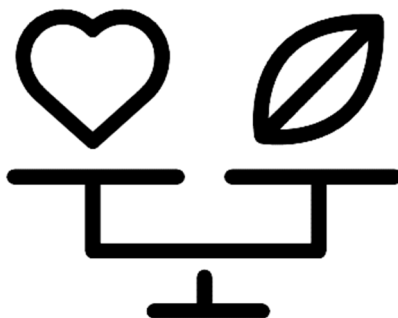


D9.1: H-Requirement No.1



COST REDUCTION AND MARKET ACCELERATION FOR VIABLE NEARLY ZERO-EN- ERGY BUILDINGS

Effective processes, robust solutions, new business models and reliable life cycle costs, supporting user engagement and investors' confidence towards net zero balance.

CRAVEzero - Grant Agreement No. 741223

WWW.CRAVEZERO.EU

Co-funded by the Horizon 2020

Framework Programme of the European Union



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D9.1: H-Requirement No.1

Tobias Weiss¹, Armin Knotzer²

¹Feldgasse 19, 8200 Gleisdorf

Gleisdorf, 2018

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FOREWORD

This document was made under the **Work Package 9**, part of the Horizon2020 - CRAVEzero project.

Cost optimal and nearly zero energy performance levels are principles initiated by the European Union's (EU) Energy Performance of Buildings Directive, which was recast in 2010. These will be major drivers in the construction sector in the next few years because all new buildings in the EU from 2021 onwards are expected to be nearly zero energy buildings (nZEB).

While nZEB realized so far have clearly shown that the nearly-zero energy target can be achieved using existing technologies and practices, most experts agree that a broad-scale shift towards nearly-zero energy buildings requires significant adjustments to prevailing building market structures. Cost-effective integration of efficient solution sets and renewable

energy systems, in a form that fits with the development, manufacturing and construction industry processes, as well as with planning, design, and procurement procedures, are significant challenges.

CRAVEzero will focus on proven and new approaches to reduce the costs of Nearly Zero Energy Buildings (nZEBs) at all stages of the life cycle. The primary goal is to identify and eliminate the extra costs for nZEBs related to processes, technologies, building operation, and to promote innovative business models taking into account the cost-effectiveness for all the stakeholders.

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EXECUTIVE SUMMARY

The purpose of this document is to state potential ethical issues of the Coordination and Support Action CRAVEzero, and to provide ethical principles and procedures, which have to be followed by each research partner of the project.

These principles shall ensure that matters of data privacy, protection, ethics and general conduct regarding environmental data, personal information and research results are considered and appropriately implemented in the project process.

Researchers have overall responsibility for ensuring that research is carried out by these principles, and for ensuring that clients and other parties to the research agree to comply with its requirements.

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1.INTRODUCTION

For all activities funded by the European Union, ethics is an integral part of research from beginning to end, and ethical compliance is seen as pivotal to achieve real research excellence. There is clear need to make a thorough ethical evaluation from the conceptual stage of the proposal not only to respect the legal framework but also to enhance the quality of the research. Ethical research conduct implies the application of fundamental ethical principles and legislation to scientific research in all possible domains of research. The process to assess and address the ethical dimension of activities funded under Horizon 2020 is called the Ethics Appraisal Procedure. (See http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm)

Objectives

In addition to the scientific evaluation focusing on the scientific merit, the quality of the management and the potential impact, the Ethics Appraisal ensures that all research activities carried out under

the Horizon 2020 Framework Programme are conducted in compliance with fundamental ethical principles.

Although CRAVEzero is not a classical research project, building evaluation activities organized and run as part of the project will involve the collection of building occupant data and stakeholder opinions related to the project. Therefore, and herewith the CRAVEzero consortium implements data protection principles in compliance with national and EU regulations, as the General Data Protection Regulation (EU) 2016/679 which was enforced on 25 May 2018.

Detailed information on the procedures that will be implemented for data collection, storage, protection, retention, and destruction, along with the confirmation that partners organizations will comply with national and EU legislation is given in this document.

2.ETHICAL AND SECURITY ISSUES

2.1. ETHICS

First, ethical issues are touched on Task 3.5 - Definition of strategies for ensuring the proper building operation of NZEBs. Inferences can indirectly be drawn from monitoring data of the dwellings about the users and their behavior. Measured data will be evaluated for some case study buildings.

