



EmpoWomen

Data Mgmt. Plan

Deliverable 1.2 Data Management Plan

Prepared by: SPLORO

Description

Report on the use of data generated by the project following the open access to publications.

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Abstract:

This document is the EmpoWomen Data Management Plan. It is the first version of a living document that describes how the EmpoWomen project will handle personal data throughout the lifetime of the project. The document describes the project's approach to data management and the methodology that will be explored during the EmpoWomen project.

List of Acronyms

EIC	European Innovation Council
EU	European Union
DMP	Data Management Plan
WP	Work Package
OC	Open Call
FSTP	Financial Support to third parties



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1. Introduction

The present document is deliverable D1.2 – “Data Management Plan” (DMP), framed within WP1 – “Coordination and Management” of the EmpoWomen project. It is the first version of a living document that describes how the EmpoWomen project will handle personal data throughout the lifetime of the project.

The objective of this deliverable and respective Data Management Plan (DMP) is to describe the project’s approach to data management and the methodology that will be explored, as well as the various datasets that will be collected, processed, or generated during the EmpoWomen project.

The general methodology of the EmpoWomen DMP consists of several aspects, applicable to the various datasets generated within the project, namely respect to FAIR data, the allocation of resources, data security, personal data procedures (e.g., data collection, storage, protection, retention, destruction, and confirmation), and ethical aspects.

EmpoWomen commits to respect the EU General Data Protection Regulation, and therefore ensuring the security and protection of the personal information that it processes, and to provide a compliant and consistent approach to data protection.



2. Data Summary

EmpoWomen will generate a significant amount of data during its execution, which has the potential to be reused and reviewed. The project involves conducting data collection, including personal data and metadata, within the context of the internal personal data of the consortium partners. However, special attention is given to the personal data of applicants in the context of our open calls and when they participate in our public events.

The data management approach for EmpoWomen is structured based on the "Horizon Europe – Data Management Plan Template (version 1.0, 05 May 2021)." This methodology addresses key aspects to ensure effective data handling, encompassing:

- **FAIR Data:** The project adheres to the principles of Findability, Accessibility, Interoperability, and Reusability (FAIR) to enhance the value and accessibility of the generated data.
- **Allocation of Resources:** Considerations for the allocation of resources are integral to the EmpoWomen Data Management Plan, ensuring efficient handling, storage, and processing capabilities.
- **Data Security:** Robust measures are in place to safeguard the collected data, with a particular focus on the security of personal information. This includes comprehensive security protocols for the SPLORO platform, where sensitive data are stored securely.
- **Ethical Aspects:** The DMP addresses ethical considerations in data handling, emphasizing the responsible and ethical use of data throughout the project's lifecycle.
- **Personal Data Procedures:** Special attention is dedicated to personal data procedures, especially concerning applicants in the context of open calls and participation in public events. Stringent protocols are established to handle, store, and process personal data in compliance with privacy regulations.

This comprehensive approach ensures that the data generated by EmpoWomen is effectively managed, ethically handled, and remains secure throughout the project.

2.1 Existing Data to reuse

EmpoWomen relies on previously generated data, acquired through data scraping, recruitment repositories, and desktop research for literature review. Additionally, data will be sourced from the partners' proprietary databases. These datasets encompass both textual and numerical information.

Examples:

- The mailing list compiled by SPLORO through an [online form](#) will be utilized to disseminate EmpoWomen project information via email.
 - Stored on the secure SPLORO platform.



- The information stored in this list includes: full name, email address, country, and startup name.
- SWG and BAE will leverage their internal list of experts to identify mentors.

2.2 New Data

The project is anticipated to generate a substantial volume of text, audiovisual, and numerical data across various activities such as interviews, surveys, workshops, program implementation, focus groups, and planned data scraping. Additionally, data will be obtained from the two open calls that the project will conduct.

TECHUA

TECHUA is in charge of the Communication WP and thus will generate many audiovisual data: first with the EmpoWomen website, but also many posts, publications and images newly designed, that will be published on LinkedIn, Twitter, Facebook, etc.

They will also launch a series of audio podcasts covering the programme and stories of the participants. They will create event materials: posters, flyers, stickers, etc. that will be shown/given during conferences, forums, workshops and various events. They will create a Stakeholder Collaboration Framework to identify existing networks, initiatives and resources to nurture synergies and strategic alliances and relationships over the long-term as well as promote the project open calls. **(see Dataset 1.a in Annex 1).**

TECHUA will create a mailing list of the Newsletter subscribers **(see Dataset 1.b in the Annex 2)** and the series of audio podcasts **(see Dataset 1.c in the Annex 2).**

SPLORO

SPLORO as coordinator will take minutes of all the EmpoWomen meetings (except for those meetings organized by the leaders of the WPs), which will produce text documents saved on the project repository (Microsoft Teams).

