



re-sourcing

Participant Information Sheet

**RE-SOURCING Roadmap Workshop on
Mobility**



We warmly invite you to participate in the consultation meetings for the Mobility Sector Roadmap of the RE-SOURCING project, organised by Oeko-Institut e.V.:

Location: virtual meetings via Teams

Date & time:

28 October 2021, 1-5 pm CET

This meeting is part of the **RE-SOURCING project**. You can access the project's website at www.re-sourcing.eu. We want to make sure that before participating you get all the facts you need to make a well-informed decision. Please, take time to read the following information carefully and ask questions about anything that you do not understand or want to know more about.

Why are we doing this consultation process?

The RE-SOURCING meeting brings together industry leaders, research organisations, policy makers, NGOs and everyday users of technology in the area of responsible sourcing. The goal of the consultation process is to develop a roadmap for the Mobility Sector to achieve responsible sourcing by 2050.

Will I get anything for taking part?

Your participation is entirely voluntary and does not include any form of compensation or other remuneration, now or in the future. The aim of your participation is to give your input to the roadmap for the Mobility Sector and make the sector more sustainable based on your expertise.

If I decide to take part, what personal data will be collected and who will receive the personal data I provide for which purposes?

First, your contact information (full name, email, organisation) will be collected in order to register you for and inform you about this meeting. In terms of this contact information, the meeting organizer Oeko-Institut is the controller of your data within the meaning of the GDPR.

Second, the meeting will be held under Chatham House Rule. The meeting will be video- and audio-recorded via Teams for research purposes only. Due to the virtual format of the meeting and the technical restrictions of the conference and streaming platforms, please be aware that it is not possible to exclude individual persons from the recordings. However, you are free to disable your video function and use a pseudonym at any time in order to protect your identity. In terms of the film- and audio-records, Oeko-Institut is the controller of the data within the meaning of the GDPR.

The data controller's address and contact (Oeko-Institut) can be found at the end of this document. If you have any questions about data protection, you may also contact the responsible Data Protection Officer detailed at the end of this document.

Where will my data be stored?

Registration information (full name, email, organization, position in organisation) is collected via Microsoft Forms where the data of your registration will be stored. Additionally, your data is stored locally at Oeko-Institut.

Audio-/video recordings will be recorded via Teams and stored locally at Oeko-Institut.

The use of Microsoft Forms is subject to the privacy policy of Microsoft available at <https://support.microsoft.com/en-gb/office/privacy-and-compliance-9c1e3d75-1ae3-4587-adf6-616ed694e440?ns=microsoftforms&version=16&ui=en-us&rs=en-gb&ad=gb>.

Likewise, Teams is subject to the Privacy Policy and Terms of Service of Teams available at <https://hypercontext.com/privacy-policy/microsoft-teams>.

Who will have access to my personal data and the video and audio tape recorded during the workshop?

The contact information (full name, email, organization) collected during the registration will not be publicly available, will not be shared with third parties (except members of the consortium where necessary) without your prior consent and are not attributed to any commercial use.

The video and audio tapes taken during the meeting will be used for research purposes and will not be made publicly available. You are free to disable your video function and use a pseudonym at any time in order to protect your identity.

When conducting research studies, it will not be revealed who has taken part in the meeting. If necessary or upon request by data subjects, different names may be used in other forms of publications such as reports so that readers will not be able to identify individual participants of the meeting.

How long will my data be stored?

Your personal contact data (full name, email, organization) will be stored until five years after the end of the project in order to keep you updated on this and future meetings and will then be deleted.

The video and audio recordings will be stored until five years after the end of the project.

What is the legal basis for the data processing?

Your contact information (full name, email, organization) will be processed on the basis of your explicit consent (see Art.6 (1) a GDPR) and due to the necessity to process this information for the performance of the meeting at your request via your registration (on the basis of Art 6 (1) b GDPR).

In addition, audio and video recordings of the meeting will be processed on the basis the legitimate interests pursued by the controller (i.e. research purposes), except where such interests are overridden by the interests or fundamental rights and freedoms of the data

subject which require protection of personal data, in particular where the data subject is a child (see Art 6 (1) f GDPR).

As regards scientific research, the data collected may be further used in accordance with Article 5 (1) d GDPR and Article 89 GDPR.

Which rights do I have as data subject?

You have the right to withdraw your consent at any time. A withdrawal of consent does not affect the lawfulness of processing based on GDPR Art. 6 (1) b, f; see the question above). It also does not affect the lawfulness of processing based on the consent before its withdrawal.

At any time, you have the right to information about, access to and rectification of your personal data, restriction of data processing or erasure of personal data unless there is a lawful basis (see above), the right to data portability, the right to object, and the right to lodge a complaint with a supervisory authority pursuant to the applicable statutory regulations (notably Art 15 - 22 GDPR).

You have the right to request the deletion of your personal data. Audio and Video recordings cannot be deleted upon your request.

Do I have to take part? Can I withdraw my participation?

It is your decision to decide whether you want to take part or not. If you agree to take part, you have the right to change your mind/pull out at any time and you do not have to explain why.

However, we would ask you to please inform us as soon as possible if you are unable to attend to support us in the organisation.

What are the possible risks in taking part?

There are no anticipated risks.

What do I need to do if I decide to take part in this RE-SOURCING meeting?

You are asked to read this information sheet and decide if – given this information – you would like to participate. If you decide to participate, please complete the online registration via the MS Form template provided to you in the invitation e-mail.

Who do I need to contact if I want to know more about this RE-SOURCING meeting or if I wish to participate?

If you have any questions about the meeting, please contact Stefanie Degreif (s.degreif@oeko.de).

If you have any questions about data protection related to the meeting, please contact Stefanie Degreif (s.degreif@oeko.de) or the Data Protection Officer.

Data controller

Oeko-Institut e.V.
Rheinstrasse 95
D-64295 Darmstadt
Germany

Contact persons:

s.degreif-at--oeko.de

Responsible DPO:

Silvia Schütte

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