

## **INFORMED CONSENT INFORMATION**

### **FEEdBACK – Fostering Energy Efficiency and Behavioural Change through ICT (Grant agreement no. 768935)**

#### **Porto demonstrator – INESC TEC main building**

This informed consent comprises:

1. Information sheet for participation and processing of Personal Data in the FEEdBACK project (Porto demo)
2. Informed Consent Form for participation and processing of Personal Data in the FEEdBACK project (Porto demo)

## INFORMATION SHEET FOR PARTICIPATION AND PROCESSING OF PERSONAL DATA IN THE FEEDBACK PROJECT (PORTO DEMONSTRATOR)

### What is the main purpose of this Project?

The Project is about and fostering energy efficiency through behavioural change of consumers with relation to their energy consumption habits. For that purpose, we will develop an App which analyses the users' context in order to send personalized tips and messages regarding energy saving.

### What is the purpose of this demonstrator?

Playing for a smart energy efficiency in a services building.

The specific goals to be achieved for this demonstrator are:

- Energy savings: 15%
- Behaviour: 75% of users registered in the gamification platform, with an average login frequency of 3 times per week
- Comfort: 85% of users satisfied with the indoor temperature and humidity levels
- Indoor air quality: CO<sub>2</sub> – 1000-1200 ppm in 95% of occupied areas

### Who can take part in this demonstrator?

All the collaborators of INESC TEC main building.

### Why should I consider joining this demonstrator as a research participant?

- You will turn INESC TEC into a better and more energy efficient place.
- You will learn practices that can help you to save money (even at home).
- You will strengthen your ecological consciousness.
- You will participate in a European project, led by INESC TEC. Shouldn't you feel proud by yourself?
- This is your opportunity to show your peers that you don't know how to lose a game (even for fun).

### Do I have to become a participant in this demonstrator? If I joined the demonstrator, can I change my mind and drop out before it ends?

Of course, participation is voluntary. You only become a participant in this demonstrator if you agree with all of the information that is provided in the informed consent form and once you sign it. Yes, you are free to leave the project at any time and don't need to give any reasons for that. You just need to inform us by email.

### What exactly will be expected of me and what can I expect of the project if I agree to be a research participant in this demonstrator?

- Your involvement:
  - To fill in a total of three surveys (at different stages of the project) that will allow us evaluating the perceptions and behaviours before the app is launched, when the app is available and after the app is tested.

- To download and test the app when it becomes available.
- To allow us to install devices/sensor in your office space.

**What is specifically expected of me with regards to the game?**

We want you to participate in the competition by playing the game and follow the recommendations given by the gamification platform. We expect an average login frequency of, at least, 3 times a week.

**Am I obliged to participate in the planned gaming events and when can I expect to receive more details of these events?**

No, you are not. We expect to have the platform ready by the beginning of 2019. However, before the platform is available we need your feedback. For that reason, during May 2018, a first survey will be sent to the collaborators working in the INESC TEC main building. By answering to this survey, you will have the opportunity to let us know which type of content do you prefer and the type of prizes you would like to play for.

**How will my personal data be collected, when, and by whom/by what, and how, where and for how long will it be stored? How can I get access to my data? How and when will my data be deleted?**

The data to be collected refers to participants' name and email, as well as to data collected by used automated means – like sensors, smart meters and a mobile app, mobile devices' identifiers and data from user surveys regarding participant's cultural and socio-economic environment and energy consumption behaviour.

INESC TEC is the entity leading the Porto Demonstrator. IN-JET and TU Delft will be in charge of the user surveys. The Project Partners are the controllers of the participants' personal data collected in this Demo. Such personal data will be stored by the partners of the project and will not be transferred to third countries outside the EU, with the exceptions of Switzerland, country of the Partner EPFL, and of the of the data relative to the user surveys, which will be transmitted to and stored by Survey Monkey on servers in the United States.

The participants' personal data will not be kept for longer than necessary for its purpose. After this, it will be deleted. Besides, participants may exercise, at any time, their rights of access, rectification and opposition concerning their personal data.

**Are there any insurance and costs issues that will affect me?**

No, there are not.

**How can I give/retract/limit access to my personal data?**

Any participant can freely revoke his/her consent at any time and without being required to provide any reasons for such cancellation.

**What are the potential harms (to the participants and others) associated with participating in the demonstrator, and what will the project do to reduce the risks of harm?**

There are no significant risks to either the participants or others since the consortium is committed to take all the necessary steps in order to ensure that all the data from the participants in the demo sites is handled ethically and that all participants are equally treated, in an ethically sound manner and in accordance with the project's Ethical Principles.

**What will the project do to make sure that my personal data will not get into the wrong hands?**

Project partners have implemented security measures to ensure security of project data and avoid unauthorized access using encoded and encrypted data mechanisms.

**What kind of benefits can I expect personally from taking part in this demonstrator?**

You can expect to improve your behaviour regarding energy efficiency and learn good practices that you can use both at work or at home.

**What kind of benefits to others can come out of this demonstrator?**

You will contribute to turning INESC TEC building in a European good example of behaviour regarding energy efficiency. You can also influence other people to have better environmental practices.

**Will I get paid for taking part in this demonstrator?**

No, you will not. There are some prizes that you can win by joining the gamification platform and participating in the competition, but they are not financial ones.

**Once I start in this demonstrator as a participant, what do I do if I want to find out more about the demonstrator/project, or to complain about the way I get treated?**

You should talk to our ethic's advisor: Vasco Rosa Dias ([vasco.r.dias@inesctec.pt](mailto:vasco.r.dias@inesctec.pt)).

For queries or requests concerning the processing of your personal data here's ours Data Protection Officer email: [dpo@inesctec.pt](mailto:dpo@inesctec.pt).

**What happens after the demonstrator ends?**

After the project ends, or if the project is extended, the sensors and all devices may remain in operation for a period beyond that initially set but all participants shall be informed of this and decide whether they consent to continue their participation.

**What would happen if the project/demonstrator ends earlier than planned?**



In that case, all the participants would be immediately informed of that fact and they would have to decide whether they consent to extend their participation (in case the demonstrator is also extended) or if they wish to withdraw.

**Who gets to keep this document, once I sign it?**

After being signed, all the informed consent forms will be collected and stored by the demonstrator owner (INESC TEC) and a copy will be given to the participants.

**Which others may view or use the data in this document, if any?**

Personal data will only be used for scientific research purposes in the FEEdBACK project.

**Is there a contact person and how can I get in contact with this person and what exactly is the role of this person?**

Yes, you can contact either the project leader: Filipe Joel Soares (CPES, INESC TEC – [filipe.j.soares@inesctec.pt](mailto:filipe.j.soares@inesctec.pt)) or the ethic's advisor to the INESC TEC demonstrator Vasco Rosa Dias (AJ, INESC TEC – [vasco.r.dias@inesctec.pt](mailto:vasco.r.dias@inesctec.pt)). Susana Pereira is our Data Protection Officer as well as the Data Protection Coordinator of the Project ([dpo@inesctec.pt](mailto:dpo@inesctec.pt)).