Also, SPLORO is in charge of the Open Call WP and thus will collect:

- The potential and selected evaluators: Name, surname, Gender, Country of origin, legal address, ID number, e-mail, bank account, CV, area of expertise (select from deep tech technologies), previous experience evaluating cascade funding projects, motivation to evaluate EmpoWomen. Those data will be collected thanks to the Calls for Evaluators that will be organised before each open call.
- The applicants: Name, surname, e-mail, legal and short name, type of organization, address, VAT number, PIC number, phone number, website address, bank details.



- The applicant's projects: title, abstract, their answer to the application form specially generated for the EmpoWomen project.

More details about the Open Call dataset are available on **Dataset 2.a in the Annex 2**.

SPLORO will be generating a mailing list from scratch to disseminate EmpoWomen's calls, using the [Contact Form](#) created before the OC#1 opening. The contact form collects full name, email address, country, and startup name.

Finally, SPLORO will generate financial reportings for the EC. More details available on **Dataset 2.c in the Annex 1**.

SPLORO oversees the payment of the application evaluators and the distribution of the FSTP. In order to do the transfers, they will first need to sign a contract with each of them, and then collect the necessary data:

- The Selected Evaluators: Name, Address, Bank details, financial representative details (name, email and direct phone number),
- The Successful Applicants: Name, Address, Bank details, financial representative details (name, email and direct phone number), and the different steps of application. More details available on **Dataset 2.a in the Annex 1**.

SWG and BAE

SWG and BAE will also collect several informations from the successful applicants: Name, Surname, company, position, email of the contact person, detail of their project, ambitions and KPI's, among others, with the aim to have a follow up of their mentoring process and evolution on the SWG Airtable Database, Airtable Interfaces, Google Calendar Invitations, Slack and Zoom.

Mentors will be scouted and selected to participate in the programme, therefore their personal information will be also processed by SWG and BAE and included in Airtable Database, Airtable Interfaces, Google Calendar Invitations and Zoom. Mentors are not planned to be invited to the Slack workspace that will be used mainly for communication between organizers and startup companies. Data such as Name, Surname, company, position, email of the contact person will be managed. More details are available on **Dataset 3.a Mentors and coach's dataset in Annex 2**.

Finally, SWG and BAE will be generating new data via the creation of training material for the successful participants.

Tools and data used in the programme:

Airtable database is used to collect and organize data and content needed to deliver programs. It is only used by Startup Wise Guys (SWG) and information shared with other startup companies and mentors is limited to publicly available information about the startup and founders.

Airtable interface is used to show content of the programme, programme calendar, overview of mentors and other important information to the participants, as well as an overview of the startup



participants to their mentors. That is limited to information such as names, surnames, company emails, LinkedIn, company name, etc.

Google Calendar is used to schedule live sessions of the programme for participants and mentors to be aware of live sessions and be able to join on time. Information that is seen in the calendar invitation is name, surname, email, company name, and description of the session.

Slack is used for communication between programme organizers and startup participants to share information about programme sessions and to answer requests from participants.

Zoom is a video call platform that is used to host online live sessions for mentors, speakers and participants. Data used is name, surname, email and company name.

Information about startup company

- Company Name
- Website
- Description oneliner
- Pitch deck presentation
- Logo
- Country
- Vertical
- Number of founders
- Number of employees
- Expectations of the programme
- GDPR Notice

Information about individual participants

- Name
- Surname
- Company name
- Position / Role in the company
- LinkedIn
- Email
- GDPR consent



Information about mentors

- Name
- Surname
- Email
- Linkedin
- Area of expertise
- Vertical / Industry
- Company name
- Role in the company
- About mentor
- Country
- Photo
- GDPR consent



3. EmpoWomen data management methodology and procedures.

3.1 FAIR Data

The project is committed to the principles of Findability, Accessibility, Interoperability, and Reusability (FAIR), enhancing the overall value and accessibility of the collected data, which primarily includes information related to startups applying to open calls, evaluators assessing startup proposals, mentors, and experts participating in the acceleration programme for selected startups.

SPLORO will be responsible for data management and quality assurance as leader of task T1.4 Data Management Plan preparation.

