

## Ethical rules and standards of the COLING project

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## Introduction: legal base and general rules of ethical conduct

The procedures of the project will comply with the EU law, and in particular 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) and with the Charter of Fundamental Rights of the European Union - Title II – Freedoms (Official Journal 303, 14/12/2007) as well as with the Horizon 2020 - Regulation of Establishment: Ethical principles (Article 19) and the Polish personal data protection law (Ustawa z dnia 10 maja 2018 r. o ochronie danych osobowych). We will also comply with the Ley Federal de Protección de Datos Personales en Posesión de los Particulares/Federal Law on Protection of Personal Data Held by Individuals from 5th July 2010 in Mexico. The project will respect the freedoms and rights of research participants in accordance with the regulations of the European Union and respective countries where the fieldwork will take place.

The project also adopts the **Global Code of Conduct for Research in Resource-Poor Settings** <https://www.globalcodeofconduct.org> and its underlying principles of **FAIRNESS, RESPECT, CARE and HONESTY**.

Of particular importance for the project are the following articles:

### ARTICLE 1

Local relevance of research is essential and should be determined in collaboration with local partners. Research that is not relevant in the location where it is undertaken imposes burdens without benefits.

### ARTICLE 2

Local communities and research participants should be included throughout the research process, wherever possible, from planning through to post-study feedback and evaluation, to ensure that their perspectives are fairly represented. This approach represents Good Participatory Practice.

### ARTICLE 3

Feedback about the findings of the research must be given to local communities and research participants. It should be provided in a way that is meaningful, appropriate and readily comprehended.

### ARTICLE 4

Local researchers should be included, wherever possible, throughout the research process, including in study design, study implementation, data ownership, intellectual property and authorship of publications.

### ARTICLE 6

Any research that uses biological materials and associated information such as traditional knowledge or genetic sequence data should clarify to participants the potential monetary and non-monetary benefits that might arise. A culturally appropriate plan to share benefits should be agreed to by all relevant stakeholders, and reviewed regularly as the research evolves. Researchers from high-income settings need to be aware of the power and resource differentials in benefit-sharing discussions, with sustained efforts to bring lower-capacity parties into the dialogue.

#### **ARTICLE 7**

It is essential to compensate local research support systems, for instance translators, interpreters or local coordinators, fairly for their contribution to research projects.

#### **ARTICLE 8**

Potential cultural sensitivities should be explored in advance of research with local communities, research participants and local researchers to avoid violating customary practices. [...]

#### **ARTICLE 9**

Community assent should be obtained through recognized local structures, if required locally. While individual consent must not be compromised, assent from the community may be an ethical prerequisite and a sign of respect for the entire community. It is the responsibility of the researcher to find out local requirements.

#### **ARTICLE 12**

Informed consent procedures should be tailored to local requirements to achieve genuine understanding and well-founded decision-making.

#### **ARTICLE 13**

A clear procedure for feedback, complaints or allegations of misconduct must be offered that gives genuine and appropriate access to all research participants and local partners to express any concerns they may have with the research process. This procedure must be agreed with local partners at the outset of the research.

#### **ARTICLE 20**

A clear understanding should be reached among collaborators with regard to their roles, responsibilities and conduct throughout the research cycle, from study design through to study implementation, review and dissemination. Capacity-building plans for local researchers should be part of these discussions.

#### **ARTICLE 21**

Lower educational standards, illiteracy or language barriers can never be an excuse for hiding information or providing it incompletely. Information must always be presented honestly and as clearly as possible. Plain language and a non-patronising style in the appropriate local languages should be adopted in communication with research participants who may have difficulties comprehending the research process and requirements.

#### **ARTICLE 23**

Lower local data protection standards or compliance procedures can never be an excuse to tolerate the potential for privacy breaches. Special attention must be paid to research participants who are at risk of stigmatization, discrimination or incrimination through the research participation.

## Fieldwork and recruitment of research participants

Fieldwork related to the project's participants will take place in Indigenous and ethnic minority communities in Italy, Latvia, Mexico, the Netherlands, Poland and the United States of America. Whenever possible, it will be carried out in local languages, with the direct involvement of local participants, respecting the decolonizing and empowering aspects of community based research and the Global Code of Conduct for Research in Resource-Poor Settings. The involvement of local, community-based collaborators will be crucial for respecting the local rules of conduct and respect.

Persons belonging to Indigenous and minority groups, including community members, will be recruited for the project on the basis of an open invitation, with the direct involvement of local authorities and collaborating NGOs. Fieldwork will be carried out using the appropriate informed consent procedure described below. Local collaborators will be informed in detail about the nature and goals of research and they will be informed that they may withdraw from participation at any time. Information about the research and consent procedure will be explained orally in the language(s) of choice of the participants and in an idiom that is appropriate to the research context. Before any surveys are undertaken, the content of any structured questionnaires or recording procedures will be discussed with and approved by the representatives of the communities participating in the research and particularly by spokespersons of local organizations representing local ethnic groups.

Recruitment and enrolment procedures will endeavour to avoid selection biases unless these are a requirement of the particular research question, whereas the setting and timing of recruitment and enrolment will be optimised to protect the privacy and confidentiality of interests. We will be very careful about not excluding any potentially discriminated or underrepresented (e.g. in local organizations) groups in the community who might be interested in participating in the research. Persons will not be excluded on the basis of ethnic identity, age, gender, sexual orientation, disability, education, financial situation, religious beliefs or political orientation. Similarly, persons will not be targeted for research merely on the basis of one or other of these grounds. The selection of participants will be tailored to the specific research questions to be addressed in fieldwork. In the case of vulnerable participants we will ensure additional security and protective measures. No adults, who for any reason are unable to provide informed consent, will be interviewed or included in any other way in the research project. Participation in all studies will be voluntary. Field investigators working with traditional communities will be required to ascertain that non-literate participants and those who prefer not to sign a form due to social or political sensitivities are provided an adequate explanation regarding their right to privacy and voluntary participation. Participants will declare their consent before and after participation and are free to withdraw their consent at any time without any negative consequences, as long as identification of the data is possible (see: data anonymity). Withdrawn data will be deleted. In the case when written consents could be harmful to participants, permissions to record research sessions in audio/video and/or for notes to be taken will be recorded.