Second issue was raised by the industry partners regarding the data privacy of their clients regarding cost data of case study buildings. Few of the clients have the special wish of not offering cost data for the public, only for internal use.

2.2. SECURITY

The project does not involve activities or results raising security issues, nor 'EU-classified information' as background or results.

3.ETHICAL PRINCIPLES

3.1. HUMAN BEINGS

3.1.1 General remarks

Clients' and case study building related monitoring cooperation to CRAVEzero activities as listed in Section 2.1 is entirely voluntary at all stages and must be based on adequate, and not misleading, information about the general purpose and nature of the project. When their agreement to participate is being obtained, all such statements shall be honored. For this purpose, the Project Information Sheet will be handed out to all potential participants.

For all activities in the project, it is planned to use fully rational adults that are able to understand and consent to their involvement in the project. This means that they will be in a position to understand their role in the project.

Appropriate measures shall be taken to ensure that respondents understand and can exercise their rights, which are:

- not to participate in the research project;

- to withdraw from the research project at any time;
- to require that their personal data are not made available to others; and
- to request the deletion and/or to rectification of inaccurate personal data which are held on them.

All aspects of the methods used (including possible informed consent forms etc.) are developed in order to ensure that the participants know about:

- that participation is voluntary
- that they can ask questions and receive understandable answers before making a decision
- the degree of risk and burden involved in participation
- who will benefit from participation
- that they can withdraw themselves and their data from the project at any time
- any potential commercial exploitation of the research.

3.1.2 Recruiting of Research Participants

CRAVEzero's partners will engage with a wide-range of (fully rational) stakeholders throughout the project's activities (surveys, interviews, workshops, and conferences). Partners will recruit research participants through:

- Their own network of contacts – at the proposal stage, all of CRAVEzero's partners invited their contacts/clients to join CRAVEzero's stakeholder / advisory groups. Information (organization, name, e-mail address, partner contact, and status) on each contact was added to an Excel document managed by the proposal coordinator. Once the project was awarded, partners updated a revised version of this list with information on additional contacts. This list was then used by each partner to invite their respective contacts to join one of the Advisory Group.
- Contacts made during the course of the project – as part of CRAVEzero's dissemination, communication and stakeholder engagement efforts, partners are making new contacts that are being invited to opt-in and actively participate in the project's activities, and
- Through members of the CRAVEzero advisory board and stakeholder contacts – this includes a combination of partners' own contacts and contacts made during the course of the project.

In recruiting research participants, partners will follow the ethical principles outlined in the next sections.

3.1.3 Informed Consent

Informed consent is regarded as mandatory within CRAVEzero. Participants in interviews or other activities will be shown an 'informed consent form' developed to describe what the collected information will be used for and how the participant can review this information – and, if necessary, ask for correction or deletion.

Participants have to be informed in detail and correctly via an information sheet about the objectives and methods of the investigation and that they participate on a voluntary basis. It is the participants' right to change their mind and to withdraw themselves and their data from the research, also after giving informed consent, at any time of the research process.

Measures to protect the privacy of participants in data collection will be described to participants by means of the Informed Consent Form and by an accompanying Project Information Sheet that explains the objectives of the project, the motivation for the interaction for the research, and what the research will involve. Before any research can commence, the participants will need to have given their confirmation of their understanding of these measures and consent for the use of data.

In case of an interview with multiple participants (e.g., a workshop or a discussion forum), all participants are required to sign an Informed Consent Form and send it back to the relevant consortium partner. The same is needed to process pictures.

The participant should be given a copy of his/her signed Informed Consent Form and informed additionally about the use of pictures.

Each consortium partner conducting an interview is responsible for securing the signed Informed Consent Form, and storing it in a secure location for possible future verification and use.

3.1.4 Informed Consent for the Use of Pre-existing Data

During the course of the research, it is possible that the CRAVEzero partners will gain access to data that was collected before the start of the project, by an organization who is not a member of the consortium (e.g. previous data collection issued by other organizations). In this event, the CRAVEzero partner who receives this data must ensure that there is no information contained in the data that could be used to identify individual citizens. Furthermore, the CRAVEzero partner must be mindful of the risks of linking this data, or conclusions resulting from this data or conclusions from other data sources.

