



MANAGEMENT PLAN V1

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Technical References

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- 1 PU = Public
 PP = Restricted to other programme participants (including the Commission Services)
 RE = Restricted to a group specified by the consortium (including the Commission Services)
 CO = Confidential, only for members of the consortium (including the Commission Services)

Document history

V	Date	Modifications	Author
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2.0	27/06/2024	Partners feedback	All
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Table of Abbreviations and Acronyms

Abbreviation Acronyms	and	Meaning
AIJU		ASOCIACIÓN DE INVESTIGACIÓN DE LA INDUSTRIA DEL JUGUETE, CONEXAS Y AFINES
CSA		Coordination and Support Action
D		Deliverable
DMP		Data Management Plan
EU		European Union
FAIR		Findable, accessible, interoperable and re-usable
GA		Grant Agreement
STEAM		Science, Technology, Engineering, Arts & Mathematics
STEM		Science, Technology, Engineering & Mathematics
V		Version
WP		Work Package
Y.O.		Years Old

1 Abstract of Deliverable

This deliverable (D) 1.2. “Data Management Plan v1”, is the first version of the data management plan (DMP) of STEAMbrace project, that has been issued in the month 6th of the project (June 2024), consist of a description of the STEAMbrace Project Data Management plan, specifying the tasks and procedures necessary for the partners to manage the data collected and emerged in the project.

This deliverable will be updated during project implementation with two additional versions: 1. D1.4. Data Management Plan v2 (Month 18, June 2025) and 2. D2.2. Final Data Management Plan (Month 36, December 2026).

The objectives of the STEAMbrace DMP are:

- Determine all the data that will be managed during project implementation with special attention that all the personal data is managed according to the European regulation.
- Guide partners about the procedures for collecting, managing and sharing data with project partners and with different companies and associations out of the consortium.
- Define the safety procedures for storing the data.
- Monitor backup and destroying data procedures.
- Promote the Open Science approach of the data generated during the project.

This first version of the data management plan deliverable is organized into the following sections. **Section 1** is the Abstract of Deliverable, providing a brief summary of the contents and objectives of the deliverable. **Section 2** is the Introduction, offering an overview of the project's goals, scope, and the importance of data management. **Section 3** covers Data Identification, detailing the types of data to be collected, their sources, and formats. **Section 4** discusses Applied Methodologies and Standards in Data Management, describing the methodologies and standards that will be used for data collection, processing, and management. **Section 5** focuses on Data Security, outlining measures and protocols to ensure data protection and confidentiality. **Section 6** is about Data Curation and Preservation, presenting strategies for maintaining and preserving data integrity over time. **Section 7** explains FAIR Data, detailing how the data will be made Findable, Accessible, Interoperable, and Re-usable. **Section 8** addresses Ethics, considering guidelines to ensure ethical handling of data, including consent and privacy issues. **Section 9** presents the Conclusions, summarizing the key points and the anticipated impact of the data management plan. **Section 10** includes the Bibliography, listing references and sources used in the preparation of the data management plan. **Section 11** and **Section 12** are Annexes.

2 Introduction

2.1 Overview of the project

STEAMbrace project aims to bridge the current gender gap in STEM (Science, Technology, Engineering and Mathematics) fields by unlocking the potential of STEAM (STEM + Arts) education approach for future European innovators, especially women.

STEAMbrace project is a Coordination and Support Action (CSA) European project funded by the European Commission under the call HORIZON-CL2-2023-HERITAGE-01, topic 8, with identification code 10113265.

The objectives of each Work Package (WP) are as follows:

WP1 & WP2 – Project Management I & II

These two WPs are created to ensure the correct functioning of the project: establishing the structure for effective and result-driven management; ensuring clear goals throughout the project; monitoring progress among planned activities and issuing corrective actions if necessary; setting up active administrative, financial, and technical management; ensuring project outcomes fulfil sustainability criteria and the DNSH principle; ensuring timely delivery of all reports; and ensuring compliance with ethical, legal, and gender requirements of EU and national legislations.

WP3 – Building of the steam network and steam activities

This WP is in charge of setting up the coordination network: STEAM Alliance for Europe, engage relevant European stakeholders to become active members of the STEAM Alliance and for the development of STEAM activities within the project, co-design training activities to enhance STEAM education within 11-18 y.o. students, and to ensure adaptation of the STEAM training activities to age, gender, country's education systems and socio-cultural aspects

WP4 – Preparatory actions for the steam week

Involve those interested in the STEAM approach to participate in the first STEAM congress, with the aim of expanding the number of European schools that implement this type of training. A roadmap for the deployment of the STEAM week pilot is expected to be delivered.

WP5 – Implementation of the steam week

This WP consists of planning the first STEAM week where innovative women are involved, and the STEAM contest is organized at the national level. In addition, the positive effect of STEAM activities for girls is evaluated with special emphasis.

The organization of the second STEAM congress is carried out where the impact of these actions on the projects is analysed and instructions are established for STEAM events that will be carried out in the future.

WP6 – Reproducibility of activities towards steam learning pathways

This WP will determine the performance of the project results to ensure successful replication in the various STEAM events, including STEAM week. The STEAM approach will be implemented in education through courses and tutoring and finally the bases of the STEAM study certificate for students within Europe will be established.

WP7 & WP8 – Communication, Dissemination, Networking & Clustering I & II

Communicate and disseminate all the activities carried out in the project in a coherent and clear manner. Increase the number of participants in the project and the use of the STEAM digital platform motivated by social participation and the exchange of knowledge through the construction of synergies in different regions.

2.2 Scope of the data management tasks

There are two tasks that covers the data management of STEAMbrace project, and that are part of the two Work Packages (WP) related with the project management:

- Task 1.3 “Data Management I” is part of the Work Package 1 “Project Management I” (January 2024 – June 2024)
- Task 2.2 “Data Management II”, is part of the Work Package 2 “Project Management II” (July 2025 – December 26)

The main objective of Task 1.3 “Data Management I”. is to describe the management policy adopted in STEAMbrace for all data generated within the project, including information on: (1) procedures to collect, process and generate data (i.e., data handling during the project’s implementation, dataset reference and codes); (2) methodology for standards (dataset description, standards for metadata, etc.); (3) data sharing (how and to whom data will be share, i.e., open access mode); and (4) procedures for data archiving and preservation (during and after the project).

2.3 Scope of the data management plan deliverables

In this sense, AIJU is the partner responsible for the creation and monitoring of the data management plan in STEAMbrace project, with the contribution of all the partners. The data management is a living task, that covers the whole project duration, but will have three important milestones directly related with the periodic deliverables:

- D1.2 Data Management Plan v1 (Month 6, June 2024)
- D1.4 Data Management Plan v2 (Month 18, June 2025)
- D2.2 Final Data Management Plan (Month 36, December 2026)

These three deliverables will consist of a description of the STEAMbrace Project Data Management plan, specifying the tasks and procedures necessary for the partners to manage the data collected and emerged in the project.

In addition, The DMP needs to be updated over the course of the project whenever significant changes arise, such as (but not limited to):

- new data
- changes in consortium policies (e.g. new innovation potential, decision to file for a patent)
- changes in consortium composition and external factors (e.g. new consortium members joining or old members leaving).

According to the European Commission (EC)¹, Data Management Plans (DMPs) are a key element of good data management. A DMP describes the data management life cycle for the data to be collected, processed and/or generated by a Horizon 2020 project. As part of making research data findable, accessible, interoperable and re-usable (FAIR), a DMP should include information on:

- the handling of research data during & after the end of the project
- what data will be collected, processed and/or generated
- which methodology & standards will be applied
- whether data will be shared/made open access and
- how data will be curated & preserved (including after the end of the project).

A DMP is required for all projects participating in the extended ORD pilot, unless they opt out of the ORD pilot. However, projects that opt out are still encouraged to submit a DMP on a voluntary basis.

All STEAMbrace's data collection efforts are at the time of writing this DMP still in development. This means that currently anticipated aspects of data management cannot be fully envisaged at this point and may change during the project for various reasons. Hence, the DMP will be updated accordingly every year, as the project develops, and these aspects of data management become clearer. The project coordinator (EUN) will update this DMP and provide strategic guidance and support for data management.

As a CSA, STEAMbrace will ensure the accessibility of the data during the lifetime and beyond, thus, all the collected data and other research outputs will be in line with the FAIR (Findable, Accessible, Interoperable and Re-usable) principle, when applicable. CC0 enables scientists, educators, artists and other creators and owners of copyright- or database-protected content to waive those interests in their works and thereby place them as completely as possible in the public domain, so that others may freely build upon, enhance and reuse the works for any purposes without restriction under copyright or database law.

In addition, STEAMbrace Data Management Plan is being developed according to European Commission Guidelines for Horizon. DMP presents an overview and guideline to partners about how the data will be processed and managed during and after project execution to ensure and facilitate the collaboration among them with clear rules.

STEAMbrace project implies the collection of quantitative and qualitative data. This document specifies the procedures for collecting, producing, processing, analyse, disseminate, storage, protect and exploit this data.