### Informed consent procedures

The envisioned process for informed consent as well as the information that potential participants will be given will include a number of measures to facilitate understanding and assure the voluntary and fully informed nature of participation. Before starting any research activity, its purposes and the research methods will be explained to participants in a way that they can fully understand, including oral presentations in both group and individual contexts, and written documentation. A short and accessibly written explanation of the purposes of research will be provided as well (it is part of the printed consent form). In the case of recorded interviews, their course and thematic content will be clearly explained to the participants.

Independently of the kind of research, the participants will also be informed about what will be done with the data, who will have access to it and how the recorded materials can be used. They will also be informed that they can stop or withdraw from the research at any point, including after participation, without any negative consequences. Contact details for both researchers and local counterparts will be provided to participating parties. Thus, the pre-consent information package will include:

- information on the processing of personal data and the consent form for processing the personal data of a participant or their legal dependent
- the text formulated in a clear and accessible way, appropriate to the participants' sociocultural context, including the choice of the language of communication
- a clear statement that participants may contact the researcher (with the contact details provided) if they have queries or complaints about their rights as research participants or if they have queries about the research project
- the information that the choice to participate is entirely voluntary
- the information that the person may decide to end their participation at any time without any explanation and without repercussion
- the purpose and nature of the research procedures and components
- the research-related activities and procedures that the participant is being asked to consent to
- the expected duration of participation
- the confidentiality and personal data protection rules
- the parties who will have access to the data in the future
- whether reimbursement for expenses is available
- potential benefits related to participation, including in the form of feedback and outreach activities, or products of the research (e.g. websites, films, recordings, photographs, etc)

During the whole process local norms and regulations as well as the nature of the specific kind of fieldwork (linguistic, anthropological, historical / archival, etc.) will be taken into account. Where necessary, more detailed versions of the information package and the consent form will be developed on a per-activity basis. A special informed consent form is foreseen for participants who wish to share the materials created with their participation publicly (including, optionally, their names). The process will include sufficient time for consultation between information dissemination, recruitment, sharing the information package and the point of decision-making / consent provision. No person will be required to make an immediate decision.

The Annexes contain basic templates, including personal data processing information (Template 1), consent form for processing personal data (Template 2), basic informed consent form (Template 3), parents' consent forms (Templates 2a, 3a) and a special informed consent form for videotaped materials and pictures that can be potentially used for educational and dissemination purposes (Template 3b).

When participation is over, research participants will be offered an opportunity to receive a copy of the recording/notes as well as the opportunity to withdraw all or part of their contribution at any time. In the case of experimental procedures the detailed goals of the investigation will be fully explained (debriefing). In addition, participants will be offered an opportunity to contact the researchers and discuss any positive or negative thoughts and feelings that they may have experienced during and/or as a result of their participation in the project. Project participants will do their best to return the materials and scientific results (whenever applicable) to participating communities and / or individuals prior to publication in order to incorporate this feedback.

## Informed consent procedures and research involving children

In general, we do not plan to carry out research involving children. However, we cannot exclude some exceptions, for example when children are present in group interactions or recordings with adults in family/household or community contexts. In such cases strict ethical procedures and confidentiality restrictions will apply to the recordings and creation of field documentation. If additional specific ethical clearances are needed (e.g. from community authorities) for research activities involving children as participants, we will apply for them before starting such activities.

In exceptional cases where children may be indirectly or directly involved in the research process written permission from parents or legal guardians/representatives will have to be obtained. They will be contacted before the child's participation in the research begins and they will supervise the entirety of the child's involvement in the process; they will also be informed about the collection, storage and use of the child's data, and will be given the opportunity to end the participation at any time or withdraw all or part of the child's contribution. Field researchers will also explain the purpose of the activities to any minors that would in any way become involved in the project's activities and obtain their assent (this also involves dissemination and educational activities that we plan to develop in collaboration with participating communities).

In addition to their consent, the parent or guardian should give the permission for the minor to choose. The purpose of the research and the specific research activity will be explained to the child in a clear and accessible way which takes into account their age and the level of understanding. Where a minor would be too young to exercise informed consent, then the parent or guardian will decide whether the minor should participate. In any case the parent or guardian is first requested to give permission for the minor to be approached to be invited to participate in the study. However, except for the case described above, the actual decision concerning the participation will be the minor's and not the parent's. Of course, the parental permission and child's decision must be consistent to ensure the minor's participation. During the research process, the researcher will monitor the minor's assent for any verbal or non-verbal clues that could indicate disagreement, discomfort, or wish to stop participating. **We will comply with the regulations including research participants who are under 18 years of age and we will obtain adequate ethical clearances in every case.**

## Protection of vulnerable individuals/groups

The project's research participants will include representatives of minority ethnic groups, often discriminated against on the grounds of language use or ethnicity. Special attention will be given to acknowledging and dealing with experiences of discrimination, marginalization and possible historical trauma to which they have been exposed. In particular, any potentially sensitive or painful issues signaled by local participants/community members will be treated with extreme caution. And any further interviews covering such topics will only be undertaken with the expressed interest and explicit consent of the local participants, who will be treated in culturally appropriate ways, following the rules and cultural norms of a specific community.