In a similar way as when interacting with human participants, informed consent must be obtained when acquiring pre-existing data from external sources.

This procedure is not necessary when data has been explicitly released to the public domain, or released under clearly stated conditions that include the intended use within the CRAVEzero project.

3.1.5 Privacy

The identity of respondents has to be protected and will not be revealed to the user of the information without explicit consent. Therefore an agreement for

clients was formulated to meet the transparency needs by offering cost data (see Annex 2).

In other parts of the project, respondents shall be informed before observation techniques or recording equipment are used for research purposes, except where these are openly used in a public place, and no personal data are collected. If respondents do wish

3.2. PERSONAL DATA

The starting point of such data in CRAVEzero is the existing contact lists of the project partners which is expanded upon via web searching and other stakeholder engagement activities and networking. As such, the consortium engages in some secondary processing of information. However, stakeholders are informed about this data collection and are given the opportunity to opt out as part of the CRAVEzero communication. In addition, in some cases (e.g. to arrange or reimburse travel or accommodation expenses) it is necessary to collect personal data not in the public domain, such as home addresses, telephone numbers or bank information.

The consortium ensures that the project complies with applicable EU legislation, as well as any other non-EU policies relating to specific contacts (see chapter 1). In relation to information from social media that is in the public domain, the consortium endeavors, as far as reasonably possible to inform individuals that their data is being processed, the purpose for which it is being processed and allow users the opportunity to withdraw their data.

Information collected by CRAVEzero that is not already in the public domain (i.e., interviews, surveys, workshops) is fully anonymized. This involves

so, the record or relevant section(s) of it shall be destroyed or deleted. In the absence of explicit consent, respondents' personal identity shall be protected.

partners removing all identifiers and using ID numbers in order to remove the link between the data and identifiable individuals. In order to preserve links when required to match data sets, partners will develop coding frames that include participant identities. In addition, the consortium will ensure that any information provided by research participants that will be publically published will be in a way that does not enable to be identified. For example, partners will replace or swap data (e.g. nationality, name, organization, role) of an individual to make it less likely that they could be identified.

The majority of consortium partners are familiar with adhering to the ethical requirements associated with research involving humans. Furthermore, they have training and previous experience in research methodology and are familiar with the different processes needed to meet and exceed these ethical requirements when conducting interviews, surveys, and workshops.

The following section describes shortly the ethical procedures to be followed when handling personal data.