2.4 Structure of the deliverable 1.2

This deliverable is structured in eleven chapters, as follows: **Section 1** is the Abstract of Deliverable, providing a brief summary of the contents and objectives of the deliverable. **Section 2** is the Introduction, offering an overview of the project's goals, scope, and the importance of data management. **Section 3** covers Data Identification, detailing the types of data to be collected, their sources, and formats. **Section 4** discusses Applied Methodologies and Standards in Data Management, describing the methodologies and standards that will be

¹

https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issue/s/open-access-data-management/data-management_en.htm

used for data collection, processing, and management. **Section 5** focuses on Data Security, outlining measures and protocols to ensure data protection and confidentiality. **Section 6** is about Data Curation and Preservation, presenting strategies for maintaining and preserving data integrity over time. **Section 7** explains FAIR Data, detailing how the data will be made Findable, Accessible, Interoperable, and Re-usable. **Section 8** addresses Ethics, considering guidelines to ensure ethical handling of data, including consent and privacy issues. **Section 9** presents the Conclusions, summarizing the key points and the anticipated impact of the data management plan. **Section 10** includes the Bibliography, listing references and sources used in the preparation of the data management plan. **Section 11** and **Section 12** are Annexes.

3 Data identification

The data collection and management in research projects have been considered as a key aspect during the last years. This importance has been clearly reflected in the regulation (EU) 2016/679, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (corrigendum published in the OJEU of 23rd May 2018). Additionally, tasks related to data management and ethical procedures have been included in most of the Horizon Europe projects, among others.

During STEAMbrace project all the partners will be involved in process related with the data collection, generation, processed and management, each partner will be responsible that these processes will be carried out according to their national law, ethic procedures and funding regulations. In addition, this document will be used as a guideline for partners to ensure that all the data will be collected in a way that guarantees the comparability of the data among partners and countries standardizing the procedures as much as possible.

3.1—Data management responsible

The STEAMbrace project is organized into eight distinct Work Packages (WPs). Two of these are focused on management procedures (WP1 and WP2), four are technical (WP3, WP4, WP5, and WP6), and two are dedicated to dissemination activities (WP7 and WP8). A detailed list of the STEAMbrace Work Packages is presented below:

- WP1 & WP2 are related to the project management
- WP3 focus on a capacity building of the STEAM network and steam activities
- WP4 covers preparatory actions for the STEM week
- WP5 refers to the implementation of the STEM week
- WP6 takes care of the reproducibility of activities towards steam learning pathways
- WP7 & WP8 are related to the communication, dissemination, networking and clustering

In conclusion, the nature of the data of each WP is very different. For this reason, each WP leader and organization will be responsible for managing their own data. As a result, this CSA project will deliver a digital hub for participant networking (both students and stakeholders); missing information on STEAM level of implementation in Europe and offer numerous country-adapted training activities to boost integration of STEAM approaches in secondary and vocational training schools. Specific activities will target young women and rural students. Additionally, there will be a pilot of the STEAM week at EU level and a roadmap for annual reproducibility, as well as follow-up training courses and guidelines of minimum requirements for teachers and educational managers to ensure STEAM education across Europe.

Due to the variety of data, there is no overall data controller for the project. Each WP and task leader will act as data controller of its own data, supported by EDELVIVES as the project coordinator and by AIJU as the data management task leader. AIJU has created this and the followings DMP, which each partner must follow during all STEAMbrace activities.

EDELVIVES as the coordinator of the project will be responsible for managing the related to coordination activities like; meetings organization, creating a common space for the partners to storage and exchange information, boost the communication among partners (email list, slack and Google Meet, mainly).

3.2 Origin and source of the collected data

STEAMbrace is a CSA project that will collect both primary and secondary sources of information/ data. Primary information refers to original and raw data obtained directly from a source that will be generated during STEAMbrace project execution due to its own activities and tasks. On the other hand, secondary information is the data that is been generated and maintained by other tasks and activities out of STEAMbrace project but that will be used for the correct execution of the project. In other words, primary information is the new data generated during project execution and secondary information is the already existing data that has been generated outside STEAMbrace.

3.2.1 Variables and methodology for the categorization of primary source data

To gain a better understanding of all the data generated in the STEAMbrace project, AIJU, as the partner responsible for creating the DMP has outlined a set of variables to track the origin and sources of collected data. Additionally, AIJU has established a clear methodology to guide this process.

A total of 38 variables, listed below, have been defined to be completed for each dataset generated. Many of these variables are formulated as questions to aid in comprehension. These variables are compiled in an Excel file sheet titled "STEAMbrace_WP1_T13_30062024_Data management living file". This document has been shared with all the partners, and its structure is detailed in Annex 2.

1. Database name
2. Brief explanation about the data that is going to be collected
3. It will be new data (generate) or will use existing data (re-use)?
4. When is the data going to be collected?
5. How is the data files going to be organised?
6. In which format the data is going to collected?
7. Name of the related WP
8. WP Leader
9. Related Task
10. Task Leader
11. Data Owner
12. Data owner contact details
13. What is the purpose of the data generation or re-use and its relation to the objectives of the project?
14. Will you re-use any existing data and what will you re-use it for?
15. What types and formats of data will be generated or re-used?
16. What is the expected size of the data that you intend to generate or re-use?
17. What is the origin/provenance of the data, either generated or re-used?
18. To whom might your data be useful ('data utility'), outside your project?
19. Will data be identified by a persistent identifier?
20. What metadata will be created? What disciplinary or general standards will be followed?
21. Will the data be deposited in a trusted repository?
22. Will all data be made openly available?

23. Will the data be accessible through a free and standardized access protocol?
24. Will metadata be made openly available and licensed under a public domain dedication CC0, as per the Grant Agreement? If not, please clarify why. Will metadata contain information to enable the user to access the data?
25. How long will the data remain available and findable?
26. Will the data produced in the project be useable by third parties, in particular after the end of the project?
27. Are there, or could there be, any ethics or legal issues that can have an impact on data sharing?
28. Does this data include personal information?
29. Does this data include sensible information? (according to GDPR of EU)
30. Will informed consent for data sharing and long-term preservation be included in questionnaires dealing with personal data?
31. Do you plan to get the approval by an ethical Committee, or are you going to follow previous ethical procedures?
32. Will the data be safely stored in trusted repositories for long term preservation and curation? In case of a "yes" answer, please specify
33. The space where the data is stored requires an authentication protocol or other security aspect?
34. The storage of the data after project conclusion will have a related cost.
35. How long the data will be stored?
36. Does the data have a security copy?
37. Is the data going to be protected by property rights?
38. Is this data going to be transfer outside Europe

The documents consulted for this elaboration are nearly all those listed in the bibliography section. However, the main source consulted to define the variables for categorizing the primary source data has been the EU Grants: Data Management Plan (HE): V1.1 – 01.04.2022².

Regarding the methodology for completing the Excel file "STEAMbrace_WP1_T13_30062024_Data management living file," each partner will individually handle their contributions based on their perspective. The document will be accessible online via the project's OneDrive, enabling collaborative work in real-time. This approach ensures agility and eliminates concerns about version control. AIJU will provide support to all partners for any inquiries that arise during the recording of the 38 variables.

3.2.2 STEAMbrace databases identification

"STEAMbrace databases" refers to the database systems used within the STEAMbrace project. These databases are designed to support the efficient collection, organisation and access to project-related data, thus facilitating research, metrics tracking and informed decision making.

²

<https://ec.europa.eu/research/participants/documents/downloadPublic?documentIds=080166e502c8cba0&appId=PPGMS>

The specific STEAMbrace databases that has been detected to be collected, processed and managed at this stage of the project is the detailed below:

Responsible partner	STEAMbrace database name
EDELVIVES	STEAMBRACE_WP3_T32_20240530_Methodological foundations for the STEAM network (STEAM Alliance for Europe)_v1
	STEAMBRACE_WP5_T53_20260430_Celebration of the pilot of the STEAM week DATA from attendees_v1
AIJU	STEAMBRACE_WP3_T33_20240630_D33_Database for e-survey to STEAM students_v1
	STEAMBRACE_WP8_T82_20261230_Digital platform "STEAM digital hub" v1
ACINV	STEAMBRACE_WP3_T36_20241230_Validation of the STEAM academic activities for schools at small-scale_v1
	STEAMBRACE_WP4_T44_20250630_Long-term monitoring of the implementation of STEAM training activities_v1
EHU	STEAMBRACE_WP3_T31_20240330_Summary tables of the articles selected for the study of the topic STEAM in Education_v1
	STEAMBRACE_WP3_T34_20240730_Statistical & Comparative Analysis about e-survey to STEAM students_v1
	STEAMBRACE_WP7_T72_20250630_Scientific articles and preprints_v1
EFZG	STEAMBRACE_WP3_T36_20241230_Student and Parents Data and Personal Information During Consent Collection for Surveys
	STEAMBRACE_WP7_T72_20250630_Pictures for Dissemination

Table 1. STEAMbrace databases identification

3.2.3 Expected primary data in STEAMbrace description

The new data that will be generated during STEAMbrace project, along with its description, purpose and the interested target audience, is detailed below:

Database			
Name	Description	Purpose	Target audience
STEAMBRACE_WP3_T31_20240330_Summary tables of the articles selected for the study of the topic STEAM in Education_v1	Fields about each article: Authors, Title, Journal, Country, Date, Summarized abstract, Methods used, Conclusions, Contributions	To identify trends in STEM studies	Other researchers
STEAMBRACE_WP3_T32_20240530_Methodological foundations for the STEAM network (STEAM Alliance for Europe)_v1	Word File with the statutes of the STEAM Alliance for Europe	To establish the STEAM Alliance for Europe and will have the data from all the partners.	Spanish register where the association has to be filled.