We are aware that certain groups of participants may require additional precautions during the research process. This refers for example to advanced age, chronic diseases, disabilities, pregnancy, personal or environmental factors such as poverty or vulnerable position within the community (e.g. migrants). Other potential groups of vulnerable participants are persons who have been stigmatized or discriminated against because of their identity, ethnicity, or any other reason, as well as people who have suffered different forms of traumatization. In order to ensure optimal protection of such vulnerable participants, we will pay special attention to the setting and conditions in which the research with such participants will take place.



Such a setting should ensure comfortable conditions and reduce the risk of distress or tiredness. The researcher in charge will also constantly monitor participants' welfare during the process. We will also reduce or entirely eliminate the necessity of travel or walking a certain distance, whenever applicable.

We will adhere to the principle that persons capable of deliberation about their choices will be treated with respect and provided with the safe space for exercising their self-determination. Individuals who lack the capacity or have a reduced capacity for giving a fully informed consent or a limited awareness regarding the possible uses of the data will be protected against potential harm resulting from possible choices related to the participation (e.g. sometimes the use of materials can be consulted with their family members). In addition, we envision different measures that will reduce the potential risk of harm, including stigmatisation and/or embarrassment/shame of participants coming from Indigenous and minority groups that were subject to discrimination in the past and sometimes continue to be marginalized. Circumstances should be carefully assessed on a case-by-case basis, but researchers need to be particularly sensitive in such contexts and how to handle data generated with potentially vulnerable individuals.

### Protection of personal data

We will ensure that appropriate measures will be implemented to prevent disclosure of information that might identify the participant (inadvertently or not) either during the course of the research or afterwards. Strictly personal data relating to fieldwork participants will only appear on signed consent forms or in audio-recorded permissions. These forms and audio recordings will be filed and securely stored at the host institution and the relevant partner institutions in a safe; participants will be assigned code numbers so that their name will not appear in any of the project's databases and metadata. Therefore metadata accessible to other researchers will only contain the number/code of a native participant, their gender, age, place of origin and occupation. An exception to this rule will be metadata (along with possible textual files) of materials created with participants who will grant their consent to publicize their imagery and their names.

Any personal data recorded on original paper documents (such as personal data protection clauses and informed consent forms) will be kept in a locked safe in a locked room either at the UW or at either of the partner institutions (in compliance with GDPR regulations), as well as in the form of their scanned copies in a password protected non-WAN-connected storage device (hard drive) in this safe. These scanned copies will not form part of the project's databases and will not be transferred in any way outside of the institution. With an exception of data and materials created with participants who will grant their permission to publicize their identity, all additional documentary materials (audio and video recordings, textual transcriptions and contents of questionnaires) will be referenced to participants' forms exclusively by codes assigned to each form. The code alone will not be sufficient to identify individual participants. Legal contracts for pieces of work signed with the project's subcontractors will be safely stored at the University of Warsaw's financial office and processed no longer than until December 2025. Personal data will be collected only if strictly required by the legal and ethical procedures as well as study objectives. These data will be archived separately and protected from unauthorized access. Personal data will be processed only in order to collect research-relevant information (within the surveys, questionnaires and interviews), and to communicate and disseminate project results more effectively (with additional special permissions of participants to publish their recordings and/or images). If audio or video recordings happen to contain strictly personal or sensitive data of the participants or with regard to other persons (e.g. other community members), the relevant fragments will be anonymized or deleted (e.g. blurred, edited out, etc). Whenever a research participant (e.g. a local community member) wishes for the materials developed within the project to be excluded from public view, it will be possible via written or oral request.

We will also comply with the strict rules of confidentiality, anonymisation and protection of personal data and the protection of any sensitive data, including restricted access to such data. The collection of these data will be conducted in compliance with Information Obligation as described in Article 14 of the General Data Protection Regulation, 2018. Participants will be provided with all information necessary to ensure fair and transparent processing of their data subject through the Information Clause (see Attachment 1). At the University of Warsaw all personal data will be processed in compliance to the Polish data protection law (Ustawa z dnia 10 maja 2018 r. o ochronie danych osobowych) and (as required by the General Data Protection Regulation (GDPR) (EU) 2016/679) only in such circumstances and to such a degree as are necessary for the purposes of the project.

### General benefit sharing

The community-based research will be carried out in accordance with The CARE Principles for Indigenous Data Governance (Carroll et al. 2020). Local participants will be invited to join the team as language experts and to contribute to the analysis and interpretation of results as co-authors of the project's publications. Team members will also consult each community about its concerns and research related or educational interests and goals related to the preservation of multilingualism. These local needs will be taken into account while planning some of the research, educational and dissemination activities as well as designing specific products for communities that will be included among the project's deliverables. This aspect of research will make it possible to include an important aspect of community-driven research and empowering research. All materials generated during the fieldwork will be given back to the community where they were collected, provided no sensitive content (that needs to be deleted or fully anonymized) is involved and that persons involved in the creation of these materials give their consent. We also plan to assist local activists in creating community-based language archives, if they do not already have them. We will provide accessible reports about the project's results to all participating communities. Thus, we plan to share the benefits of research not only with participants from non-European countries (such as Mexico), but with all of the minority communities involved in the project.

### Benefits to participants

Local participants will be invited to join the team as experts and to contribute to research and to become co-authors of related publications. Team members will also consult each community about its concerns and research-related or educational interests and goals related to the preservation of local languages. Such materials may include apps, educational books and materials for children and adults, publications of traditional stories or other elements of local knowledge, specific materials in local languages, websites, movies, exhibitions, educational games, billboards, posters, signage in local languages etc. Whenever possible, we will seek to develop such materials or offer help in developing them. We will endeavour to include local communities to the maximum extent possible, contributing to capacity building in the research areas in which team members are expert, and in providing training, networking and other educational opportunities as much as possible.