3.1.1 Making data findable, including provisions for metadata

EmpoWomen will ensure that the data it generates and utilizes can be easily located and understood through the use of metadata. This metadata will allow for efficient identification of the data, including details such as participant names or organizations. In some instances, a persistent and unique key will be employed to index and locate the data. The project will explore the possibility of using this unique key across the various platforms used in project delivery to enhance the ease of finding information.

Certain types of data, like applicant and evaluation data, will be organized in a structured format to facilitate better organization and retrieval.

The metadata utilized in the project will typically include information on:

- How the data was created.
- Time and date of creation or modification.
- Source of the data.
- Person or entity responsible for creating the data.
- The expected quality of the data.

It's important to note that naming conventions will differ depending on the platform used by project partners. Each platform maintains its own naming standards, and these standards are not controlled by the project.

3.1.2 Making data accessible

Although some of the data used in the project will be personal, confidential, or proprietary, the project will strive to make data openly accessible to the extent possible. There are two specific categories of data where the project will endeavour to deliver on this goal:

- **Promotion and dissemination:** Information that is relevant to promote the project, such as data on the EmpoWomen and community, as well as testimonials and pictures/ videos



of the project activities, will be published on the EmpoWomen communication channels. The channels include [website](#) and social media platforms ([LinkedIn](#), [Facebook](#), [Twitter](#)) and will be made available for the public for dissemination purposes. Consent will be secured before any publication and this data may be shared based on such consent.

- **Participant profiles:** EmpoWomen will compile anonymised profile reports on specific project aspects (where such data is not subject to de-anonymisation). This dataset may be shared without restriction as anonymised data.

No special tools other than standard web browsers, desktop text editors, spreadsheets and presentation software will be required for access to the data above.

3.1.3 Making data interoperable

In this section, the strategies employed by the EmpoWomen project to enhance data interoperability are described, promoting the potential for reuse and data exchange among external stakeholders. The approach is designed to ensure accessibility and compatibility through the implementation of robust practices related to metadata and structured data.

The EmpoWomen project is committed to making data produced by the project easily interoperable, facilitating seamless reuse and exchange among external stakeholders. The data used in the project will be accessible online through web browsers, utilizing prevalent standard spreadsheet formats (such as Open Office, Excel, Google Sheets), standard text editors (including Open Office, Word, and Google format), and employing standard encoding and formatting practices. This comprehensive approach aims to mitigate the risk of compatibility issues, providing a foundation for efficient data sharing.

Within the project's platforms, numerous metadata and structured data types have evolved into de facto standards. Whenever feasible and under the project's control, we prioritize the adoption of open, free, and widely used metadata and structured data types. This strategic choice aims to align with established practices, fostering compatibility and ease of integration.

In situations where commonly used structures are not already supported by the project, we remain flexible. The project is open to considering the provision of mapping to bridge any potential gaps and enhance compatibility with established structures.

For selected EmpoWomen deliverables at the Public Dissemination level, we are committed to using standard vocabulary and methodologies. This approach facilitates interoperability and exchange among various business support organizations and startup ecosystems. The sustainability plan, along with corresponding activities, ensures the continued usability of relevant EmpoWomen results and information post-project, all while upholding stringent data privacy measures.

The EmpoWomen project places a strong emphasis on making data interoperable through a combination of standardized formats, open and widely recognized metadata and structured data types, and strategic considerations for future compatibility and sustainability.



3.1.4 Increase data re-use

The project will make data related to dissemination and other datasets available for re-use, if requested, and if it respects the principles of data protection. Selected datasets generated may not be made available due to EmpoWomen's commitments to its applicants and sub-grantees in relation to personal information and business private information.

The information made available on the project website and other communication channels will be free for third parties to use. If files or datasets are produced, they will be shared to eligible third parties.

Data retention periods in EmpoWomen will be determined in line with the GDPR principles of 'data minimisation' and 'storage limitation'. Regarding the use of each platform employed in delivery of the project, the application of these principles will be determined by policies of each respective platform.

Personal data collected by the project will be stored on the project's limited access repository as well as on each platform used, until the end of the project. The project is currently set to end in October 2025, with extension of retention through the conclusion of EC review. The project will retain data, including personal data processed by the EmpoWomen consortium members, if strictly needed, in accordance with the current terms needed to answer potential audits by the EC services, such as data that enables the assessment of the EmpoWomen activities' impact.

The project must retain generated data for five years after the balance of the project is paid or longer if there are ongoing procedures (such as audits, investigations, or litigation). In this case, the data must be kept until they end), and to the extent applicable, the potential processing of the relevant personal data for such purpose would be supported on the necessity of the consortium parties to comply with an applicable legal obligation to which such entities are subject to hereunder.