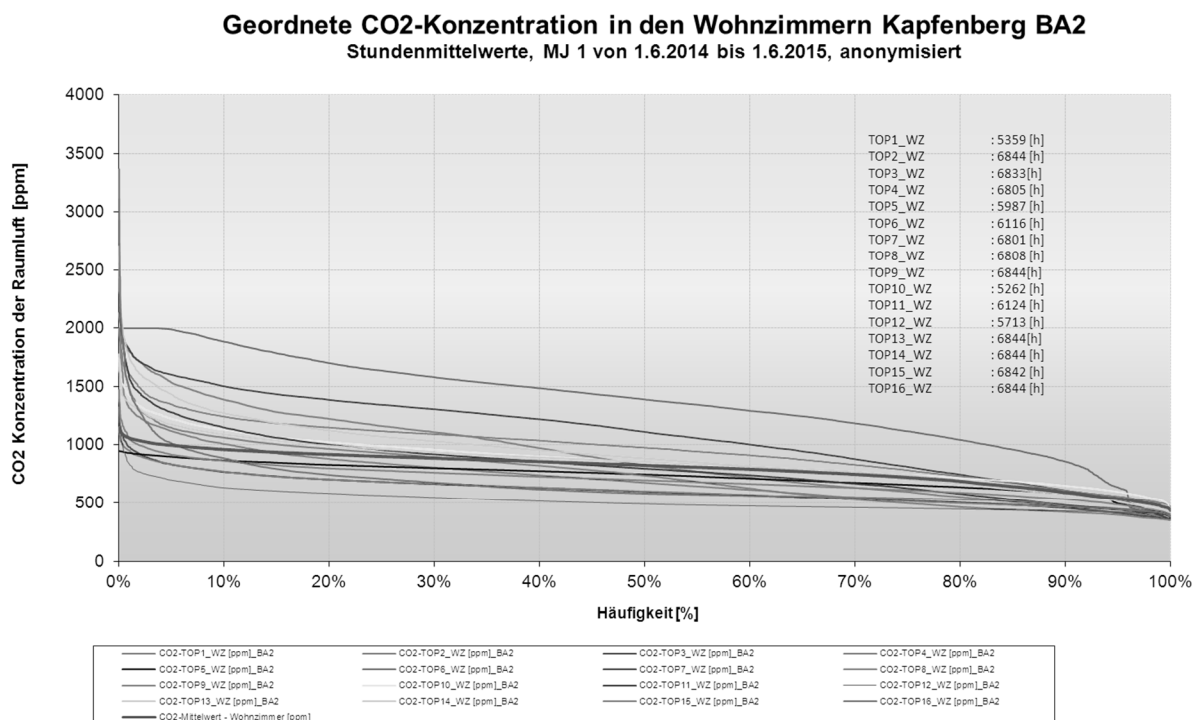
4. PROCEDURES

First, protecting the privacy and user data indirectly collected by measuring comfort data will be done by ensuring the data is anonymous. All data, if originally collected with identifiers, will subsequently be removed, de-linked or anonymized (see Annex 1 as an example).

Second, to be sure that the clients agree to publish some case study data or having displayed some of the data of their case study buildings, the consortium formulated a written agreement to be signed by the client. It should make sure that all industry partners and their clients are aware of how data is used and processed during the project (see Annex 2).

ANNEX 1 – ANONYMIZED DATA EXAMPLE

The following diagram gives an example of how data is processed when anonymized – here the example of 16 dwellings with measured CO₂-concentrations in living rooms.



ANNEX 2 - LETTER OF AGREEMENT

(Building owner - LOGO/ADDRESS)

Place, date

Subject: Letter of Agreement for use in the Horizon 2020 project "Cost Reduction of New Nearly-Zero-Energy Buildings - CRAVEzero"

The Horizon2020-project "CRAVEzero - Cost reduction of new Nearly-Zero-Energy Buildings", supported and financed by the European Commission, brings together a dozen of European partners and will extend over 3 years from the 1st of September 2017.

The objective of this R&D project is to analyze the actual energy balance and the costs generated by very low energy-consuming (or even plus energy) buildings at each stage of their life cycle, i.e. since political and urban planning decisions until their end of life.

Within this project, partner xx (along with the other consortium partners) is tasked with providing information on its most energy-efficient achievements.

At first, detailed information on the thermal and energy aspects (level of insulation of the walls, types of systems used and their performances, possible renewable energies, etc.) as well as on the costs of the different Technical Lots of these achievements, will be used by members of the CRAVEzero project consortium to carry out their studies. This information will remain strictly confidential and for the use of the consortium only.

In a second step, in the interest of communication and dissemination of knowledge, explicitly requested by the European Commission, some of this information will be made public and posted on the project's web page (<http://www.cravezero.eu>). The information made public will be basic data such as the geographical area of the selected buildings, their area, the builder and developer, photos, as well as data on the actual energy consumption and the costs of these achievements. It should be noted that energy consumption and price data will be averaged with buildings of the same size and type, so that information specific to a particular building is not publicly available.

The project consortium undertakes to notify the Client if the nature of the data made public would change.

By this letter, the Owner xx agrees that the previously described data will be published on the website of the project CRAVEzero for the building xx.

Signature

ANNEX 3 - DATA PROTECTION INFORMATION

Data Protection Information - CRAVEzero

The following pertains to the use of this website. As the party responsible for the data processing (controller), we process the personal data collected via our website and store them for the period, which is required to achieve the specified purpose

and to comply with the statutory requirements. The following text informs you of the data we collect and the way we process the collected data. We also inform you about on data privacy rights as they pertain to the use of our website.

Pursuant to Article 4 No. 1 GDPR, personal data are all data referring to a specific or identifiable natural person.