COLING researchers should share audio/video data and/or photographs with research participants on individual SD cards and USB memory sticks during primary fieldwork periods. The necessary equipment should be provided by each sending institution in accordance with respective internal regulations related to the financing of the project.



In addition, the materials generated during the fieldwork will be given back to the participating communities through direct feedback efforts of team members, collaborating local organizations, municipal authorities or online platforms. Such materials will include recordings generated with the participation of community members who will explicitly agree to include such data into the community's archive.

### **Measures foreseen to minimise the risks to staff involved in this project**

We plan to carry out an individual risk assessment for each team member going to conduct fieldwork. All participants will have obligatory health insurance coverage (the highest coverage option available at insurance providers selected by each institution; e.g. the University of Warsaw selects the insurance company for their employees in a public bid). They will also need to have all obligatory and recommended vaccinations foreseen for a specific country and region of their travel. In particular they should be vaccinated against Covid-19. Whenever feasible, team members who not have previous experience with communities where they plan to carry out fieldwork, should undergo preparatory cultural training or at least receive an adequate introduction to ensure the research is carried out with cultural sensitivity. During their fieldwork they also have to take into account the health risks of local collaborators and research participants, especially in the current context of the Covid-19 pandemic. In particular, they should not carry out any fieldwork – or limit it to working with strict security measures - if it constitutes risk for the community.

### Declaration of the project's participant

As the participant of the COLING project I confirm I know the project's ethical rules and I will fully comply with them.

Printed name:

Signature:

Place:

Date:



## Annexes

### Annex 1

#### **Template 1. Information clause for the participants of the study on the processing of personal data**



## INFORMACJA DLA UCZESTNIKÓW BADANIA O PRZETWARZANIU DANYCH OSOBOWYCH W BADANIU NAUKOWYM

Podanie danych osobowych jest dobrowolne, w przypadku odmowy podania danych nie będą Państwo mogli wziąć udziału w badaniu.

### 1. Cele i zakres przetwarzania danych

Państwa dane osobowe (imię i nazwisko, wiek, miejscowość zamieszkania) będą przetwarzane w celu przeprowadzenia z Państwa udziałem badania .....  
Podstawę do przetwarzania danych osobowych stanowi art. 6 ust. 1 lit. a RODO<sup>1</sup> – zgoda na przetwarzanie danych osobowych. Zgodę można wycofać, wysyłając maila na adres: [crp@al.uw.edu.pl](mailto:crp@al.uw.edu.pl)

### 2. Administrator danych i Inspektor Ochrony Danych

Administratorem, czyli podmiotem decydującym, jak będą wykorzystywane Państwa dane osobowe, jest Uniwersytet Warszawski z siedzibą przy ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa. Z administratorem można skontaktować się drogą mailową. Administrator wyznaczył Inspektora Ochrony Danych, z którym można się kontaktować w sprawach dotyczących Państwa danych osobowych, wysyłając maila na adres [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl)

### 3. Okres przechowywania danych

Państwa dane będą przetwarzane przez czas trwania zbierania danych oraz w trakcie trwania projektu, a następnie przez okres pięciu lat po jego zakończeniu (do grudnia 2027), później zaś zostaną zarchiwizowane. Dane osobowe obecne na formularzach świadomej zgody na udział w badaniach ograniczone są do imienia i nazwiska, a powiązane z nimi dane naukowe będą niezwłocznie zanonimizowane w trakcie projektu<sup>2</sup>. Formularze zgody będą przechowywane w sejfie.

### 4. Odbiorcy danych

Dane osobowe będą udostępnione jedynie upoważnionym pracownikom projektu, którzy mają certyfikaty w zakresie ochrony danych osobowych, mogą być także udostępnione podmiotom uprawnionym na podstawie przepisów prawa.

### 5. Prawa związane z przetwarzaniem danych

Zapewniamy Państwu poszanowanie wszystkich praw gwarantowanych przez RODO, tj. prawo dostępu do danych i ich sprostowania oraz usunięcia, ograniczenia przetwarzania oraz wycofania zgody w dowolnym momencie. Gdy uznają Państwo, iż przetwarzanie danych osobowych narusza przepisy RODO mają Państwo prawo wnieść skargę do Prezesa Urzędu Ochrony Danych Osobowych.

<sup>1</sup> Rozporządzenie Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE (ogólne rozporządzenie o ochronie danych).

<sup>2</sup> Wyjątkiem będą zgody osób, które zgodziły się na wykorzystanie swojego wizerunku w filmowych i/lub fotograficznych materiałach edukacyjnych i/lub upowszechniających wyniki badań.

## INFORMATION FOR THE PARTICIPANTS OF THE STUDY ON THE PROCESSING OF PERSONAL DATA IN THE RESEARCH

Providing personal data is voluntary. However if you refuse to provide the data, you will not be able to take part in the study.

### 1. Purpose and scope of data processing

Your personal data (name and surname, age, place of residence) will be processed in order to conduct the following study: ..... with your participation. The basis for the processing of personal data is point (a) of Article 6(1) of GDPR - Lawfulness of processing<sup>3</sup>. Your consent may be withdrawn by sending an email to the following address: [crp@al.uw.edu.pl](mailto:crp@al.uw.edu.pl)

### 2. Data administrator and Data Protection Officer

The administrator, i.e. the entity deciding how your personal data will be used, is the University of Warsaw with its registered office at ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw. You can contact the administrator via email. The administrator has appointed a Data Protection Officer who can be contacted in matters relating to your personal data by sending an e-mail to [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl).

### 3. Data storage period

Your data will be processed for the duration of the data collection and during the project, and then for a period of five years after its completion (until December 2027). After that, the data will be archived. Personal information on the informed consent forms is limited to your first and last name, and the associated research data will be immediately anonymized during the project<sup>4</sup>. The consent forms will be kept in a safe.