Database			
Name	Description	Purpose	Target audience
STEAMBRACE_WP3_T33_20240630_D33_Database for e-survey to STEAM students_v1	Excel document compiling the responses of the participants in the quantitative study (electronic survey) about STE(A)M for students (T3.3).	To have a better understanding (“a picture”) of the level of knowledge, aptitudes, interest and opinions about the STE(A)M activities. This information will be the basis for the creation of personal profile that will give valuable information for developing STEAMbrace outputs according to user requirements and defining a baseline of STEAM studies.	Policy makers (education), secondary schools’ teachers and directors, STEAM experts, STEAM companies.
STEAMBRACE_WP3_T34_20240730_Statistical & Comparative Analysis about e-survey to STEAM students_v1	Derivative results from STEAMBRACE_WP3_T33_20240630_D33_Database	Identification of trends and gaps in STEM studies	Other research groups and stakeholders around STEAM
STEAMBRACE_WP3_T36_20241230_Validation of the STEAM academic activities for schools at small-scale_v1	The data collected will include educational professional names, email, educational progress and feedback.	To know students under age are allowed by their parents to join the programme and then do the subsequent surveys and interviews.	Educational researchers, policy makers, and other STEAM education platforms.
STEAMBRACE_WP4_T44_20250630_Long-term monitoring of the implementation of STEAM training activities_v1	The data collected will include educational professional names, email, educational progress and feedback.	To know feedback educational professionals (teachers and board staff). In order to fine-tuned the STEAM trainings.	Educational researchers, policy makers, and other STEAM education platforms.
STEAMBRACE_WP5_T53_20260430_Celebration of the pilot of the	Excel document compiling the data of participants in the pilot of the STEAM week	To gather the information of all the children (11-18 y/o) attending the pilot of the STEAM week in	It is useful for internal use of the project.

Database			
Name	Description	Purpose	Target audience
STEAM week DATA from attendees v1		all the different countries.	
STEAMBRACE_WP7_T72_20250630_Scientific articles and preprints_v1	Parts of the overall project will produce analysis of data which results will be documented in scientific articles and discussed with scientific evidences from other publications	To be of reference to other scientific publications.	Research groups
STEAMBRACE_WP8_T82_20261230_Digital platform "STEAM digital hub"_v1	The data collected will include user profiles, login information, usage statistics, interaction logs, educational progress, and feedback	To monitor user engagement, track educational progress, improve user experience, and measure the impact of the STEAM educational activities.	Educational researchers, policy makers, and other STEAM education platforms
STEAMBRACE_WP3_T36_20241230_Student and Parents Data and Personal Information During Consent Collection for Surveys	Student data and personal information collected during the consent process for surveys will include names, ages, contact details, and educational backgrounds, as well as signed consent forms. This data will be used to ensure that students have given their informed consent to participate in surveys, adhering to ethical standards and legal requirements	The purpose is to ensure informed consent, and support the project's dissemination and impact analysis, directly aligning with the project's objectives to engage and inform stakeholders.	N/A

Database			
Name	Description	Purpose	Target audience
STEAMBRACE_WP7_T72_20250630_Pictures for Dissemination	High-resolution digital photographs of participants during activities, along with contextual metadata, for dissemination in promotional materials, reports, and social media, ensuring all individuals have given explicit consent for their images to be used.	Showcase the project's activities and impact through promotional materials and social media, aligning with the project's objectives to engage stakeholders, enhance visibility, and demonstrate the project's progress and achievements.	Data could be valuable to media outlets, researchers, educational institutions, government agencies, nonprofits, and the general public for documenting community activities, research purposes, educational materials, public engagement, and promotional use.

Table 2. STEAMbrace expected primary data

The results obtained from the primary source research will be presented in accordance with the Open Science principles. For further details, please refer to Chapter 7.

3.2.4 Expected secondary data in STEAMbrace

The already existing data that will be used during STEAMbrace project, will be publicly available, obtained mainly from Open Science repositories, and other open sources of information that can be freely used. The secondary information that will be reused by the STEAMbrace project, along with its purpose, project output and the interested target audience, is detailed below:

Type of resource	Purpose of the data	Project output	Target audience
Scientific articles	To identify trends in STEM studies.	D.3.1. "Description of STE(A)M trends in education systems in Europe".	Other researchers.
Consumer scales prevent from scientific articles	To create a measure instrument (questionnaire)	D.3.3. "Database for e-survey to STE(A)M students"	Other researchers and stakeholders around STEAM

Table 3. STEAMbrace expected secondary data

Each partner will be responsible for accessing, reproducing and disseminating the secondary information in a proper way, respecting always the intellectual property (IP) rights, according to its national and European laws and standards.

When secondary personal data information will be processed, each partner will ensure to have the rights to do it and will be also responsible of safeguard the original rights of the data subjects. For ensuring this, the following aspect will be checked by each partner when using secondary sources:

- Have the necessary permissions to use the addressed data for research purposes
- Ensure that the consent form from the subject includes the processing of the data by third parties
- In case that the previous point is not clear, obtain a direct consent letter from the subjects of study
- Promoting the anonymity of the personal data
- Minimizing the negative impacts on the subjects involved in the study

3.3 Personal data

Special attention will be paid to the personal data collected, generated, processed and managed during STEAMbrace project. As a maximum STEAMbrace rule European regulation “(EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data. This text includes the corrigendum published in the OJEU of 23 May 2018”, will be applied for the processing of all personal data related to STEAMbrace project inside Eu and Regulation (EU) 2018/1725³ for the data outside the EU.

According to this EU regulation, personal data’ means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

As it specifies in the EU regulation 2016/679, personal data related with children/ minors needs a specific protection, as they are less aware of the risks, consequences and safeguards concerned and their rights in relation to the processing of personal data, in example for creating personality or user profiles and the collection of personal data with regard to children when using services offered directly to a child. In those cases, a consent from their parents, legal guardians or tutors will be obtained for the activities related to STEAMbrace project.

Related to this aspect, AIJU’s partner has a specific ethical guideline for social research involving minors that have been approved by the ethical committee of Valencia University, for the ethical committee of Mondragon University and by the European Commission in previous European funded projects and public tenders. This guideline will be applied for STEAMbrace activities, being each partner responsible of ensure the compliance with its national laws and regulations.

Any processing of personal data should be lawful and fair. It should be transparent to natural persons that personal data concerning them are collected, used, consulted or otherwise processed and to what extent the personal data are or will be processed. For this purpose, a specific information letter template will be created by AIJU for STEAMbrace project (see Annex 2).

³ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (Text with EEA relevance.)

The processing of the personal data must be related to objective for which is collected, in case of using this information for a different purpose or project or shared with different organizations from the ones defined in the information letter, the participant/ user/ citizen must be informed again.

3.4 Sensitive data and classified information

According to the European Commission⁴, “sensitive personal data is protected under EU law and can only be processed by organisations if specific safeguards are in place”. The data considered as sensible is the data related to religion, politics, health, genetic data, biometric data, sex life, sexual orientation, racial or ethnic origin etc. that needs special protection.

In the analysis of the data made for this STEAMbrace DMP, the generation, collection, processing and managing of sensible information is NOT foresee.

As it is specified at the Grant Agreement, the parties must keep confidential any data, documents or other material (in any form) during the implementation of the action and for at least until the time-limit set out in the Data Sheet. Any sensitive data will be deleted/anonymised as soon as it is no longer needed and not be kept until the end of the project.

And related to the classified information, the Grant Agreement establishes that, the parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/44412⁵ and its implementing rules).

Based on the information explained in this section, information and personal data obtained from minors is not considered as sensitive data, but it should be considered as data that needs special protection since children are less aware of the risks and consequences of sharing data and of their rights. Any information addressed specifically to a child should be adapted to be easily accessible, using clear and plain language⁶.

Following these recommendations an information letter and consent form will be obtained from parents, legal guardians and/or tutors when children and youngsters under 17 years old (y.o.) will participate in STEAMbrace activities and research tasks. This consent will be complemented with a direct consent from the minor when they will have the enough communication and rational skills to do it (more than 6 y.o.). The age threshold for obtaining parental consent is established by each EU Member State and can be between 13 and 16 years. Check with your National Data Protection Authority.

3.5 Provenance of data

The provenance of data refers to its initial source, its history of transformations, and any modifications it has undergone over time. This aspect is crucial to ensure the quality,

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https://commission.europa.eu/law/law-topic/data-protection/reform/rules-business-and-organisations/legal-grounds-processing-data/sensitive-data_en#:~:text=Sensitive%20personal%20data%20is%20protected,law%20and%20gets%20special%20protection.

