CLS INFRA TNA Data Management Policy

Information on Data Processing and Declaration of Consent

CLS INFRA values your privacy and processes your personal data in compliance with the EU General Data Protection Regulation (GDPR).

Your **Personal Data** is any information related to you. **Processing** is any operation performed on the data.

According to the **Transparency Principle**, this document will provide you with information about the processing of your personal data as required by Art. 12, 13, and 14 of the GDPR.

Who are we and how can you contact us?

Name: Marco Raciti
Address: DARIAH-EU Coordination Office, Centre Marc Bloch, Friedrichstraße 191, D-10117 Berlin, Germany
E-mail: marco.raciti@dariah.eu

acting as the data controller within the meaning of the GDPR.

You can also contact our **Data Protection Officer** Arnaud Roi at arnaud.roi@dariah.eu

For what purpose do we process your data?

Your data will be processed within the **CLS INFRA** project (hereinafter: the project).

Project description:

Computational Literary Studies Infrastructure (CLS INFRA) is a four-year partnership to build a shared resource of high-quality data, tools and knowledge to aid new approaches to studying literature in the digital age. The digital age offers challenges and opportunities for completing research on Europe's multilingual and interconnected literary heritage. At present, the landscape of literary data, methods, and tools is diverse and fragmented. Even though many resources are currently available in digital libraries, a lack of standardisation hinders their access and reuse. The European Commission-funded CLS INFRA project will help to build the shared and sustainable infrastructure needed to undertake literary studies in the digital age. The project will align these diverse resources with each other, with the tools needed to interrogate them, and with a widened base of users. The resulting improvements will benefit researchers by bridging gaps between greater and lesser-resourced communities in computational literary studies and beyond, ultimately offering opportunities to create new research and insight into our shared and varied European cultural heritage.

The CLS INFRA Transnational Access (TNA) provides access to a wide range of data, tools and knowledge. Scholars from literary studies or with an interest in **Computational Literary Studies** methods are invited to apply for a fellowship grant in one of our infrastructure providers. Successful applicants will not only obtain **free-of-charge physical access to the infrastructure**, but in the context of the overall project they will become part of the larger CLS community. By responding to one of our calls, applicants may have the opportunity to:

- Interact with experts;
- Receive advice on ongoing projects;

- Learn how to use the ecosystem of data, tools and standards;
- Assemble new literary corpora;
- Profit from hands-on training and support.

The data collected is needed for the management and oversight of the TNA selection process as well as for publishing the Final Report of the transnational access activities as required in the project Grant Agreement. We process your data on the basis of the "Terms and Conditions" document [https://clsinfratna.sciencescall.org/data/pages/CLSINFRA_Terms_and_conditions_update2c_2.pdf], which we ask you to agree with in the application form. Limited personal information of successful applicants will be published on the CLS INFRA website.
To learn more about the **CLS INFRA** project, please see https://clsinfra.io/

For the organisation of the CLS INFRA Fellowship programme, the CLS INFRA consortium uses sciencesconf.org, a web platform dedicated to the organization of scientific events and scientific call for projects. Sciencesconf.org is a service provided by the CCSD (Centre pour la Communication Scientifique Directe). For the call for applications, we collect personal information necessary to perform the project. Your personal data are stored by the CCSD and in Nextcloud, an open source content collaboration platform, and are only accessible by the CLS INFRA consortium and selected members of the CLS INFRA External Advisory Board only for evaluation purposes.

Please be informed that your data may also be used in different research projects in the domain of Computational Literary Studies in accordance with the GDPR.

What information about you do we collect and process?

The following types of information about you are collected and processed within the project:

- Name, surname
- E-mail address
- Age / date of birth
- Address / place of residence
- Gender
- Educational background / title
- Affiliation / professional situation / occupation

The data are collected directly from you through an application form available here:
https://clsinfratna.sciencescall.org/data/pages/CLS_INFRA_Application_Form_1.pdf

Legal basis for the processing of your data

Your data is processed on the basis of your consent (Art. 6.1(a) of the GDPR) which you give by accepting this notice.

