sessions, mentoring workshops and conferences may be taken to feed the podcasts, the newsletter, the news feed of IN SITU social media and other project-related communication actions. All persons involved in the videos (for web or for documentary) and photos will be informed and must give their explicit consent and authorisation for the use of their image.

In the case of audios and videos collected from events other than public ones, as may be the case of recorded interviews with individual participants for specific data gathering, such audio-visual material will be only used for internal data processing purposes and not be disseminated.

For both public and sensitive interviews, if they happen to contain any information that should be kept secret, the interviewed person has to communicate this so that the interviewer can take note in order to ensure that no one will have access to such information.

## 5. Will my taking part in the project be kept anonymous?

Individual participation will be mainly through questionnaires, surveys, consultations, conversations and interviews, conducted face-to-face or online, which will be anonymous, strictly confidential and will be used only for the purposes and in the context of this research project. Personal information of the interviewee (such as name or any other specific characteristic) will not be linked in any case with the research material. Personal data will therefore be used in aggregated form only, such as age and gender, for the gender analysis dimension of this project.

In the case of collective participation, anonymity is harder to ensure, due to the nature of the participation. Thus, it is important to have in mind that face-to-face meetings might cause situations where some participants may feel embarrassed or at risk. Facilitators will, in these cases, consider alternatives such as written statements, secret voting or other means to mitigate any individual or group difficulty.

## 6. What will happen to the information I provide during interviews, consultations and conversations?

Data collected during interviews, consultations and conversations will be audio recorded, transcribed and anonymised, eliminating names and other identity markers and references that might identify the participants, except specific cases that are duly justified (for example, if a participant wishes to reveal their identity, the case will be duly examined and the best option for each case will be decided by the researcher(s) and participant together). Also, for data processing, in some cases the attribution of pseudonyms may be required.

In the case of video-recorded interviews, consultations and conversations, the responsible partner organisation will keep on file the authorisations for using the image and will guarantee the anonymity of the person interviewed if any sensitive data is provided. In case of questionnaires/surveys, data will be anonymous and confidential, whether conducted face-to-face or online.

No personal data will be transferred to third parties or used other than for the purpose of this research. Any data or information provided will be kept strictly confidential and, in gathering the data, only information that is necessary to address the central purpose of the research will be recorded.

All personal data will be destroyed five years after the project's conclusion (June 2026). They could be kept for longer in an anonymised state, which means that you will no longer be identifiable ([Recital 51 General Data Protection Regulation](#)). The other members of the Consortium will not have access to the list that correlates your direct information with your pseudonym. This list will be maintained by the partner collecting the data, which will be kept until the end of the mandatory conservation period. The legal basis upon which the processing of your personal data is legitimised is your informed consent (Art. 6, point 1 of the GDPR).

## 7. How will the results be published?

Your data will be processed for three main purposes:

- Scientific research purposes to analyse the forms, processes and governance of innovation and the potential and challenges of cultural and creative industries (CCIs) located in non-urban areas (e.g., academic publications, theses, etc.);
- Dissemination and communication activities (statistical and academic communication in various channels, e.g., workshops, conference presentations, websites, posters, banners, social media, podcasts, etc.);
- Public interest: the development of executive and technical documents and other materials derived from the project's activities and academic research addressed to cultural and creative industries (CCI) actors; policymakers and planners; entrepreneur incubators, trainers, coaches, and mentors; and the general public.

## 8. What are the benefits of participating in the project?

The project activities provide the opportunity to provide a personal view on the issues and topics being researched so to contribute to identifying the needs, resources and potential of CCI actors in the six selected non-urban areas and be a co-producer of knowledge through participatory processes. The IN SITU project is also an opportunity for you to express which place-based development and issues you would like to see addressed and how CCIs can tackle those issues through engaged and creative practices. During participation processes, participants can gain opportunities to learn about and contribute to new research themes and to expand their knowledge and skills, to contribute to policy-related proposals, to create new networks of sociability and interaction, and to strengthen their social ties and their commitment to the community. Local cultural and creative agents will also gain opportunities to participate in training and capacity-building sessions developed within the project. You should be aware that some expectations concerning the project might not be accomplished due to external factors that influence and/or exceed the project's scope.

## 9. What are the risks of participating?

There are no known major or physical risks involved in your participation. However, if you do not feel comfortable at any time you are free to discontinue participation in the project's activities.

## 10. Who is responsible for the activity in which you are participating?

The activity in which you are being invited to participate is organised by Kultura Nova Foundation (KNF) and the Centre for Social Studies of the University of Coimbra (CES) and is coordinated by Dea Vidović (KNF) and Nancy Duxbury (CES). The European Commission is not in any way responsible or accountable for the research implementation or outcomes.

**You have the right to** exercise your data protection rights, such as the right to access, the right to rectification, the right to erasure, the right to restriction of processing, the right to data portability and the right to object to automatic processing in the terms established by the General Data Protection Regulation (GDPR).

If you have further queries regarding the nature of these rights or how to exercise them, you can contact the Data Protection Officers (DPOs) of the institutions that are collecting the data, Tamara Zamelli (KNF) [[tamara.zamelli@kulturanova.hr](mailto:tamara.zamelli@kulturanova.hr)] and/or Joaquim Veríssimo (CES) [[epd@ces.uc.pt](mailto:epd@ces.uc.pt)]. You also have the right to lodge a complaint with the respective national authority and with the European Data Protection Supervisor.

**Know that this confidentiality has its limits.** If information appears that indicates a risk to your personal integrity, the Consortium and its Ethics Coordination Committee will evaluate possible actions in this regard and inform you when required by law. You are encouraged to ask any questions, at any time, that will help you to understand how this research and intervention will be performed and/or how it will affect you. You may contact the person below:

<p><b>Activities' Coordinator</b></p> <p>Dea Vidović Gajeva 2/6 10 000 Zagreb Croatia E-mail: <a href="mailto:dea.vidovic@kulturanova.hr">dea.vidovic@kulturanova.hr</a> Phone: +385 155 327 78</p>	<p><b>IN SITU Project Coordinator</b></p> <p>Nancy Duxbury Centre for Social Studies, University of Coimbra Colégio de S. Jerónimo, Apartado 3087 3000-995 Coimbra, Portugal E-mail: <a href="mailto:in-situ@ces.uc.pt">in-situ@ces.uc.pt</a> Phone: +351 239 855 570</p>
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