⁵ Commission Decision 2015/444/EC, Euratom of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

⁶

https://commission.europa.eu/law/law-topic/data-protection/reform/rights-citizens/how-my-personal-data-protected/can-personal-data-about-children-be-collected_en

integrity, and reliability of the data, as well as to comply with ethical and legal requirements. Detailed documentation of data provenance enables better traceability and facilitates validation and replication of the results obtained during the project.

For that purpose, a selection of elements will be taken into account in order to ensure that the data used in the project are reliable, verifiable, and can be used in an ethically and legally appropriate manner. They are as follows:

- **Data source and origin:** Detailed description of where the data comes from, whether it is generated internally within the project or reused from external sources.
- **Collection process:** Methods and techniques used to collect the data, ensuring that quality and consistency standards are met.
- **Transformations and modifications:** History of any transformation or manipulation of the data from its origin to its final use in the project.
- **Metadata associated:** Additional information describing the data, such as creation date, format (e.g. CSV, JSON, XML, etc.), structure (e.g. table with rows and columns, a hierarchical list, etc.), and any other metadata relevant to understanding its context and use.
- **Security and compliance:** Measures and safety protocols taken to protect data against unauthorised access and compliance with relevant ethical and legal regulations.
- **Responsible partner:** Clarification of who is responsible for data management and integrity at each stage of the project. For more detailed information, see Chapter 3.1.

A detailed description of the data provenance in STEAMbrace project is shown in the following table:

Data name	Data source and origin	Collection process	Transformations and modifications	Metadata associated	Security and compliance	Responsible partner
STEAMBRACE_WP3_T33_20240630_D33_Database for e-survey to STEAM students_v1	Primary data surveys	Statistical analysis of aggregate data for social behaviour description	Original	Excel file	User & Password authentication Backup copies in cloud and local server	AIJU
STEAMBRACE_WP8_T82_20261230_Digital platform "STEAM digital hub"_v1	The data collected will include user profiles, login information, usage statistics, interaction logs, educational progress, and feedback		Original	SQL databases, CSV files for logs, and JSON for API data exchanges		AIJU
STEAMBRACE_WP3_T32_20240530_Methodological foundations for the STEAM network (STEAM Alliance for Europe) v1	Word File with the statutes of the STEAM Alliance for Europe		Original	Word file		EDE
STEAMBRACE_WP5_T53_20260430_Celebration of the	Excel document compiling the data of		Original	Excel file		EDE

pilot of the STEAM week DATA from attendees_v1	participants in the pilot of the STEAM week					
STEAMBRACE_WP3_T36_20241230_Validation of the STEAM academic activities for schools at small-scale_v1	The collected data will include educational professional names, email, educational progress and feedback.		Original	Excel file		ACINV
STEAMBRACE_WP4_T44_20250630_Long-term monitoring of the implementation of STEAM training activities_v1	The data collectes will include educational professional names, email, educational progress and feedback.		Original	Excel file		ACINV
STEAMBRACE_WP7_T72_20250630_Scientific articles and preprints_v1	Parts of the overall project will produce analysis of data which results will be documented in scientific articles and discussed with scientific evidence from other publications		Original	PDH		EHU
STEAMBRACE_WP3_T34_20240730_Statistical & Comparative Analysis about e-survey to STEAM students_v1	Derivative results from STEAMBRACE_WP3_T33_20240630_D33_Data base		Original	text, tables and figures in PDF format		EHU
STEAMBRACE_WP3_T31_20240330_Summary tables of the articles selected for the study of the topic STEAM in Education_v1	Fields about each article: Authors, Title, Journal, Country, Date, Summarized abstract, Methods used, Conclusions, Contributions		Original	spreadsheet (XLS)		EHU

<p>STEAMBRACE_WP3_T36_202 41230_Student and Parents Data and Personal Information During Consent Collection for Surveys</p>	<p>Student data and personal information collected during the consent process for surveys will include names, ages, contact details, and educational backgrounds, as well as signed consent forms. This data will be used to ensure that students have given their informed consent to participate in surveys, adhering to ethical standards and legal requirements</p>		<p>Original</p>	<p>Online consent forms, paper consent forms, digital survey tools.</p>		<p>EFZG</p>
<p>STEAMBRACE_WP7_T72_202 50630_Pictures for Dissemination</p>	<p>High-resolution digital photographs of participants during activities, along with contextual metadata, for dissemination in promotional materials, reports, and social media, ensuring all individuals have given explicit consent for their images to be used.</p>		<p>Original</p>	<p>JPEG or PNG, accompanied by metadata detailing the date, time, location, and description of the activities depicted</p>		<p>EFZG</p>

Table 4. STEAMbrace provenance of data



3.6 Processed data

According to the EU regulation related to the personal data protection, processing' means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

As it is specified in the Grant Agreement (GA), all STEAMbrace beneficiaries must proceed personal data in compliance with the applicable EU, international and national law on data protection with special attention to European Regulation 2016/67914, on the protection of natural persons with regard to the processing of personal data. The processing of personal data for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes should be subject to appropriate safeguards for the rights and freedoms of the data subject pursuant to this Regulation. Those safeguards should ensure that technical and organisational measures are in place in order to ensure, in particular, the principle of data minimisation. The further processing of personal data for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes is to be carried out when the controller has assessed the feasibility. This involves fulfilling purposes by processing data that do not permit, or no longer permit, the identification of data subjects, provided that appropriate safeguards exist, such as pseudonymisation of the data.

Where personal data are processed for statistical purposes, this Regulation should apply to that processing. Union or Member State law should, within the limits of this Regulation, determine statistical content, control of access, specifications for the processing of personal data for statistical purposes and appropriate measures to safeguard the rights and freedoms of the data subject and for ensuring statistical confidentiality. Statistical purposes mean any operation of collection and the processing of personal data necessary for statistical surveys or for the production of statistical results. Those statistical results may further be used for different purposes, including a scientific research purpose. The statistical purpose implies that the result of processing for statistical purposes is not personal data, but aggregate data, and that this result or the personal data are not used in support of measures or decisions regarding any particular natural person.

Every STEAMbrace partner must ensure that the personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subjects
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed and
- processed in a manner that ensures appropriate security of the data.

The STEAMbrace principles for processing data will be totally aligned with the EU regulation EU 2016/679, and for the following measures have been established:

- minimising the processing of personal data

- pseudonymising personal data as soon as possible
- transparency with regard to the functions and processing of personal data
- enabling the data subject to monitor the data processing
- enabling the controller to create and improve security features

The beneficiaries may grant their personnel access to personal data only if it is strictly necessary for implementing, managing and monitoring the Agreement. The beneficiaries must ensure that the personnel are under a confidentiality obligation.

3.7 Public outputs

Related to the STEAMbrace public outputs, a project website is being created by AIJU. A detailed list of these public outputs is presented below:

Deliverable Name	Month	Deadline for submission
D1.2 Data Management Plan v1	M6	June 2024
D1.4 Data Management Plan v2	M18	June 2025
D2.2 Final Data Management Plan	M36	December 2026
D2.3 Report on minor rights, data privacy, gender equality & sustainability	M36	December 2026
D3.1 Description of STE(A)M trends in education systems in Europe	M3	March 2024
D3.4 Current STEAM landscape in academic curricula of 11-18 yo students	M7	July 2024
D3.6 Manual to implement the adapted STEAM trainings in schools	M12	December 2024
D3.7 Procedures for extracurricular STEAM training activities	M12	December 2024
D5.2 Instructions and material to perform VR activities in rural areas	M25	January 2026
D5.3 Impact of STEAM training in STEM education & scholars, focus in girls	M27	March 2026
D5.4 Analysis of the adherence to STEAM approach after the STEAM week	M28	April 2026
D6.1 Follow-up STEAM booster courses	M32	August 2026
D6.2 Guide for education institutions to certify minimum STEAM teaching	M32	August 2026
D6.3 Recommendations to policy makers to implement STEAM curricula	M32	August 2026
D6.4 STEAM seal and handbook for STEAM certificate for students	M36	December 2026
D7.1 Communication and dissemination plan, including exploitation	M3	March 2024
D7.2 Project website and access to digital platform	M6	June 2024
D7.3 Report on Communication & Dissemination activities v1	M18	June 2025
D7.4 Report on synergy and clustering activities v1	M18	June 2025
D7.5 C&D materials and resources v1	M18	June 2025

Deliverable Name	Month	Deadline for submission
D7.6 Policy briefs v1	M18	June 2025
D8.1 Final report on Communication & Dissemination activities	M36	December 2026
D8.2 Digital platform "STEAM digital hub"	M36	December 2026
D8.3 Report on network, cooperation, engagement & clustering activities	M36	December 2026
D8.4 C&D materials and resources	M36	December 2026

Table 5. STEAMbrace public outputs

It should be mentioned that the date specified at the previous list is related to the month when the deliverable will be submitted to the European Commission, and the final version will be available for all STEAMbrace partners. The date for making the document public will be decided by the organization responsible of the related deliverable in agreement with EDELVIVES as project coordinator.