### 4. Data recipients

Personal data will be made available only to authorized project employees who have certificates in the field of personal data protection. They may also be made available to entities authorized under the law.

### 5. Rights related to data processing

We will respect all your rights guaranteed by the GDPR, i.e. the right to access, correct, and delete your data, limit their processing and withdraw your consent at any time. If you believe that the processing of personal data violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Office for Personal Data Protection.

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<sup>3</sup> The General Data Protection Regulation (EU) 2016/679 (GDPR) - Regulation 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 (Data Protection Directive)

<sup>4</sup> An exception will apply to participants who agreed to use their image in video recordings and/or in photographic materials of educational and/or dissemination content.

## INFORMACIÓN PARA LOS PARTICIPANTES EN LA INVESTIGACIÓN SOBRE EL TRATAMIENTO DE DATOS PERSONALES EN LA INVESTIGACIÓN

Proporcionar sus datos es voluntario, pero si no los proporciona, no podrá participar en el estudio.

### 1. Los fines de procesamiento y la base legal para el procesamiento de datos personales.

Sus datos personales (nombre y apellido, edad, lugar de residencia) serán tratados con el fin de realizar con su participación el estudio siguiente: ..... La base para el procesamiento de datos personales es el artículo 6, apartado 1 de RGPD - Licitud del tratamiento. El consentimiento puede retirarse enviando un correo electrónico a: [crp@al.uw.edu.pl](mailto:crp@al.uw.edu.pl)

### 2. El administrador de los datos y el Inspector de Protección de Datos

El administrador o la entidad decisiva con autoridad sobre cómo se usarán sus datos personales es la Universidad de Varsovia, representada por el Rector con domicilio en: ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa, Polonia. Puede ponerse en contacto con el administrador por correo electrónico. El administrador ha designado al Inspector de Protección de Datos como contacto para asuntos relacionados con sus datos personales. Puede contactar al Inspector enviando un correo electrónico a [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl)

### 3. El periodo de almacenamiento de sus datos personales

Sus datos se procesarán mientras dure la recopilación de datos y durante el proyecto, y luego durante un periodo de cinco años después de su finalización (hasta diciembre de 2027) y después se archivarán. Los datos personales en los formularios de consentimiento informado se limitan a su nombre y apellido, y los datos de investigación asociados se anonimizarán inmediatamente durante el proyecto<sup>5</sup>. Los formularios de consentimiento se guardarán en una caja fuerte.

### 4. Destinatarios de los datos

Los datos personales estarán disponibles solo para los empleados autorizados del proyecto que tengan certificados en el campo de la protección de datos personales, también pueden estar disponibles para las entidades autorizadas por la ley.

### 5. Sus derechos de procesamiento

Le garantizamos el cumplimiento de todos sus derechos derivados de RGPD: el derecho de acceder y rectificar datos y el derecho a eliminar o limitar su procesamiento, así como el derecho a retirar su consentimiento en cualquier momento. En el momento que piense que el procesamiento de sus datos personales viola las disposiciones del RGPD, tiene derecho a presentar una queja ante el Presidente de la Oficina de Protección de Datos Personales.

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<sup>5</sup> La excepción aplica a los participantes que dieron su permiso para publicitar su imagen en grabaciones video y/o materiales fotográficos con fines educativos y de divulgación.



## **Annex 2**

### **Template 2. Consent for the processing of personal data (basic version)**



## ZGODA UCZESTNIKA BADANIA NA PRZETWARZANIE DANYCH OSOBOWYCH

Tytuł badania: .....

Instytucja przeprowadzająca badanie:.....

Osoba odpowiedzialna za prowadzone badania:.....

Ja niżej podpisany(a) .....wyrażam zgodę na przetwarzanie przez .....moich danych osobowych w związku z prowadzonym programem badań, zgodnie z art. 6 ust. 1 lit. a RODO<sup>6</sup>.

Oświadczam, że wyrażam zgodę na przetwarzanie moich danych w zakresie niezbędnym do prowadzenia badań, jednakże z zachowaniem anonimowości uniemożliwiającej moją identyfikację przez osoby inne niż prowadzące badanie lub niewymienione w otrzymanej przeze mnie informacji na temat przetwarzania moich danych osobowych.

Wiem, że przysługuje mi prawo do wycofania zgody na przetwarzanie danych osobowych w dowolnym momencie przez wysłanie maila na adres [crp@al.uw.edu.pl](mailto:crp@al.uw.edu.pl)

Zapoznałem się z informacją dotyczącą przetwarzania danych osobowych.

Data i podpis

.....

---

<sup>6</sup> Rozporządzenie Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE (ogólne rozporządzenie o ochronie danych)

## RESEARCH PARTICIPANT CONSENT FORM FOR PERSONAL DATA PROCESSING

Title of the study: .....

Institution carrying out the research: .....

Person responsible for the research: .....

I, the undersigned, ..... consent to the processing of my personal data by ..... in connection with the research program carried out here, in accordance with point (a) of Article 6(1) of GDPR<sup>7</sup>.

I declare that I consent to the processing of my data –to the extent necessary to conduct the research– with anonymity, which will prevent my being identified by individuals other than those conducting the research or by individuals not mentioned in the information that I have received on the processing of my personal data.

I know that I have the right to withdraw my consent for the processing of personal data at any time by sending an e-mail to the address [crp@al.uw.edu.pl](mailto:crp@al.uw.edu.pl)

I have read the information regarding the processing of personal data.

Date and signature

.....

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<sup>7</sup> The General Data Protection Regulation (EU) 2016/679 (GDPR) - Regulation 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 (Data Protection Directive)

### **Annex 3**

#### **Template 2a. Consent of the legal representative of the research participant, who is a minor, for personal data processing**



**Polish version**

**ZGODA PRZEDSTAWICIELA USTAWOWEGO UCZESTNIKA BADANIA,  
KTÓRY JEST OSOBĄ MAŁOLETNĄ, NA PRZETWARZANIE DANYCH OSOBOWYCH**

Tytuł badania: .....