Notwithstanding the foregoing, any personal data may be deleted earlier if a data subject explicitly requests their records to be deleted and the applicable requirements to the exercise and execution of the right to erasure are fulfilled. To follow the principle of data minimisation, personal data will be deleted/destroyed in accordance with the applicable criteria and requirements resulting from the applicable personal data protection laws, namely, the GDPR.

3.2 Allocation of resources

Each partner in EmpoWomen is responsible for the application of the DMP for the data it contributes to the project repository and data that is received, stored, modified, or deleted on a platform the project uses that is such partner's responsibility.

The project partners will maintain mapping on the platforms each partner uses in the project. The consortium partners have a responsibility towards ensuring a correct use of and management of data, in the tasks and WPs which they lead.



3.3 Data Security

All consortium members must understand their data security obligations and responsibilities. Each partner organisation will take responsibility for the platforms which they contract and/or operate for the project (**see Annex 1 and Annex 2**). As mentioned, the project will maintain records on each platform that each organisation carries responsibility for under the project.

Each partner will review each of the platforms they use to deliver the project with regards to data security, data encryption, data retention, secure access, secure transfer, and the security of storage.

In sum, the EmpoWomen project will maintain protection of personal data and compliance with Data Regulations as per national and European legislation regarding the protection of personal data. Procedures will be in place for applicable technical means to avoid the loss, misuse, alteration, access by unauthorised persons and/or theft of the data provided to this entity. Notwithstanding, security measures (particularly for Internet accessible data) are not impregnable. To mitigate risk of unauthorised access, access controls will be applied to data sources. As an example, applications to the EmpoWomen project competitive calls and feedback forms will be made accessible to a limited number of team members using user-level security and permissions.

EmpoWomen participants (data owners) will be able to exercise their right to be forgotten, where applicable. The right to be forgotten does not apply where processing is necessary for compliance with a legal obligation, the performance of a task carried out in the public interest or in the exercise of official authority, or for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Breach procedures will be put in place by the consortium members to ensure that the partners are able to identify, assess, investigate, and report any reported or detected data breach at the earliest possible time.

Additionally, all consortium members will be asked to adopt security measures to protect computers, laptops, mobile phones, and similar tools to prevent unauthorised access in case of leaving the tool unattended or in case of loss or theft.

3.4 Personal data procedures

3.4.1 Data collection

Personal data that will be collected within the framework of the EmpoWomen project will be done for specific purposes, aligned with, and as required for defined project activities, and in a lawful and transparent manner. The purpose of data collection will be made clear to the data subjects at the time of the collection (*'purpose limitation'*). Only personal data strictly required for the purposes of the project will be collected (*'data minimisation'*). Data subjects will have the right to request anonymisation/ pseudonymisation regarding the processing of their data. When statistical analysis is relevant, the processing of data for statistical purposes will not be of personal data but rather combined data.



3.4.2 Data storage

Personal data collected in EmpoWomen will only be retained in a manner that allows the identification of data subjects for the duration required to achieve the intended purposes of data processing ('*storage limitation*'). Data may be stored for a longer period for the purpose of, for example, statistical analysis ([Article 89\(1\)](#)), provided that appropriate technical and organisational measures to safeguard the rights and freedoms of the data subject are implemented (e.g. anonymisation of data).

Data will be processed and stored by partners on the secured shared EmpoWomen repository or respective repositories in a manner that ensures the adequate security of the personal data collected, including against unauthorized processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures (data '*integrity and confidentiality*').

3.4.3 Data protection

As mentioned in Section 3.3-Data security, the EmpoWomen project will uphold protection of personal data in compliance with Data Regulations as per national and European legislation.

Notwithstanding, the following data protection principles will be considered and respected:

- Personal data will be collected, processed, and protected in a lawful, fair and transparent manner in regard to the data subject(s) ('*lawfulness, fairness and transparency*'), and only essential personal data will be collected and processed ('*data minimisation*').
- No personal data related to racial or ethnic origin, sex life or sexual orientation, political opinions, religious or philosophical beliefs will be collected. Furthermore, the processing of genetic or biometric data for the purpose of identifying a natural person will be prohibited.

3.4.4 Data retention

Data subjects will have:

- The right to receive the personal data regarding them. The data subject will have the right to receive such information in a structured and commonly used format.
- The right to have their personal data corrected.
- The right to be forgotten.
- The right to share that data with another data controller without limitations from any EmpoWomen data controller.

