

INFORMED CONSENT FORM

The current form on informed consent relates to the awareness campaign conducted by the European Association of Innovation Consultants (EAIC). The activities/data for which informed consent is being sought are described in the following paragraphs.

1. GENERAL INFORMATION ABOUT THE EAIC

The **European Association of Innovation Consultants (EAIC)** gathers experts in the field of European research and innovation projects. The initiative aims to facilitate exchange and promotion of best practices and success stories, as well as to promote professional skills and expertise in European RDI projects. Today the group gathers over 41 consultancy companies and 2 national associations, active in more than 18 countries around Europe.

The key missions of the European Association of Innovation Consultants (EAIC) are to

- Create synergies between European consulting companies specialized in Research, Development & Innovation (RDI) financing and management to promote the added value their professional services bring to RDI collaborations in Europe and carry out actions of common interests and benefits for its members.
- Enhance a positive image of European professional innovation consulting companies by ensuring and maintaining high professionalism and ethical values among its members.
- Represent the EAIC towards European institutions and stakeholders to defend the specific expertise and professionalism of EAIC members and acknowledge the increased project impact they deliver to the European research community.
- Identify common issues and goals of its members and pursue them in a coordinated manner on a national level by contributing to national concertation and enhancing direct dialogues with the different representations of the EU Member States.
- Facilitate knowledge sharing on best practices and information between members on latest evolutions in the European RDI ecosystem.
- Foster the participation of the private sector to European RD&I programmes for stronger impact and exploitation of results.

Given the above, the members of EAIC, are determined to inspire and ensure that trust, integrity, responsibility, fairness, and impartiality are all preserved by European Innovation Consultants during the execution of their professional activities.

To do so, all members have adopted a comprehensive **Code of Conduct**, which aims to promote best practices, mutual respect, and basic competition rules among Innovation Consultants. Through this Code of Conduct, all the approved members commit to excellence, and seek to guarantee and demonstrate the highest professional standards in the sector of EU consulting.

The following standards of conduct, behaviour and attitude are detailed in the Code:

1. Trust & Integrity

- Act at all times in the legitimate interest of the client;
- Provide all services with integrity and in accordance with the principles of good faith, legality and the rules of good professional practice;
- Not fail their client's trust nor serve interests that are in conflict with those of the client in the development of a project or service;
- Maintain an honest and diligent relationship with the companies in the sector, the clients, the European Commission, any European, national or regional RDI funding agencies, the Administration, and all those entities with which they have professional contact, keeping confidential everything they know about third parties in the exercise of their activities.

2. Responsibility

- Be committed to providing service to the client, and to communicate, respecting the conditions of confidentiality, all the information that they consider could have an impact on the choices and decisions of the client;
- Advise the client on the limits of the services acquired, specifically the chances of success of a given grant proposal, and represent truthfully the client input when developing a grant proposal;
- Ensure that their total support fees charged for advisory services to develop new RDI projects shall never be charged to the project post Grant Agreement and to do best efforts to encourage their clients to adopt the same good behaviour;
- In their capacity as specialists, undertake to constantly maintain the knowledge and skills of their teams at the required level, considering the evolution of applicable regulations;
- Ensure compliance with the rules on intellectual property and data protection.

3. Fairness to others

- Neither carelessly nor intentionally do anything to injure the reputation or business of others;
- Neither directly nor indirectly attempt to take the place of another consultancy, already appointed for a specific work;
- Ensure that its employees or independent contractors (including freelancers supporting proposal writing) respect the present Code of Conduct.

4. Impartiality

- To avoid conflicts of interest, the EAIC members shall preserve their independence against all kinds of interference and against their own interests or that may affect impartiality and professional judgement;
- Inform the client of any potential conflict of interest that might arise in the performance of services to the client;
- Ensure, specifically in but not limited to the context of specific RDI funding programmes (such as Fast-Track-To-Innovation / FTI, EIC-Accelerator) and to avoid conflicts of interests, that none of their staff and independent contractors supporting EIC / FTI-project proposal development act as EC evaluator for those funding programmes;
- Document the capabilities of the project, their team and partners in truthful manner;

- Not accept remuneration which prejudices honest judgement.

2. DESCRIPTION OF THE AWARENESS CAMPAIGN IN WHICH YOU ARE PARTICIPATING

One of EAIC's core missions is to enhance a positive image of European professional innovation consulting companies by ensuring and maintaining high professionalism and ethical values among its members. The initiative also aims to represent its members towards European institutions and stakeholders to defend the specific expertise and professionalism of EAIC members and acknowledge the increased project impact they deliver to the European research community.

A first step to ensure that trust, integrity, responsibility, fairness, and impartiality are all preserved by European Innovation Consultants during the execution of their professional activities, has been the creation and adoption by all its members of the Code of Conduct described above.

However, additional efforts are needed to further raise awareness, highlight and draw attention to:

- the **professionalism & quality** of the work performed by consultancy companies throughout Europe
- the **added value** their professional services bring to RDI collaborations in Europe
- the increased project **impact** they deliver to the European research community

3. SELECTION OF PARTICIPANTS AND TREATMENT OF DATA

To promote the above-mentioned points, EAIC is carrying out an awareness campaign. This awareness campaign takes the form of testimonies received from organisations' representatives which have received support from consultancy companies in the frame of:

- The development of EU-funded proposals (either individual or collaborative ones)
- The support to project coordination/management

The participants of the testimonial campaign will be contacted directly by email and by the EAIC member they have received support from. The latter will be in charge to collect the raw data from the participants and transfer it to the EAIC Marketing & Communication Working Group. This way, no contact details will be shared with EAIC members other than the one the participants already partnered with.