4 Applied methodologies and standards in Data Management

This section identifies the methodologies and standards that will be used for data creation, data collection and to make data accessible during the STEAMbrace project, with a specific focus on which standard will be applied to each situation, if applicable, in each identified database. The use of established methodologies and standards is critical to ensure the quality, consistency, and reliability of the data collected. These practices will enable all project partners to follow a uniform and rigorous approach, facilitating the comparison and analysis of the data obtained. By detailing which standard applies to each type of data, we ensure that the data is of high quality and fit for purpose within the project.

In the next table a list of the methodologies and standards related to each STEAMbrace database is presented:

Database Name	Standard & Methodology	When it will be applied (pre and/or post)	Responsible Partner
STEAMBRACE_WP3_T32_20240530_Methodological foundations for the STEAM network (STEAM Alliance for Europe)_v1	No metadata will be created. It will be available through the open register of nonprofit organizations of Spain	May 24	EDE
STEAMBRACE_WP5_T53_20260430_Celebration of the pilot of the STEAM week DATA from attendees_v1	DDI (Data Documentation Initiative)	Jan 26	EDE
STEAMBRACE_WP3_T36_20241230_Validation of the STEAM academic activities for schools at small-scale_v1	TBC. Data will be deposited in Zenodo for public access and Google Drive for internal use.	May 25	ACINV
STEAMBRACE_WP4_T44_20250630_Long-term monitoring of the implementation of STEAM training activities_v1	TBC. Data will be deposited in Zenodo for public access and Google Drive for internal use.	Dec 24	ACINV
STEAMBRACE_WP3_T33_20240630_D33_Data base for e-survey to STEAM students_v1	DDI (Data Documentation Initiative)	Jun 24	AIJU
STEAMBRACE_WP8_T82_20261230_Digital platform "STEAM digital hub"_v1	Metadata will include user IDs, timestamps, and activity types. Standards: Dublin Core, FAIR principles.	Jun 24	AIJU



Database Name	Standard & Methodology	When it will be applied (pre and/or post)	Responsible Partner
STEAMBRACE_WP3_T31_20240330_Summary tables of the articles selected for the study of the topic STEAM in Education_v1		May 24	EHU
STEAMBRACE_WP3_T34_20240730_Statistical & Comparative Analysis about e-survey to STEAM students_v1		Jul 24	EHU
STEAMBRACE_WP7_T72_20250630_Scientific articles and preprints_v1	OAI-PMH by DOAJ (Directory of Open Access Journals)	Jun 24	EHU
STEAMBRACE_WP3_T36_20241230_Student and Parents Data and Personal Information During Consent Collection for Surveys	Date and time of data collection Type of data collected (e.g., personal information, consent forms, photographic images) Source or origin of the data	Dec 24	EFZG
STEAMBRACE_WP7_T72_20250630_Pictures for Dissemination	Metadata for photographs will include descriptive details (e.g., event description), administrative information (e.g., photographer's name), technical specifications (e.g., file format), and rights management data, adhering to standards like Dublin Core for consistency and compliance.	Nov 24	EFZG

Table 6. STEAMbrace applied methodologies and standards in Data Management



5 Data security

As it has been described during the previous sections of this DMP NO sensible information will be generated, collected, processed and managed during STEAMbrace project. In addition, when previous existing citizens databases with personal data will be used, each partner will be responsible of managing and storage its own database according to its national and European law and standards. No personal data of these databases (name, contact information in example) will be shared neither to the other project partners and to the public or external organizations. The information shared will be previously anonymised.

All personal data in digital format generated, collected, processed and managed during STEAMbrace project execution will be stored by the related partner in a secure internal server (protected at least with authentication protocol, username/ email + password) and will follow the EU regulation related to the data protection. The research information obtained from these databases will be anonymised previously to be shared with other STEAMbrace partners and organizations outside of the consortium.

In general, the use of personal data during STEAMbrace project will be minimise. In case that personal information needs to be shared among partners, the person affected will be informed and the specific consent form developed for this issue and project will be applied.

The information collected during STEAMbrace project will be mainly digital, in those cases that partner will be responsible for the managing and destruction of the information according to its national and European laws.

The digital information generated, collected and managed during STEAMbrace project will be storage in the following cloud spaces:

- Project website: For the dissemination of the public information
- Slack: For the communication among partners
- Onedrive/ Google Drive: For sharing the documents among partners

These cloud services have its own backup periodically procedures that will be complemented by the physical backup copy in a NAS server located in the European Union (EU). In addition, each WP leader and task leader will be responsible for the storage of its own research data on their secure services.

For the access of STEAMbrace non-public information an authentication process will be required (mail/ username + password), an invitation for access to these sites will be previously required. In addition to this, primary copies of the research data will be storage in the partners local servers.

As it specifies in the EU regulation 2016/679, a personal data breach may, if not addressed in an appropriate and timely manner, result in physical, material or non-material damage to natural persons such as loss of control over their personal data or limitation of their rights, unauthorised reversal of pseudonymisation, loss of confidentiality of personal data protected by professional secrecy or any other significant economic or social disadvantage to the natural person concerned. Therefore, as soon as the controller becomes aware that a personal data breach has occurred, the controller should notify the personal data breach to the supervisory authority without undue delay and, where feasible, not later than 72 hours after having become aware of it. The controller should communicate to the data subject a personal data breach. In such cases, a data protection impact assessment should be carried

out by the controller prior to the processing in order to assess the particular likelihood and severity of the high risk, taking into account the nature, scope, context and purposes of the processing and the sources of the risk.

6 Data curation and preservation

6.1 Data handling during and after the project

Any personal data under the Agreement will be processed under the responsibility of the data controller of the granting authority in accordance with and for the purposes set out in the Portal Privacy Statement.

The main intention of STEAMbrace project will be to generate all the research data in a digital way, in case of non-digital information will be generated by a specific partner during project activities, this partner will be the responsible for its storage and destruction according to national and European laws and regulations.

The digital personal data generated, collected and processed during STEAMbrace project will be stored in a secure way at its own servers, in which authentication access will be required, and always in accordance with the European Regulation 2016/679 with regards to the processing of personal data and on the free movement of such data.

When databases that include personal data (name and or contact information in example) will be used during STEAMbrace task execution, the data controller (specific partner) will ensure that all the data is anonymised. Previous databases with personal data from citizens/users (AIJU's families database in example) will be stored in a cloud/ physical repository property of the related partner and different from the STEAMbrace project, this personal information will not be shared with the rest of the partners and the individual identification of the partners will not be possible for other partners, the shared information will be anonymised to guarantee this aspect.

It should be pointed that EDELVIVES as project coordinator will create a cloud common space for boosting the collaboration and sharing problems among partners. Each partner will be responsible for ensuring that all the data collected, generated and storage in accordance with their national law, European regulations, and ethical procedures and with the STEAMbrace signed contract.

In this cloud common space created by EDELVIVES, a digital copy of the main project results (deliverables, working documents, project minutes, etc.), will be storage to make it accessible to all the partners.

Even though, cloud spaces like Google Drive, One Drive or Slack creates periodically backups, its WP leader and task leader will be responsible of the storage and safety copies of all information generated in its own WP. In addition, all the data will be shared using secure servers. All the personal information collected in this space as a research level (excluding partners personal information) will be anonymised and will be destroyed five years after the project conclusion.

The access to this cloud space will require and authentication process (email/ username and password) that will be managed by EDELVIVES.

6.2 Data preservation

As a general rule, non-personal data will be preserved for more than five years after project conclusion in STEAMbrace project, the data controller could decide to destroy the personal data in a shorter period of time than five years if she/he considers so. After this period, the personal data will be destroyed. In case of could be extended due to legal obligations and/ or audit requirements.

If the personal data is stored in a digital/ physical different place of the one managed by the data controller (specific responsible partner of the addressed task), this organisation will ensure the secure destruction of this information (including the backups) according to the time described in the previous paragraph.

7 FAIR data

In this section, we discuss the FAIR (Findable, Accessible, Interoperable, and Re-usable) data principles and how they will be applied within the STEAMbrace project. The adoption of these principles is fundamental to maximising the value and impact of the data generated, ensuring that it is easily findable, accessible, interoperable and reusable by both project partners and the scientific community and other stakeholders.

The following subsections are organised according to the FAIR data principles, detailing their concepts and scope as follows:

- Findable, describes the strategies and tools that will be used to ensure that data are easily findable, including the implementation of appropriate metadata and the use of unique and persistent identifiers.
- Accessible, explains the methods to ensure that data is available to those who need it, while maintaining the necessary security and privacy constraints.
- Interoperable, discusses how compatibility and integration of data with other systems and datasets will be ensured, using open and widely accepted formats and standards.
- Re-usable details the measures that will be taken to make the data reusable in different contexts and by different users, including appropriate documentation and licensing.

Through the implementation of the FAIR principles, the STEAMbrace project will not only improve the management and use of its own data but will also contribute to the advancement of knowledge and innovation within and beyond the scope of the project.