Content

1. Name and contact information of the person who signs responsible for the data processing (controller) and of the society's data protection officer
2. Processing of Personal Data and Purposes of the Data Processing
3. Transfer of Personal Data to Third Parties
4. Cookies
5. Web analysis/Tracking
6. Social Plugins
7. YouTube
8. OpenStreetMap
9. Your Rights as Affected Person
10. Data Security
11. Timeliness of the Data and Amendments to this Data Protection Information
12. Severability

1. Name and contact information of the person who signs responsible for the data processing (controller) and of the society's data protection officer

This data protection information shall apply to the processing of data on our website www.cravezero.eu by the project coordinator, the:

AEE INTEC

AEE - Institute for Sustainable Technologies

Feldgasse 19

A-8200 Gleisdorf

Ph.: 0043-3112-5886-0

Fax: 0043-03112-5886-18

E-mail: office@aec.at

Internet: www.aee-intec.at

(in the following referred to as „AEE INTEC“)

E-Mail: office@aec.at

You can reach the data protection representative of the AEE INTEC at the above address c/o Data Protection Officer or at office@aec.at

Please feel free to contact the data protection officer directly at any time with your questions concerning your data protection rights and/or your rights as affected person.

2. Processing of Personal Data and Purposes of the Data Processing

a) During your Website Visit

Every time you visit our web pages, our website servers save a protocol of your device accessing our website. This storage is temporary and lasts only until the automated deletion.

Our website server saves the following access data until their automated deletion:

- The IP address of the requesting device
- Access date and time
- Name and URL of the accessed data
- The transmitted data volume
- The message whether the access was successful
- The used browser and operating system
- Name of the Internet Provider (ISP)
- The referring website (referring URL)

The server processes these data for the following purposes:

- To enable the use of the website (link connection [forward setup])
- Administration of the network infrastructure
- Appropriate technical and organisational measures to ensure IT systems and data security commensurate with the available state of the art technology
- Fault Analysis and Threat Mitigation
- To offer user-friendly service
- To optimize the Internet offering

Legal foundations for the above processing purposes:

Processing in response to a website visitor according to numbers 1-2:

Article 6 para. 1, page1, lit. b (Requirement for compliance with provisions of the website user contract),

Processing pursuant to numbers 3-4:

Article 6 para. 1, page 1, lit. c GDPR (legal obligation to implement technical and organisational measures to ensure secure data processing according to Article 32 GDPR and

Article 6 para. 1, page 1, lit. f GDPR (legitimate interests in data processing for the network and information security) as well as

Data processing pursuant to numbers 5-6:

Article 6 para. 1, page1 lit. f GDPR (legitimate interests) - our legitimate interests in the processing of data are based in our desire to offer user-friendly optimised web pages. Our legitimate interests also include direct advertising.

After the specified period of 30 days, our web server automatically deletes the above-mentioned data. To the extent that data are processed longer for purposes according to numbers 2–6, we will anonymise or delete the data as soon as their storage no longer serves the respective purpose(s).

Furthermore, we place cookies on the devices of our website visitors and use analytical services. For more information on the use of cookies and

analytical services, please see Sections 4 and 5 of this Data Protection Statement.

b) Visitor Registration for Events

Paid Events

In the course of accepting the registration for fee-based seminars, workshops, symposia or conferences, we collect the following required data:

Last name, first name

Address

Payment information, dependent on the selected payment procedure (e.g. credit card, bank account) and

E-Mail address.

Furthermore, we may collect additional voluntary data.

We collect the required data in order to identify you as participant of the event, to check the provided information for plausibility, to reserve a place for the participant in the event and to establish a contract with you. We also want to supply

c) Subscriptions to our Newsletter

We will send our newsletter to your email address on a regular basis providing you agree explicitly to our use of your email address as recipient address for our newsletter according to Article 6 para. 1, page 1 lit. a GDPR. The newsletters inform you about our institute and other facilities and events. To receive our newsletter, we ask you to provide us with the following required data:

E-Mail address,

Assurance of perusal and acceptance of the data protection policy,

Selection of topics

You may volunteer to provide us with additional information about you (first name, last name, title,

d) The Use of Contact Forms

We offer website visitors the opportunity to contact us via a form on our website. To enable you to communicate with us via this form, we request the following data:

- E-Mail address
- Message

We need these required data to learn who contacted us and to process the user request.