Instytucja przeprowadzająca badanie:.....

Osoba odpowiedzialna za prowadzone badania:.....

Ja niżej podpisany(a) ..... oświadczam, że jestem  
przedstawicielem ..... ustawowym ..... uczestnika ..... badania  
....., który jest osobą małoletnią.

Wyrażam zgodę na przetwarzanie przez ..... danych osobowych  
ww. uczestnika w związku z prowadzonym programem badań, zgodnie z art. 6 ust. 1 lit. a RODO<sup>8</sup>.

Oświadczam, że wyrażam zgodę na przetwarzanie danych ww. uczestnika w zakresie  
niezbędnym do prowadzenia badań, jednakże z zachowaniem anonimowości, uniemożliwiającej  
identyfikację ww. uczestnika przez osoby inne niż prowadzące badanie lub niewymienione w  
otrzymanej przeze mnie informacji na temat przetwarzania danych osobowych.

Wiem, że przysługuje mi prawo do wycofania zgody na przetwarzanie danych osobowych w  
dowolnym momencie przez wysłanie maila na adres [crp@al.uw.edu.pl](mailto:crp@al.uw.edu.pl) Zapoznałem się z informacją  
dotyczącą przetwarzania danych osobowych.

Data i podpis

.....

<sup>8</sup> Rozporządzenie Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE (ogólne rozporządzenie o ochronie danych)

**English version**

**CONSENT OF THE LEGAL REPRESENTATIVE OF THE RESEARCH PARTICIPANT, WHO IS A MINOR, FOR PERSONAL DATA PROCESSING**

Title of the study: .....

Institution carrying out the research: .....

Person responsible for the research: .....

I, the undersigned ..... I declare that I am the statutory representative of the participant in the study ....., who is a minor.

I consent to the processing of the aforementioned person's personal data by ..... the participant in connection with the research program carried out here, in accordance with point (a) of Article 6(1) of the GDPR.

I declare that I consent to the processing of the aforementioned person's data –to the extent necessary to conduct the research– with anonymity, which will prevent the identification of the aforementioned person's by individuals other than those conducting the research or by individuals not mentioned in the information that I have received on the processing of personal data.

I know that I have the right to withdraw my consent for the processing of personal data at any time by sending an e-mail to the address [crp@al.uw.edu.pl](mailto:crp@al.uw.edu.pl) I have read the information regarding the processing of personal data.

Date and signature

.....



## **Annex 4**

### **Template 3. Basic informed consent form (English)**



## 1. Invitation and purpose

You are invited to take part in the team project “Minority languages – major opportunities” (COLING). The project promotes the revitalization and maintenance of endangered languages and is funded under the Marie Skłodowska-Curie RISE scheme within HORIZON 2020 of the European Commission. COLING gives researchers and non-academic partners opportunities to exchange knowledge and work together on strengthening and promoting the use and transfer of minority languages. We hope that this research will ultimately help generate better guidelines for the protection of local languages and their speakers in our globalized world. We also hope to develop educational resources along with communities participating in our project, depending on the specific needs of each community.

I am a researcher from the Department of ..... at University of Warsaw/..... and will guide you through this process.

## 2. Procedures

Participation in this study is entirely voluntary. You can refuse to participate without any negative consequences. Also you can terminate your participation in the study at any time, without any negative consequences and without providing justification for your decision.

If you decide to take part in the study you will be expected to do the following:

Meet several times with the researcher. The meetings will include audio-recorded interviews, conversations and filling out a questionnaire. [the exact scope will depend on the specific research context and type of fieldwork activity].

Your participation will take between one and two hours of your time. If the second meeting is scheduled and you agree to it, we may ask you to talk to us for an additional hour.

## 3. Inconveniences

We don't expect that you will be distressed by the research or feel uncomfortable during the process, but if it does become distressing or uncomfortable to you, you may stop participating at any time without any negative consequences. Also please feel free to discuss your concerns and feelings with the researcher during the process or report your concerns by email at ...@al.uw.edu.pl.

## 4. Benefits

You are given an opportunity to share your views, knowledge and experiences that are very important for a better understanding of ..... If you wish, we will also share with you broader research results and products created in the project, either through return visits or other forms of communication (online, for example). We will also be happy to share with you the specific products developed within the project.

## **5. Privacy and confidentiality**

We will take strict precautions to safeguard the personal information of your child / minor legal dependent throughout the study. The data created with your participation will be stored online on a secure server with accessibility restricted to authorized team members, and it will be anonymized (your recording or questionnaire will be identified only with a numerical code assigned to you and not with your name). The signed consent form will be stored in a secure password-protected safe, separate from the data that we use for scientific research. All data that will be used in the research process will be fully anonymized. We will never sell, disclose or publish any personal data that you may give us. Some of this research may be published in academic journals and disseminated but your identity will be protected at all times.

## **6. Financial aspects**

You will not be paid for taking part in the study. However, we will cover the cost of your travel to the venue where we will meet if it is not your place of residence. We also offer to provide you with a copy of the materials recorded with your participation as well as access to the dissemination and educational materials that will be produced within the project.

## **7. Contact details**

If you have further questions or concerns about the study, please contact .....

If you have any issues or problems regarding this research or your rights as a research participant, please contact .....

If you understand all of the procedures and the risks and benefits of the study and you would like to participate in the project, please sign below:

**PERMISSIONS**

The nature and purpose of this research have been satisfactorily explained to me and I agree to become a participant in the study as described above. I understand that I am free to discontinue participation at any time if I so choose and that the investigator will gladly answer any questions that arise during the course of the research. I understand that the data created with my participation will only be used for scientific purposes.