7.1 Making data findable

One of the main aspects for making the research data findable for future investigations is to make the data findable, and to achieve this objective STEAMbrace project considered the following aspects for each database:

- Define a naming convention (project name + related WP + related task + date “YYYYMMDD” + descriptive Name + version number)
- Unique and persistent mechanism identifier
- Define the keywords
- Specify the version number
- Create the database following a specific standard

Sharing the data through standardized access protocol

7.2 Making data openly accessible

As public project funded, the philosophy of STEAMbrace project is to make the openly available as much as possible. And for making them accessible the database will be deposited in a repository like Zenodo a general-purpose data repository built on open-source software that accepts all forms of research output from data files to presentation files. It was developed by the European Organization for Nuclear Research (CERN).

Zenodo will automatically register a Digital Object Identifier (DOI) for a record once you publish it. The DOI is a globally unique persistent identifier which ensures that the record can be uniquely cited which is important for reproducibility and attribution of credit. Zenodo register DOIs with DataCite.

7.3 Making data interoperable

In addition to be open, the data generated by STEAMbrace project will be interoperable as default to boost the exchange of information between researchers, institutions, organisations and countries. To achieve this objective the following actions will be carried out for each database by the responsible partner:

- Creating the database with general standards like “Data Documentation Initiative, DDI” (for social research)
- Making the database accessible through a free and standardized access protocol

7.4 Making data more re-usable

STEAMbrace project will re-use previous information and databases, in these cases peer reviewed scientific publication will be prioritize. These secondary sources will be properly referenced by using APA citation format,

On the other hand, and in addition to promoting databases findable and open, the third objective of STEAMbrace databases will be to boost their re-use to external researchers, organizations and institutions. Obviously, these databases will be open to the public, once the accurate intellectual property rights will be applied and after the internal partners have finished the work related to this output (i.e. writing scientific articles). In these cases, “embargo” police will apply, to give time to publish or seek protection of the intellectual property (e.g. patents), the authors will specify why and how long this will apply, bearing in mind that research data should be made available as soon as possible, considering the end of the project as the maximum extensions.

To promote the re-use of the data the following actions will be followed for each database by the responsible partner:

- Including readme files explaining the methodology carried out, variables used and its definition, scales used, units of measurement, etc.
- Applying reuse licenses, using Creative Commons Attribution-NonCommercial license as default, which is a non-commercial license promoted by Creative Commons
- Guaranteeing the re-use of the data by third parties after project conclusion

Related with the new data generated during STEAMbrace project, the principle of Open Science defined by the EC⁷ will be promoted by opening up the research system between scientists and between disciplines, as well as towards society as a whole. Open Science facilitates sharing and collaboration, thereby accelerating the discovery process, improving research quality, and making science more impactful and central to human and societal development.

Notable Open Science practices include:

- early and open sharing of research:
 - pre-registration, registered reports, data deposition in shared repositories, pre-prints
 - open collaboration within science and with other knowledge producers/users
- providing immediate and unrestricted open access to scientific publications, research data, models, algorithms, software, protocols, notebooks, workflows, and all other research outputs
- ensuring verifiability and reproducibility of research outputs
- practicing responsible research output management (publications, data, and other outputs) in line with the FAIR (Findable, Accessible, Interoperable, and Reusable) principles
- promoting public engagement in research and innovation, bolstering citizen science and enhancing public trust in science

⁷

https://research-and-innovation.ec.europa.eu/strategy/strategy-2020-2024/our-digital-future/open-science_en

8 Ethics

Related with STEAMbrace ethics specific tasks are directly related to this aspect, “Task 1.4: Ethical assessment I” and “Task 2.3: Ethical assessment II”. As a tangible results of these tasks, the following deliverables will be developed:

- D.1.3. Guideline for compliance with ethical and gender requirements (Month 6)
- D.1.5. Report on project management and gender and ethic compliance v1 (Month 18)
- D.2.3. Report on minor rights, data privacy, gender equality & sustainability (Month 36)

Research in the field of social sciences and humanities often involves working with human participants and particular methodological tools (e.g., surveys, questionnaires, interviews, standardised tests, direct observation, ethnography, recordings, experiments with volunteers and whether these include physical interventions). In these cases, it will be ensured that research methodologies do not result in discriminatory practices or unfair treatment. As a general principle, benefits will be maximised and harm/risks minimised. For each research conducted by AIJU, International Code on Market, Opinion and Social Research and Data Analytics (2016) will be followed

Prior to starting research with humans, the researcher will need to obtain:

- The necessary ethics approvals (if required)
- Free and fully informed consent of the research participants

Related to ethic, an important aspect of STEAMbrace project is the involvement of minors (children and youngsters) in social research and other activities. As has been mentioned before, AIJU’s partner has a specific ethical guideline for social research involving minors that have been approved by the ethical committee of Valencia University, for the ethical committee of Mondragon University and by the European Commission in previous European funded projects and public tenders. This guideline will be applied for STEAMbrace activities, being each partner responsible of ensure the compliance with its national laws and regulations. And also, additional information could be consulted in the section related to the “sensitive data” of this report.

Every study involving minors that will be carried out by STEAMbrace partner and that will be related to STEAMbrace activities and research will comply with ethical principles and with applicable international, European and national law. The researcher will ensure the respect for people and for human dignity, fair distribution of research benefits, and the protection of the values, rights and interests of the research participants.

It should be mentioned that research involving minors will only be carried out if it is the only way, or the most appropriate way, to obtain the information needed for the project, and also only if:

- Studies with adults would not be effective
- There is only minimal risk to the participants
- The results of the research will benefit the individual or the group represented by the participants

On the other hand, the right to participate of children and adolescents is recognized by the United Nations Convention on the Rights of the Child (UNICEF, 2016) which, in addition to enumerating a series of protection and provision rights, also recognizes the condition of children/ as well as holders of participation and decision-making rights. Specifically, it establishes several articles (12, 13, 14 and 15) that recognize the right of participation of children, and that are summarized in:

- Art. 12: The child shall be provided the opportunity to be heard in any proceedings affecting him/her.
- Art. 13: Every child has the right to seek, receive and impart information and ideas of all kinds, provided that this does not undermine the rights of others.
- Art. 14: The child has the right to freedom of thought, conscience and religion under the direction of his father and mother, and in accordance with the limitations prescribed by law.
- Art. 15: Every child has the right to freedom of association and to hold meetings, as long as this does not go against the rights of others.

When designing and planning research involving children, it must be possible to justify why children or a specific group of children are included or excluded from the research. The international project “Ethical Research involving Children” (Graham et al., 2013), which focuses on helping researchers to carry out ethical research with children and young people, establishes that their participation should be determined based on joint reflection on various questions such as:

- whether the research will extend knowledge, and potentially influence policy and practice
- if it is necessary to include children or if the knowledge can be obtained through other means
- if there are sound and informed reasons for excluding children
- if the researchers have the competence, expertise, resources and capacity needed to undertake the research involving children
- if the research will be of benefit to the individual child participants or children as a wider social group

Related to the ethics, and important aspect to be considered is the purpose of the data that will be obtained during STEAMbrace research and activities. At this stage of the project, the following situations have been detected:

- Internal research
- Images and/ or videos obtained for internal research (video recording of focus group sessions or deep interviews or meetings that could be recorded to transcript the responses of the subjects)
- Images and/ or videos obtained for dissemination activities
- Images and/ or videos obtained for dissemination activities including social media

A specific template of a consent letter adapted to STEAMbrace project has been developed by AIJU for all these cases. Each partner will be responsible for ensuring the accomplishment with its national law and adapt it to it in case it would be necessary.

9 Conclusions

This deliverable is the first version of STEAMbrace Data Management Plan and will be used as guideline for all the partners to manage all their data related to the project activities, with special focus on the personal data.

As a first version of the document, the analysis has been made related to the main project databases, and deeper research will be made for the second version when all the partners will have a higher level of understanding of these procedures.

One of the key aspects of the data management plan, is that data from minors will be obtained, but as has been explained during this deliverable, AIJU has a wide experience on this aspect, and their ethical procedures has been approved by the EC and by ethical committees in previous European projects.

In addition, this document, the third version of the data management plan will be complemented with a section related to the “allocation of resources” in which a detailed explanation about the necessary costs for making the STEAMbrace data FAIR will be presented. This section will also explain how this costs will be covered after project conclusion, and explanation of the agreement achieve about how the new data will be preserved for long term.

10 Bibliography

1. DATA MANAGEMENT PLAN. EU Grants: Data management plan (HE): V1.1 – 01.04.2022. European Commission (2022).
2. Ethical procedures for social research involving minors or not (AIJU, 2024)
3. Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data. This text includes the corrigendum published in the OJEU of 23 May 2018.
4. STEAMbrace Grant Agreement

11 Annex 1. Consent forms

11.1 Consent form for parents of minors involved in the study (electronic interviews)

INFORMED CONSENT PARENTS

Dear contributor,

We are contacting you to request you and your son/daughter participations in a survey for the STEAMBRACE project "Agreement N° 1011326252", supported by funds under the Horizon CL2 2023 HERITAGE 01 programme, within the framework of the European Union programme for research and innovation.