You may volunteer to provide us with additional information about you (title, first name, last name).

the participant with information during and after the event, offer the participant an optimal participation and allow us to plan and execute a smooth running event.

academic title and company/research institution). We use this information to address you personally in our newsletter.

Upon receiving your subscription, we will email you a subscription notice. Please confirm the receipt of this notice. We need this confirmation to send our newsletter to you. This process is known as double opt-in procedure. Your response shows us that you are indeed the person who requested our newsletter.

You may unsubscribe from our newsletter at any time. You find an 'unsubscribe' link at the end of every one of our newsletters.

Upon receiving your unsubscribe notice, we will delete your email address immediately.

We use your data to send you answers to your questions and information per mail if you explicitly request it.

Once we have satisfied the enquiry via contact form, we will delete the collected personal data.

3. Transfer of Personal Data to Third Parties

With exception of the above-mentioned cases of data processing by service providers on our behalf (Registration for events, registration for a newsletter, use of contact forms) we give your personal data only to third parties (i.e. to natural and legal persons other than you, the affected person), the controller or the service provider or his/her vicarious agents under the following circumstances::

Data transmission to the mail order firm which will deliver the goods you ordered

Third parties may use the transferred data only for the above-mentioned purposes.

Our websites are hosted by the AEE INTEC, Feldgasse 17, 8200 Gleisdorf, Austria

The transfer/transmission of personal data to countries outside the EU or an international organisation shall be excluded.

4. Cookies

We use server-side cookies. Cookies are small files, which are automatically created by the browser of the user device and stored in your device (PC, laptop, tablet, smartphone or similar device) when you visit our website. Cookies do not harm your computer, and they do not contain viruses, Trojans or other malware. Cookies contain information pertaining to the specific device, which accessed our website. However, this does not give us direct knowledge of your identity.

One reason for us to use cookies is making the use of our website more convenient for you. We use session cookies to allow session controls such as controls for inserting data into forms or saving shopping carts. At the latest, session cookies are deleted when you close your browser.

We also use temporary cookies to optimise the user-friendliness of our website. Your device stores these cookies temporarily for a specific time. The next time you visit our website, our

5. Web analysis/Tracking

The provider processes the statistical data based on our legitimate interests in the optimisation of our online offerings and our web presence according to Article 6 para.1 lit. f GDPR. Wiredminds processes the data on our behalf, and we have entered into an order processing agreement with Wiredminds . Wiredminds agrees to process the data on our behalf and in compliance with the General Data Protection Regulation (GDPR). Wiredminds

Payment data transmission to payment service providers and credit institutes for payment transactions

Giving your data to third parties is required to exercise, enforce or defend legal claims, and there is no reason to assume that you as affected person could have an overriding interest worth protecting in the non-transfer of your personal data. Such a data transfer to government and/or law enforcement authorities may occur in cases of attacks on our IT systems.

server will recognise your device as prior visitor and remembers your settings and preferences. You will not have to enter these parameters again.

We also use cookies to gather data for our website statistics. This helps us to evaluate and optimise our web offerings (see Section 5). These cookies allow us to recognise repeat visits from your device. These cookies will be deleted automatically after a specific time.

The data obtained with the help of cookies serve us to pursue our legitimate interests as website owners and serve the legitimate interests of third parties.

Most browsers accept cookies automatically. However, you are able to configure your browser in such a way that the application does not store cookies on your computer or always shows an alert before storing new cookies. The complete deactivation of cookies may prevent you from using all functions on our website.

also agrees to protect the rights of the affected persons.

In case you reject the collection of data and the analysis of your user activities, please use our opt-out cookie to prevent the installation of our cookies. This will prevent the future collection of data when you use our website. The opt-out cookie in your device works only in the used browser and applies only to our website. If you delete the

cookies in the computer's cookie folder, you have to install the opt-out cookie again.

6. Social Plugins

We use social plug-ins (media buttons) on our website. These are small box-like buttons. Click on them to place

the content of our website under your profile in social network sites.

If you click on such a button, a link will be established between our website and the social network to which you subscribe. Aside from the respective content, the social network provider will receive other personal information. This includes the information that you visit our website at that time.