Exceptionally, where consent is not an appropriate legal basis, your personal data can also be processed on the basis of our legitimate interest in carrying out the project, or further research in the field of Computational Literary Studies. Then, the processing is based on Art. 6.1(f) of the GDPR.

For how long do we keep your data?

Your data will be stored for as long as necessary for the fulfillment of the defined research purposes.

Will your data be shared with anyone?

Within the project, your personal data will be shared with researchers from the following partner institutions:

Name: Institute of Polish Language at the Polish Academy of Sciences (Poland)

Country: within the European Economic Area (EU member states, Iceland, Liechtenstein, Norway) or in the UK

Name: Ghent Centre for Digital Humanities, Ghent University (Belgium)

Country: within the European Economic Area (EU member states, Iceland, Liechtenstein, Norway) or in the UK

Name: Moore Institute for Research in the Humanities and Social Studies, National University of Ireland Galway (Ireland)

Country: within the European Economic Area (EU member states, Iceland, Liechtenstein, Norway) or in the UK

Name: Austrian Centre for Digital Humanities and Cultural Heritage, Austrian Academy of Sciences, Vienna (Austria)
Country: within the European Economic Area (EU member states, Iceland, Liechtenstein, Norway) or in the UK

Name: Institute of Formal and Applied Linguistics, Institute of the Czech National Corpus, Charles University, Prague (Czech Republic)
Country: within the European Economic Area (EU member states, Iceland, Liechtenstein, Norway) or in the UK

Name: Network for Digital Humanities at the University of Potsdam (Germany)
Country: within the European Economic Area (EU member states, Iceland, Liechtenstein, Norway) or in the UK

Name: Trier Center for Digital Humanities (TCDH) at Trier University (Germany)
Country: within the European Economic Area (EU member states, Iceland, Liechtenstein, Norway) or in the UK

Name: Laboratorio de Innovación en Humanidades Digitales (LINHD), UNED, Madrid (Spain)
Country: within the European Economic Area (EU member states, Iceland, Liechtenstein, Norway) or in the UK

Moreover, personal data is also required from expert reviewers and Selection Panel members.

Will your data be transferred outside the European Economic Area (EEA)?

Your data will not be transferred outside the European Economic Area.

No profiling or automated decision-making

Your data will not be used for profiling or automated decision-making purposes.

Your rights with regards to the processing of your data

The GDPR grants you certain rights with regards to the processing of your personal data. These rights include:

- **Access** (Art. 15 of the GDPR): you have the right to obtain confirmation as to whether We have your personal data, as well as information about how We process it. You can also request a copy of your personal data, for which We may charge you a reasonable fee based on administrative costs. In order to exercise your right of access, contact us at marco.raciti@dariah.eu;
- **Rectification** (Art. 16 of the GDPR): if your personal data that We process are incomplete or inaccurate, you have the right to request rectification of such data without undue delay. In order to exercise your right to rectification, contact us at marco.raciti@dariah.eu;
- **Erasure** ("right to be forgotten" – Art. 17 of the GDPR): in certain circumstances (e.g. if your data are processed unlawfully or unnecessarily) you may request erasure of your personal data.
- **Restriction of processing** (Art. 18 of the GDPR): in certain circumstances (e.g. if you contest accuracy of your data that we process or lawfulness of the processing) you may request restriction of processing of your data. Such data will not be erased, but in principle can only be processed with your consent;
- **Data portability** (Art. 20 of the GDPR): in certain circumstances, you may request transmission of your data to another controller in a structured, commonly used and machine-readable format;
- **Right to object** (Art. 21 of the GDPR): if you did not consent to the processing, or if it is not necessary to comply with a legal obligation, you may always object to it, in which case We shall no longer process your data.

Moreover, you have the right to:

- **withdraw your consent** to the processing of your personal data at any time (Art. 7(3) of the GDPR) by contacting us at marco.raciti@dariah.eu. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal; lodge a **complaint** with a supervisory authority.