---

(date)

---

(Participant's signature)

---

(print name)

I give my permission to be recorded and I agree to fill out the questionnaires as part of the research in the project "Minority languages – major opportunities" (COLING).

---

(date)

---

(Participant's signature)

---

(print name)

## **Annex 5**

### **Template 3a. Informed consent form of a legal representative of a participant who is under 18 years old to participate in the study**



## 1. Invitation and purpose

Your child or minor legal dependent is invited to take part in a research project “Minority languages – major opportunities” (COLING). The project promotes the revitalization and maintenance of endangered languages and is funded under the Marie Skłodowska-Curie RISE scheme within HORIZON 2020 of the European Commission. COLING gives researchers and non-academic partners opportunities to exchange knowledge and work together on strengthening and promoting the use and transfer of minority languages. We hope that this research will ultimately help generate better guidelines for the protection of local languages and their speakers in our globalized world. We also hope to develop educational resources along with communities participating in our project, depending on the specific needs of each community.

I am a researcher from the Department of ..... at University of Warsaw/.... and will guide you through this process.

## 2. Procedures

Participation in this study is entirely voluntary. The minor participant may refuse to participate without any negative consequences and cease participation in the study at any time, without any negative consequences and without providing justification.

Your child or minor legal dependent will be expected to participate in a conversation with the researcher. Upon your consent and the participant’s assent this conversation will be audio-recorded. We encourage you to be present during this whole process.

## 3. Inconveniences

We don’t expect that your child/minor legal dependent will be distressed by the research or feel uncomfortable during the process, but if it happens, you may stop the participation at any time without any negative consequences. Also please feel free to discuss your concerns and feelings with the researcher during the process or report your concerns by email at .....

## 4. Benefits

The knowledge and experience of your child/minor legal dependent will help us to better understand .....;. If you wish, we will also share with you the broader research results and products created in the project, either through return visits or other forms of communication (online, for example) We will also be happy to share with you the specific products developed within the project.



## **5. Privacy and confidentiality**

We will take strict precautions to safeguard the personal information of your child / minor legal dependent throughout the study. The data created with the minor's participation will be stored online on a secure server with accessibility restricted to authorized team members, and it will be anonymized (your recording or questionnaire will be identified only with a numerical code assigned to you and not with your name). The signed consent form will be stored in a secure password-protected safe, separate from the data that we use for scientific research. All data that will be used in the research process will be fully anonymized. We will never sell, disclose or publish any personal data that you may give us. Some of this research may be published in academic journals and disseminated but the identity of your child/minor legal dependent will be protected at all times.

## **6. Financial aspects**

There is no financial gratification for taking part in the study. We also offer to provide you with a copy of the materials recorded with the participation of your child/minor legal dependent as well as access to the dissemination and educational materials that will be produced within the project.

## **7. Contact details**

If you have further questions or concerns about the study, please contact .....

If you have any issues or problems regarding this research or your rights as a research participant, please contact .....

If you understand all of the procedures and the risks and benefits of the study and you would like to participate in the project, please sign below:

**PERMISSIONS**

I declare that I am the legal representative of .....  
....., who is under 18 years old.

The nature and purpose of this research have been satisfactorily explained to me and I agree that my child/minor legal dependent participates in the study as described above. I understand that I am free to discontinue participation at any time if I so choose and that the investigator will gladly answer any questions that arise during the course of the research. I understand that the data created with this participation will only be used for scientific purposes.

---

(date)

---

(Legal representative's signature)

---

(print name)

I give my permission for the child for whom I act as a legal representative to participate in the conversation with the researcher and to be audio recorded part of the research in the project project "Minority languages – major opportunities" (COLING)

---

(date)

---

(Participant's signature)

---

(print name)

**Annex 6**

**Template 3b. Informed consent form with the consent to reveal the identity (image, content of the recording and/or name) of the participant for educational and dissemination purposes**



### **1. Invitation and purpose**

You are invited to take part in the team project “Minority languages – major opportunities” (COLING). The project promotes the revitalization and maintenance of endangered languages and is funded under the Marie Skłodowska-Curie RISE scheme within HORIZON 2020 of the European Commission. COLING gives researchers and non-academic partners opportunities to exchange knowledge and work together on strengthening and promoting the use and transfer of minority languages. We hope that this research will ultimately help generate better guidelines for the protection of local languages and their speakers in our globalized world. We also hope to develop educational resources along with communities participating in our project, depending on the specific needs of each community.

I am a researcher from the Department of ..... at University of Warsaw/..... and will guide you through this process.

### **2. Procedures**

Participation in this study is entirely voluntary. You can refuse to participate without any negative consequences. Also you can terminate your participation in the study at any time, without any negative consequences and without providing justification for your decision.

If you decide to take part in the study you will be expected to do the following:

Meet several times with the researcher. The meetings will include video-recorded interviews and/or photographs, conversation and filling out a questionnaire. [the exact scope will depend on the specific research context and type of fieldwork activity].

Your participation will take between one and two hours of your time. If a second meeting is scheduled and you agree to it, we may ask you to talk to us for an additional hour.

### **3. Inconveniences**

We don't expect that you will be distressed by the research or feel uncomfortable during the process, but if it does become distressing or uncomfortable to you, you may stop participating at any time without any negative consequences. Also please feel free to discuss your concerns and feelings with the researcher during the process or report your concerns by email at .....

#### **4. Benefits**

You are given an opportunity to share your views, knowledge and experiences that are very important for a better understanding ..... We offer to provide you with a copy of the recordings and or/pictures made with your participation for your own use. If you wish, we will also share with you the broader research results and products created in the project.