For the integration of the social plug-in we use a solution, which prevents your device from creating a link to the social network merely because you visit a website featuring a social plug-in button without clicking on it. This means that a link is only established if a when you click on the social plug-in button .

We integrate the following social plug-in on our website:

a) Facebook Sharing of Facebook Ireland Limited

Sometimes, information is transmitted to the US domicile of the parent company Facebook Inc. This company complies with the data protection regulations of the 'US Privacy Shield' and is registered with the US Privacy Shield Program of the US Department of Commerce.

Purpose and scope of the data collection and further processing and use of the data by Facebook and your user rights in your relationship with Facebook as well as your ability to influence your privacy rights by changing your browser settings are subject to your privacy agreement with Facebook. Please consult the Facebook Data Protection Statement.

b) Twitter Sharing by the Twitter International Company

Sometimes, information is transmitted to the US parent company Twitter Inc. The Twitter International Company complies with the data protection regulations of 'US Privacy Shield'. Twitter Inc. is registered with the US Privacy Shield Program of the US Department of Trade.

Please find more information on the data protection in the Twitter Data Protection Statement.

c) Google + Sharing Google LLC

Google complies with the Data Protection Regulations of 'US Privacy Shield' and is registered with the US Privacy Shield Program of the US Department of Trade.

Please find more information on Google data protection in the Google Data Protection Declaration.

d) Xing Sharing by Xing SE

Please find more information on Xing data protection in the Xing SE Data Protection Declaration.

e) LinkedIn Sharing of LinkedIn Ireland Unlimited Company

Please find more information on LinkedIn data protection in the LinkedIn Data Protection Declaration.

7. YouTube

Based on the agreement according to Article 6 Para. 1, page 1 lit. f GDPR, we use components (videos) of YouTube, LLC, 901 Cherry Avenue, 94066 San Bruno, CA (USA) (in the following referred to as 'YouTube'), a company of Google Inc., Amphitheatre Parkway, 94043 Mountain

View (USA), (in the following referred to as 'Google').

In the process, we use the 'extended data protection mode' option provided by YouTube.

When you access one of our websites with an embedded video, our website does not connect

you to the YouTube server. Instead, a preview is first shown, which we call up from our webserver.

When you move over the preview with the mouse, a notice appears saying if you click the link, then data will be sent to YouTube and DoubleClick and that the data protection regulations of Google apply.

If you click on the hint or video, the content will be transmitted to your browser and displayed immediately.

According to the information provided by YouTube, in the 'extended data protection mode', your data will be transmitted to the US YouTube servers only while you watch the video. The transmitted data include the Internet page you

just viewed and device-specific data including your IP address. By clicking 'run' on the video you agree to this mode of transmission.

Should you be logged into your YouTube account at the same time, YouTube will associate these collected data with your member account. You are able to prevent this by logging out of your YouTube account.

Google complies with the data protection regulation of US Privacy Shield and is registered with the US Privacy Shield Program of the US Department of Trade.

You find further information on the data protection in context with YouTube and DoubleClick in the Google Data Protection Regulations.

8. OpenStreetMap

This website utilizes map services provided by the OpenStreetMap Foundation, 132 Maney Hill Road, Sutton Coldfield, West Midlands B72 1JU, United Kingdom (short OSMF).

Your Internet browser or application will connect to servers operated by the OSMF located in the

United Kingdom and in other countries. The operator of this site has no control over such connections and processing of your data by the OSMF. You can find more information on the processing of user data by the OSMF in the OSMF privacy policy.

9. Your Rights as Affected Person

You have the following rights:

According to Article 7 para. 3 GDPR, you have the right to revoke any consent declaration at any time, which you may have given to us before. This has the consequence that we are no longer privileged to continue the respective activity.