Without mentioning the consultancy by name, it is expected from the participants to provide testimonials about

- the professionalism & quality of the work performed
- the added value of the support received
- the increased project impacts such support led to

To do so, a form (Word document) will be sent to the participants in view to collect the necessary data for the testimonial campaign, which includes:

- Title
- First name, Last name,
- Name of the organisation the participant represents
- Type of organisation
- Position of the participant within the organisation
- Location of the organisation
- Name of the consultancy company the organisation received support from
- The type of service received

4. USER INFORMATION

Controller: as stated in article 26 of Regulation (EU) 2016/679 of April 27, 2016 (GDPR) on the protection of natural persons with regards to the processing of personal data and the free circulation of this data, the Controller is responsible for the personnel data processing of the User and informs that this data will be treated in accordance with the provisions of GDPR. Contact details may be subject to change, so please check this webpage: <https://www.eaic.eu/privacy-policy.html>

Data preservation criteria: once the article have been released online (internet, medias etc.), Controller will not have the possibility to control the data online. Therefore, personal data shall be kept without limitation.

Processor: although it is not foreseen, the providers will be able to access to the data, with whom the obligations and responsibilities assumed in the treatment of the data will be formalised, in the capacity of Processor.

Lawfulness of processing: the consent for the processing of his/her personal data for one or several specific purposes which are legitimate for the Controller.

User rights: you have the right to withdraw the consent at any time, as well as exercise the rights of access, rectification, portability and deletion of their data and the limitation or opposition to their treatment. Please keep in mind that once the data has been released publicly, the Controller will not have the possibility to modify how the data appears on the internet.

Claim possibility: Right to file a claim with the control authority in your country.

Contact information to exercise your rights: to exercise the rights send an email to the above-mentioned controller. You must specify which of these rights you wish to be addressed and, in turn, it must be accompanied by an ID card photocopy or equivalent identification document. If you act by proxy, legal or voluntary, you must also provide a document proving the representation and identification document thereof. ID is requested in order to avoid usurpation.

5. COMPULSORY OR OPTIONAL CHARACTER OF THE INFORMATION PROVIDED BY THE USER

The users, by returning the data collection form, freely and unequivocally accept that their data are necessary to meet their request by the provider. The user guarantees that the personal data provided to the CONTROLLER are true and is responsible for communicating any modification thereof. The CONTROLLER must expressly inform and warrant users that their personal data will not be transferred in any case to third parties, and that whenever they will make any kind of transfer of personal data, the prior consent of the users will be unequivocally requested. For any information submitted through third-party applications and forms used on the website, you are informed and understand that the processing of the data on third-party applications will be transferred to the third-party applications in accordance with their Privacy Policy & Terms of Use.

6. SECURITY MEASURES

In accordance with the provisions of current regulations on personal data protection, the CONTROLLER is complying with all the provisions of the GDPR for the treatment of personal data of their responsibility, and manifestly with the principles described in article 5 of the GDPR, for which they are treated in a lawful, loyal and transparent manner in relation to the interested party and adequate, relevant and limited to what is necessary in relation to the purposes for which they are treated.

The CONTROLLER guarantees it has implemented appropriate technical and organizational policies to apply the security measures established by the GDPR in order to protect the rights and freedoms of the Users and have communicated the appropriate information so that they can exercise them.

7. TERMS OF USE

The CONTROLLER is committed to protecting the privacy of its users. This Privacy Policy ("Privacy Policy") is designed to help you understand what information we gather, how we use it, what we do to protect it, and to assist you in making informed decisions when using our Service. Unless otherwise indicated below, this Privacy Policy applies to any website that references this Privacy Policy, any Controller website, as well as any data the Controller may collect across partnered and unaffiliated sites.

For purposes of this Agreement, "Campaign" refers to the Controller's testimonial campaign as described above. The terms "we," "us," and "our" refer to the Controller. "You" refers to you, as a user of Service.

8. CONSENT

By participating in the Campaign, you accept our Privacy Policy and Terms of Use, and you consent to our collection, storage, use and disclosure of your personal information as described in this Privacy Policy. In addition, by participating in the Campaign, you are accepting the policies and practices described in this Privacy Policy.

9. HOW WE USE AND SHARE INFORMATION

Personal Information:

We do not sell, trade, rent or otherwise share your Personal Information with third parties without your consent.

In addition, we may disclose your Personal Information if required to do so by law or if you violate our Terms of Use.

Non-Personal Information:

In general, we use Non-Personal Information to help us improve the Service and customize the user experience. We also aggregate Non-Personal Information in order to track trends and analyse use patterns of the Service. This Privacy Policy does not limit in any way our use or disclosure of Non-Personal Information and we reserve the right to use and disclose such Non-Personal Information to our partners, advertisers and other third parties at our sole discretion.

10. HOW WE PROTECT INFORMATION

We implement reasonable precautions and follow industry best practices in order to protect your Personal Information and ensure that such Personal Information is not accessed, disclosed, altered or destroyed. However, these measures (IT, etc.) do not guarantee that your information will not be accessed, disclosed, altered or destroyed by breach of such precautions. By participating in the Campaign, you acknowledge that you understand and agree to assume these risks.

11. AGE OF CONSENT

By participating in the Campaign, you represent that you have the age of consent depending of your local regulation, based on article 8 of the GDPR.

12. CONTACTING US & WITHDRAWING CONSENT

If you have any questions regarding this Privacy Policy or the practices of this website or wish to withdraw your consent for the continued collection, use or disclosure of your Personal Information, please contact us by sending an email to info@eaic.eu.