Note: First, your child will answer under your supervision, and then you as a parent will have to answer some questions. Both you and your child must want to participate in the survey; otherwise, participation will not be accepted. **Both of you must read the informed consent.**

Before we begin, we would like to remind you that:


- Participation consists of answering a survey lasting approximately 20 minutes.
- Participation in this survey is completely voluntary. You may choose not to participate. Furthermore, if you do participate, you may withdraw from the survey at any time.
- All data collected will be treated anonymously.
- The respondent is obliged and undertakes not to disseminate or publish, directly or indirectly, in any case and under any circumstances, the information contained in this survey.

On the basis of the above, you acknowledge that you have been informed about your participation in this survey.


[Basic information on data protection](#)

I accept that me and my son/daughter participate in this survey.

 I do not accept that me and my son/daughter participate in this survey.



Funded by the European Union



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11.2 Consent form of minors involved in the study (electronic interviews)

INFORMED CONSENT SON/DAUGHTER

Dear contributor,

We are contacting you to request you and your son/daughter participations in a survey for the STEAMBRACE project "Agreement N° 1011326252", supported by funds under the Horizon CL2 2023 HERITAGE 01 programme, within the framework of the European Union programme for research and innovation.

Note: As a child, you should read this informed consent and agree to participate in the study. First, you will answer some questions (you can ask your parent any questions you may have) and then your parent will answer other questions.

Before we begin, we would like to remind you that:


- Participation consists of answering a survey lasting approximately 20 minutes.
- Participation in this survey is completely voluntary. You may choose not to participate. Furthermore, if you do participate, you may withdraw from the survey at any time.
- All data collected will be treated anonymously.
- The respondent is obliged and undertakes not to disseminate or publish, directly or indirectly, in any case and under any circumstances, the information contained in this survey.

On the basis of the above, you acknowledge that you have been informed about your participation in this survey.


[Basic information on data protection](#)

I accept participate in this survey.

 I do not accept participate in this survey.





Funded by the European Union



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×
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11.3 Consent form for parents of minors involved in the study (face to face interviews, like workshops, focus groups, deep interviews)



**AIJU
TECHNOLOGICAL INSTITUTE OF CHILDREN'S PRODUCTS & LEISURE**

INFORMED CONSENT

Dear participant,

We are contacting you on this occasion to ask you for your opinion **in the framework of the project, STEAMBRACE** coordinated by Edelvives (Spain), in which AIJU is participating as the leader of this task as part of the PRIMA programme, supported by funds under the Horizon 2020 programme, within the framework of the European Union programme for research and innovation.

Your participation in this study will consist in giving us your opinion about about the STEAM educational methodology through a **face-to-face focus group which takes about 45 minutes**. This information will be treated by AIJU as well as the other members that form the project consortium. In all cases, when the exchange of information between the various companies in the consortium takes place, the anonymity of respondents will be guaranteed.

The information resulting from this research will be used within the **STEAMBRACE** Project.


- Participation in this focus group is completely voluntary, not mandatory. Furthermore, if you decide to participate, you can always withdraw from the activity at any time.
- All data collected will be treated anonymously through a system of codes.
- All personal data will follow the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
- All information gathered will only be used within the **STEAMBRACE** project, which may include making publications. In the event that researchers want to use the information for other projects, they will request your consent once again, complying at all times with current regulations and laws.

Based on the above, you declare that you have been fully informed about the intentions and objectives of the project **STEAMBRACE** and understand that you are under no obligation to participate in this focus group.


I accept the terms and conditions stated above.


If you have any questions regarding your participation in this project, please contact our technical expert, Pablo Busó, via email pablobuso@aiju.es or phone (0034) 963-391-376.

Pablo Busó
Project Manager at AIJU's Users Research Department.


Technological Institute
to children's products & leisure

11.4 Consent form of minors involved in the study (face to face interviews, like workshops, focus groups, deep interviews)





AIJU
TECHNOLOGICAL INSTITUTE OF CHILDREN'S PRODUCTS & LEISURE

INFORMATION LETTER

Dear collaborator,


Thank you very much for participating in the STEAMBRACE project, coordinated by Edelvives (Spain), as part of the PRIMA programme, supported by funds under the Horizon 2020 programme, within the framework of the European Union programme for research and innovation.

The main purpose of this information letter is to briefly inform you about the aims and details of the STEAMBRACE project, explain how you will contribute to this research and make you aware of your rights and benefits for your participation.

STEAMBRACE is a 3-year project aiming to bridge the current gender gap in STEM (Science, Technology, Engineering and Mathematics) fields by unlocking the potential of STEAM (STEM + Arts) education approach for future European innovators, especially women. This global objective will be attained through age- and culture-adapted educational actions in schools, complemented with customized MD-based menus in school canteens and enhanced with new Med healthy snacks.

To achieve this objective, a total of 10 organisations are involved in the STEAMBRACE Project, as listed in the table below:

PARTICIPANTS					
<i>Grant Preparation (Beneficiaries screen) — Enter the info.</i>					
Number	Role	Short name	Legal name	Country	PIC
1	COO	EDE	CASA EDELVIVES	ES	891640782
2	BEN	AIJU	ASOCIACION DE INVESTIGACION DE LA INDUSTRIA DEL JUGUETE CONEXAS Y AFINES	ES	999443090
3	BEN	WITEC	WITEC SWEDEN	SE	911813581
4	BEN	C4G	C4G - CONSULTING AND TRAINING NETWORK, LDA	PT	932044386
5	BEN	ACINV	ACADEMIA DE INVENTORES SL	ES	886766338
6	BEN	MTP	PROVINCIA PORTUGUESA DA CONGREGACAO DOS IRMAOS MARISTAS	PT	889490195
7	BEN	CTA	CONTACTICA SL	ES	957958033
8	BEN	ATRV	ASOCIATIA DE TINERET RAISE YOUR VOICE	RO	947187638
9	BEN	EPZG	SVEUCILISTE U ZAGREBU EKONOMSKI FAKULTET	HR	998755166





PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Number	Role	Short name	Legal name	Country	PIC
10	BEN	UPV/EHU	UNIVERSIDAD DEL PAIS VASCO/ EUSKAL HERRIKO UNIBERTSITATEA	ES	999865234

Within the framework of this STEAMBRACE project, we ask for your collaboration in order to (DESCRIPTION OF THE ACTIVITY). In this case, your participation will consist of (DESCRIPTION OF THE ACTIVITY) with an approximate duration of (INDICATE DURATION).

Potential benefits: the results of this activity will be used for research and/or scientific publication purposes. For this reason, we invite you to participate in this study. Your participation is essential for the progress of the DELICIOUS Project, as it will contribute to collect information related to the task (INDICATE TASK), addressed to (DESCRIPTION OF THE TASK).

Security, privacy and confidentiality: the STEAMBRACE project employs the measures necessary to ensure the security and privacy of the participants. In the event that you require a description of the security measures, they will be sent to you. The information collected will always be treated with confidentiality and in compliance with current ethical legislation, ensuring data protection.

All data collected will remain anonymous and will only be linked with a family code, in order to ensure the safety and confidentiality of you and your family. All personal data will follow the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

In addition, participation in this activity will be completely voluntary and will not involve any risk for the participants. Please note that you are free to withdraw at any time, and your withdrawal shall not affect your rights or those of your child.

If you have any questions or require clarification regarding your participation in this project, please contact our technical expert, Pablo Busó, via email pablobuso@aiju.es or phone (0034) 963-391-376.

I thank you in advance for participating in the project, with my best regards.

Pablo Busó
Project Manager at AIJU's User Research Department.



AIJU
TECHNOLOGICAL INSTITUTE OF CHILDREN'S PRODUCTS & LEISURE

IMAGE RIGHTS ASSIGNMENT AGREEMENT

HEREBY AGREE AND ESTABLISH

On the one part, Mr./Mrs. _____, of legal age, with (INDICATE IDENTIFICATION NUMBER) _____, representing the (INDICATE THE NAME OF THE STEAMBRACE PARTNER), (hereinafter referred to as "THE ASSIGNEE"

On the other part, Mr./Mrs. _____, of legal age, with DNI/NIF _____, residing in _____, as a parent/guardian of _____, minor child, hereinafter "THE ASSIGNOR"
DECLARE:

BOTH PARTIES MANIFEST AND DECLARE

That under the provisions of *Ley Orgánica 1/1982, de 5 de mayo, de protección civil del derecho al honor, a la intimidad personal y familiar y a la propia imagen* (THIS LEGISLATION APPLIES IN THE CASE OF SPANISH PARTNERS. WHEN THE RESEARCH TASKS ARE CARRIED OUT IN OTHER COUNTRIES, THE RESPONSIBLE PARTNER MUST SUBSTITUTE THIS LAW FOR THE ONE IN FORCE IN HIS/HER COUNTRY), they declare that they have sufficient capacity to be bound and formalize this IMAGE RIGHTS ASSIGNMENT AGREEMENT, hereinafter, the "Agreement", whose purpose is the transfer of image rights from the ASSIGNOR to the ASSIGNEE, as well as the establishment of the conditions of their use, and which will be governed by the following,

TERMS OF THE AGREEMENT

ARTICLE 1.- OBJECT. IMAGE RIGHTS ASSIGNMENT.