#### **5. Privacy and confidentiality**

We will take strict precautions to safeguard your personal information throughout the study. The data created with your participation will be stored online on a secure server with accessibility restricted to authorized team members and will be anonymized (your recording or questionnaire will be identified only with a numerical code assigned to you and not with your name). The signed consent form will be stored in a secure password-protected safe. All data that will be used in the research process will be fully anonymized. Some of this research may be published in academic journals and disseminated but your identity will be protected at all times. An exception to this rule of confidentiality will be visual materials created with your participation that with your special consent can be published online (as video materials, resources in our website, content shared in social media). You may also decide if you want your name published as one of the contributors to such materials.

#### **6. Financial aspects**

You will not be paid for taking part in the study. However, we will cover the cost of your travel to the venue where we will meet if it is not your place of residence. We also offer to provide you with a copy of the materials recorded with your participation as well as access to the dissemination and educational materials that will be produced within the project.

#### **7. Contact details**

If you have further questions or concerns about the study please contact .....

If you have any issues or problems regarding this research or your rights as a research participant, please contact .....

If you understand all of the procedures and the risks and benefits of the study and you would like to participate in the project, please sign below:

**PERMISSIONS**

The nature and purpose of this research have been satisfactorily explained to me and I agree to become a participant in the study as described above. I understand that I am free to discontinue participation at any time if I so choose and that the investigator will gladly answer any questions that arise during the course of the research. I understand that the data created with my participation will only be used for scientific purposes.

---

(date)

---

(Participant's signature)

---

(print name)

I give my permission to be recorded and I agree to fill out the questionnaires as part of the research in the project "Minority languages – major opportunities" (COLING). I also give my permission to publish the materials created with my participation for dissemination and educational purposes.

I wish my name to appear in those materials: YES / NO.

---

(date)

---

(Participant's signature)

---

(print name)



## Annex 7. Data Management Plan

### 1. Data description and collection or re-use of existing data

Data will be collected during fieldwork. A metadata procedure which will be developed before specific fieldwork is carried out, in accordance with the general rules and goals of the COLING project. Project members will be required to fill the metadata in as soon as possible - preferably on the day of collection but respecting the specificities of the various places where they will be conducting fieldwork. Data provenance will be documented in the metadata themselves.

The materials generated during the fieldwork will be given back to the community where they were collected through direct feedback efforts of team members, collaborating local organizations, or municipal authorities or online platforms. Such materials will include recordings generated with the participation of community members who will explicitly agree to include such data into the community's archive. Additionally, any potentially vulnerable or sensitive data will be removed or anonymized before sharing the materials (the criteria of vulnerability and sensitivity will be additionally discussed with the community's stakeholders and/or representatives of collaborating NGOs).

### 2. Documentation and data quality

All raw data generated in the field will have adequate and comparable metadata connected with it. Metadata (along with possible textual files) of materials created with participants who will grant their consent to publicize their imagery and their names will make use of otherwise optional fields for personal data.

### 3. Storage and backup during the research process

All documentary materials (audio and video recordings, textual transcriptions, contents of questionnaires) will be referenced to participants' forms exclusively by codes given to each form. The code alone will not be sufficient to identify individual participants. An exception will apply to those participants who will grant their permission to share their image and identity (name) publicly for dissemination and educational purposes by signing a special informed consent form.

The master copies of the working files will be stored at....

For research purposes the members of the project will also keep their copies of the working files on their computer - only in the measure adequate to their tasks. The transfer of data from the databases to the individual computers of the project's participants will be secured by https protocol (SSL layer). This method of storage will protect all the data against accidental or unlawful destruction or accidental loss, alteration, or unauthorized disclosure or access.

Recordings (audio and video materials) and their transcriptions will only be used for the purposes of the project. Personal data will be collected only if strictly required by the procedure / study objectives. These data will be stored separately and protected from unauthorized access. Personal data will be gathered only to collect research-relevant information (within the surveys, questionnaires and interviews), to comply with legal and ethical requirements and to communicate and disseminate project results more effectively. Collection of this information will be conducted in compliance with Information Obligation as described by Article 14 of GDPR. Participants will be provided with all information necessary to ensure fair and transparent processing in respect of the data subject by means of the Information Clause.

Any fragments of the recordings which may become the cause of problems or inconveniences for participants will be anonymized or cut out from the recordings and the back ups will be overwritten with a new version. The protection of sensitive data will rely first and foremost on not gathering and not storing sensitive data that might be traced back to any specific person. Personal data will appear only on paper data processing permissions and informed consent forms and on their scans which won't be part of either the general project working files or of the data published in the open repositories (these will be anonymized). An exception will apply to those participants who will grant their permission to share their image and identity (name) publicly for dissemination and educational purposes by signing a special informed consent form. However some topics mentioned during recordings might also prove sensitive - even without personally identifiable information - and then they will be anonymized or removed from the files and any existing back-up copies overwritten to reflect this removal.

#### 4. Data sharing and long-term preservation

Research data will be stored indefinitely. Personal data will also be stored indefinitely (securely archived in accordance with article 5(1) point (b) of GDPR - Principles relating to processing of personal data). All personal data will be inaccessible to anybody apart from trained members of the project and persons appointed by the law. After 5 years the part of data which will not require further archiving will be anonymized (i.e., its respective personal data destroyed) and the rest of personal data will be archived following internal procedures of the University of Warsaw and COLING consortium members. The processed data along with its metadata will be uploaded into open repositories making it findable. The project will strive to use open formats and so the data will be accessible to anyone using a modern computer and for the most part will not require any special software. As the project deals largely with Indigenous and minority communities, we will **follow the CARE Principles for Indigenous Data Governance** (outlined here: <https://www.gida-global.org/care>). The exact details will depend on the communities and will be worked out together with them. Whenever possible and feasible, COLING researchers will deposit collected data (fully anonymized or accompanied by necessary permissions) in Open Access repositories with Digital Object Identifiers (DOI).