- Purposes of the data processing
- The categories of personal data
- The categories of recipients to which we transmitted/disclosed or will transmit your data
- The planned storage periods of data
- The existence of the right to correction, deletion, restriction of processing and objection
- The right to appeal
- The right to know the origin of data in the event that we did not collect these data
- The right to meaningful and detailed information on the existence on automated decision-making including profiling

According to Article 16 GDPR, you have the right to the correction of incorrect and/or the completion of incomplete personal data in storage at the AEE INTEC

According to Article 17 GDPR, you have the right to the deletion of your personal data

According to Article 15 GDPR, you have the right to demand information on your personal data, which we have processed. In particular, you have the right to information on the following:

providing the deletion does not interfere with the execution of the right to the free expression of opinions and with the compliance with legal obligations, providing the deletion is not against public interest and providing the deletion does not hamper the enforcement, execution or defence of legal claims

According to Article 18 GDPR, you have the right to restrict the processing of your personal data if you contest or challenge the accuracy of these data, the processing of the data is illegal but you reject the deletion of these data and we no longer need the data while you still need the data to enforce, execute or defend legal claims or you have raised an objection against the data processing according to Article 21 GDPR

According to Article 20 GDPR, you have the right to receive the personal data you provided to us in a structured, well-established and machine-readable format or to demand the transmission to another authority and

According to Article 77 GDPR, you have the right to complain to a superior authority. As a rule, you may find such authority at your place of residence, your workplace or our company domicile.

Information on your Right of Objections according to Article 21 GDPR

10. Data Security

We transmit all your personal data using the generally used and secure encryption standard TLS (Transport Layer Security). The TLS protocol is a proven and secure standard. Bankers use the standard for online banking transactions. You recognise a secure TLS connection by the following the http (https://...) in your browser URL or by the lock symbol in the lower section of your browser.

By the way, we use suitable technical and organisational safety procedures to protect your data against inadvertent or wilful manipulation, partial or complete loss, destruction or against the unauthorised access by third parties. We constantly improve these security measures as the technology advances.

12. Severability

Should individual provisions of this data protection declaration be or become invalid either in part or in its entirety or prove infeasible at any time, this shall not affect the remaining provisions of this data protection declaration. This shall apply accordingly to gaps in this declaration.

You have the right to object at any time against the processing of your personal data, based on Article 6 para. 1, lit. f GDPR (data processing in the public interest) and Article 6, para. 1, lit. e GDPR (data processing based on fair balancing) for reasons, which arise from your specific situation. This shall also apply to the profiling as prescribed by Article 4 No. 4 GDPR, which is supported by this provision.

Once you file an objection, we will no longer process your personal data unless we can establish compelling evidence, which is worthy of protection and outweighs your interests, rights and privileges, or unless the processing serves the enforcement, exercise or defence of legal claims.

To the extent that your objection addresses the processing of data for direct advertising, we will stop the processing immediately. In this case, citing a special situation is not required. This shall also apply to profiling in as far as it does not relate to such direct advertising.

11. Timeliness of the Data and Amendments to this Data Protection Information

This data protection information as amended on June 20, 2018.

Due to improvements of our website and website offers or based on statutory or government standard, it may become necessary to amend this data protection information. You find the latest applicable data protection information by clicking the link on this website:

http://www.cravezero.eu/data_protection/

You may read or print this updated and amended version at any time.

ANNEX 4 - INFORMED CONSENT FORM

Informed Consent Form - CRAVEzero

This is an information about your participation in the European Horizon2020 project “CRAVEzero - Cost Reduction and market Acceleration for Viable nearly zero-Energy buildings” (see the Project Information Sheet). You are **participating in a workshop/meeting** related to the research ongoing in CRAVEzero. The research in CRAVEzero is mainly about energy and cost related investigations over the life cycle of Nearly Zero Energy Buildings in Europe.

As a volunteer participant in a research project at AEE INTEC, you should understand that the following rights and conditions apply.

- Your participation is voluntary, and you may withdraw participation at any time without penalty.
- At the conclusion of the workshop, the participants will provide their names and e-mail addresses. This is to enable us to contact you for further information on the topic.
- Pictures will be made during the workshops and meetings and will partly be published at the project’s website <http://www.cravezero.eu/> as well as through other channels. You as participant are free to withdraw from published pictures at any time.

After [DATE] you may contact one of the following to receive a full description of the nature, purpose and results of the workshop or project:

[NAME/AEE INTEC]

[EMAIL ADDRESS]

[PHONE NUMBER]

As a volunteer participant, I , the undersigned, verify that I am 18 years or over and have read and understood the conditions and rights listed above.

NAME (PRINT): _____

DATE: _____

SIGNATURE: _____

WORKSHOP: [TITLE]

RESPONSIBLE PERSON: [NAME]