The ASSIGNOR declares that he legally holds parental authority/guardianship of the minor and assigns to the ASSIGNEE the image rights of the minor, expressly authorizing the capture, reproduction and dissemination of images, photographs, graphic material, etc. (hereinafter "the images").

ARTICLE 2.- LIMITS OF IMAGE RIGHTS TRANSFER.



In the event that the ASSIGNEE assigns the exploitation rights over the aforementioned images, or parts thereof, to third parties, individuals or legal entities, they will not be authorized to use them without first obtaining written authorization from the ASSIGNOR.

You are informed that the images collected as the object of this study will be transferred for research purposes to the participants partners on the DELICIOUS Project. You may oppose such assignment by communicating it in advance.

ARTICLE 3.- GRATUITOUS AGREEMENT

The Parties agree that this assignment is made free of charge, without THE ASSIGNOR being able to demand any consideration in exchange for the assignment of their image rights to the ASSIGNEE.

ARTICLE 4.- APPLICABLE REGULATIONS

Both parties submit to Spanish legislation and to the terms agreed in this contract, with the only limitations contained in the *Ley Orgánica 1/1982, de 5 de mayo, de protección civil del derecho al honor, a la intimidad personal y familiar y a la propia imagen, concediendo la obligación de informar al Ministerio Fiscal, en la Ley Orgánica 1/1996 de 15 de enero, de protección jurídica del menor* and in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

ARTICLE 5.- DATA PROTECTION

In accordance with current regulations on data protection (EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation; as well as the provisions of *Ley Orgánica 1/1982* in Spain) we inform you that the data contained in this contract will be processed by DELICIOUS Partners in order to formalize this agreement as well as to comply with the obligations and purposes stipulated therein. For its part, those images collected from the minor will be treated with the purpose and limitations agreed, considering that the minority age to give consent in matters of data protection is set at 13 years.

You can request additional information on data protection as well as exercise your rights by writing to the following email address: rgpd@aiju.es



ARTICLE 6.- APPLICABLE JURISDICTION





THE ASSIGNOR only authorizes the use - collection, reproduction and dissemination - of the aforementioned images, or parts of them, within the limits established in this clause.

Any form of use of the images that does not respect the provisions herein must have a new written authorization from the assignor.

1. Material scope:

THE ASSIGNEE may reproduce and disseminate the aforementioned images, or parts thereof, using all the technical means and supports currently known, particularly, written, audiovisual and electronic supports, including the Internet, and those that may be developed in the future, with the sole exception and limitation of those uses that may violate the right to honor in the terms provided in *Ley Orgánica 1/1982, de 5 de mayo, de protección civil del derecho al honor, a la intimidad personal y familiar y a la propia imagen*.

THE ASSIGNOR authorizes that the images or part of them in which the child/ward takes part may be included in the DELICIOUS database and be published in the following media: YouTube channel, social network profiles, online campaigns, etc.

2. Temporal scope:

The authorization and transfer of the image rights carried out by THE ASSIGNOR is granted for a period of 10 years. For new publications, the ASSIGNEE will request a new authorization for this purpose.

Once the previous period has expired, the audiovisual material published within the assignment period will not be deleted.

The consent given will be revocable by the ASSIGNOR at any time under the provisions of article 2 of *Ley Orgánica 1/1982, de 5 de mayo, de protección civil del derecho al honor, a la intimidad personal y familiar y a la propia imagen*. This authorization will be revocable by the ASSIGNOR without prejudice, where appropriate, to compensation for damages caused to the ASSIGNEE, including justified expectations.

After the termination of the relationship with the ASSIGNOR, he may exercise the cancellation of its image on said supports, provided that it is reasonable, well-founded and the company is in a position to carry out the cancellation.

3. Territorial scope:

Due to the nature of the publication media (youtube channel, website and social networks) the transfer of image rights is understood to be carried out on a universal basis, without specific geographical limitation.

4. Transfers to third parties:



The parties to this contract undertake, expressly renouncing the applicable jurisdiction, to the courts and tribunals of Valencia for the resolution of disputes that may arise.

IN WITNESS THEREOF, THE PARTIES EXECUTE THIS AGREEMENT ON ____/____/____.

ASSIGNOR

ASSIGNEE

11.5 Ethical aspect review table

		YES	NO	Page	Information to provide	Documents to provide
Does your research involve the participation of people?		X			Confirm that informed consent has been obtained.	Informed Consent Forms + Information Sheets (<i>see text box below</i>).
If so...	Are they volunteer for research in the social or human sciences?	X			Details on recruitment, inclusion and exclusion criteria and informed consent procedures.	Ethical behavior normative (if required).
	Are they people who cannot give their informed consent (including children, minors)?	X*			Details on the procedures for obtaining the approval of the guardian / legal representative and children's agreement. Details about the measures you plan to take to ensure that participants are not coerced.	Ethical behavior normative.
	Are they vulnerable individuals or groups?	X*			Details about the type of vulnerability. Details on the procedures for obtaining the approval of the guardian / legal representative and the agreement of the children. Demonstrate the efforts necessary to ensure a fully informed understanding of the implications of participation.	Ethical behavior normative.
	Are they children or minors?	X*			Details about the age ranges. Details about child/minor consent procedures and parental consent. Details about the measures that are intended to be taken to guarantee the well-being of the child / minor.	Ethical behavior normative.



		YES	NO	Page	Information to provide	Documents to provide
					Justification for children's participation.	
	Are they patients?		X		Details of the nature of the illness/condition/disability. Details on recruitment, inclusion and exclusion criteria and informed consent procedures. Details about the policy for unexpected incidents.	Ethical behavior normative.
	Are they healthy volunteers for medical studies?		X		-	Ethical behavior normative.
Does your research also involve physical interventions on study participants?						
If so...	Does it involve invasive techniques (for example, human tissue or cell harvesting, surgical or medical interventions, invasive brain studies, TMS, etc.)?		X		Risk assessment for each technique and as a whole.	Ethical behavior normative.
	Does it involve the collection of biological samples?		X		Details on the type of samples to be collected. Details on the procedures for the collection of biological samples.	Ethical behavior normative.

11.6 Personal data verification table

		YES	NO	Page	Information to provide	Documents to provide
Does your research involve the collection and/or processing of personal data?		X			<p>Details on procedures for data collection, storage, protection, retention, transfer, destruction, or reuse (including collection methodology (digital recording, imaging, etc.), storage and sharing methods (LAN, cloud, etc.), data structure and preservation (encryption, anonymization, etc.), data exchange or fusion plan, commercial exploitation of data sets, etc.).</p> <p>Details on data security procedures (protective measures to prevent unforeseen use or disclosure, including the mosaic effect, for example, obtaining identification by merging multiple sources).</p> <p>Confirm that informed consent has been obtained.</p> <p>Details about the transfer of data to third countries (type of data transferred and country to which it is transferred; see the third country transfer reference below).</p>	<p>Documents with notifications / authorizations for the collection and / or processing of personal data (if necessary).</p> <p>Informed consent letter + Information letter + Other consent documents (if applicable).</p> <p>Authorization document for the transfer of data to a third country (if necessary).</p>
If so...	Does it involve the collection or processing of sensitive personal data (for		X*		<p>Details on procedures for data collection, storage, protection, retention, transfer, destruction, or reuse (including collection methodology (digital recording, imaging,</p>	<p>Document of the notification/authorization for the processing of confidential data (if necessary).</p>



		YES	NO	Page	Information to provide	Documents to provide
	example, health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction) ?				etc.), storage and sharing methods (LAN, cloud, etc.), data structure and preservation (encryption, anonymization, etc.), data exchange or fusion plan, commercial exploitation of data sets, etc.). Details about data security procedures (protective measures to prevent unforeseen use or disclosure, including the mosaic effect, for example, obtaining identification by merging multiple sources). Confirm that informed consent has been obtained. Details about the transfer of data to third countries (type of data transferred and country to which it is transferred; see the third country transfer reference below).	
	Does it involve the processing of genetic information ?		X			
	Does it involve tracking or observation of participants (for example, surveillance or location data and Wan data, such as IP address,		X			Document of the notification/authorization for monitoring or observation (if necessary).



		YES	NO	Page	Information to provide	Documents to provide
	MAC address, cookies, etc.)?					
Does the research involve further processing of previously collected personal data ("secondary use") (including use of pre-existing data sets or sources, merging of existing data sets, sharing of data with non-member states of the EU)?			X		<p>Details about the database or the data source.</p> <p>Details about the procedures for data processing.</p> <p>Details on data security procedures (protection measures to prevent unforeseen, use or disclosure, including the mosaic effect, that is, obtaining identification by merging multiple sources).</p> <p>Confirmation that the data is publicly and openly accessible or that consent has been obtained for secondary use (and details of how this consent was obtained (automatic opt-in, etc.).</p> <p>Confirm permissions by the owner/administrator of the dataset.</p>	<p>Open public access evidence document (e.g., print screen from website).</p> <p>Informed consent forms + Information sheets + other consent documents</p> <p>Documents with the permissions (if necessary).</p>



12 Annex 2. STEAMbrace_WP1_T13_30062024_Data management living file”



STEAMbrace_WP1_T
13_30062024_Data n