As highlighted in Section 3.1.4, EmpoWomen will retain the personal data collected until the end of the project (October 2025), and will retain data, if strictly needed, in accordance with the current terms needed to answer potential audits by the EC services, such as data that enables the assessment of the EmpoWomen activities' impact. Furthermore, the project must retain generated data for five years after the balance of the project is paid or longer if there are ongoing procedures (such as audits, investigations, or litigation).



3.4.5 Data destruction

To maintain the security, integrity, and confidentiality of the data collected, the assigned controllers or processors of the EmpoWomen partners will evaluate the risks associated with the data processing and adopt measures to minimise those risks. Furthermore, particular attention should also be given to risks involving data processing, including accidental or illegal destruction. The implementation of measures should consider factors such as available technology and costs, particularly considering the risks and the type of personal data to be secured.

At the end of the EmpoWomen project, after the retention period has passed, and when collected data is no longer required, data will be deleted and destroyed.

3.5 Ethical aspects

Within the framework of the EmpoWomen project, significant attention is given to ethical considerations to ensure integrity and respect at all project stages. Some key ethical considerations include:

Data Privacy: Robust measures will be implemented to safeguard data privacy, particularly when working with personal information of applicants, evaluators, mentors, and experts. All data collection, storage, and processing practices align with relevant privacy regulations.

Informed Consent: Informed consent will be obtained from all participants whose personal data is involved in the project. This ensures that individuals are fully informed about the intended use of their data and have given their approval consciously.

Equity and Diversity: Equity and diversity will be actively promoted in all project activities, from participant selection to proposal evaluation. Measures will be taken to prevent any bias or discrimination and encourage inclusive participation.

Transparency in Communication: Communication with participants, partners, and other stakeholders will be transparent and understandable. Relevant information about the project's objectives, data usage, and any potential impact will be shared to the extent allowed by confidentiality regulations.

Ongoing Ethical Review: Continuous ethical review will be conducted to assess and address any emerging ethical issues throughout the project. This ensures that the project adheres to the highest ethical standards and proactively responds to any ethical challenges that may arise.

These fundamental ethical principles will guide conduct and decision-making in the EmpoWomen project, ensuring a comprehensive ethical approach at all stages.



Annex 1. Formats and names

General guidelines for selecting file formats

EmpoWomen takes measures to prevent future file format obsolescence by giving preference to file formats with high chances of remaining usable in the future. In general, such formats should be:

- commonly used
- have open specifications
- independent of specific software, developers or suppliers.

Formats meeting these criteria are best suited for long-time preservation and accessibility.

Formats may not always cover all desired attributes. File formats used can be divided into preferred formats (ideal cases offering best chances for usability and accessibility) and acceptable formats (formats meeting the bare minimum required).

EmpoWomen uses the formats listed below:

File format type	Preferred	Acceptable
Text docs	.doc; .docx	.odt
Spreadsheets	.xls; .xlsx	.csv; .ods

The list may change as new formats are developed and/or if formats fall into disuse for reasons beyond our control.

General guidelines for naming the files

All the EmpoWomen files will be labelled in a systematically structured way in order to ensure the coherence of the final dataset : EmpoWomen_category_name of the document.

Different categories:

- Deliverable: labelled DX.X
- Meeting minutes

The document name should end with the date of the event (when relevant) using the following format: dd.mm.yy



Annex 2. Datasets

Datasets 1. TECHUA

1.a Stakeholder Collaboration Framework

Datatype name	Stakeholder Collaboration Framework
Data description	This data includes relevant networks and initiatives (DIHs, EEN, associations), projects, and resources (National Contact Points, publication platforms, social media profiles) relevant for the objectives of the project.
File type	Excel
Purpose of the data	The purpose of this database is to make possible the identification of existing networks, initiatives and resources to nurture synergies and strategic alliances and relationships over the long-term as well as promote the project open calls.
Data provider	The data collection process involves various activities aimed at disseminating information and engaging stakeholders throughout the project's lifespan. Project partners are expected to contribute to this effort by undertaking activities such as sharing project content on social media, including it in company newsletters and websites, and interacting with relevant national and local media, as well as stakeholders. To streamline these efforts, partners will document their actions on a shared file. Additionally, partners are required to proactively communicate with TECHUA, sharing information about their project-related activities, such as conference attendance, as well as developments and results associated with the project.
Ethical aspects	Possible ethical and legal aspects preventing sharing: N/A Is informed consent for data sharing and long-term preservation given: N/A



1.b Newsletter Subscribers

Datatype name	Newsletter Subscribers
Data description	This dataset includes the email, first name and last name of the subscribers.
File type	Excel
Purpose of the data	The purpose of this database is to send six newsletters during 2024-2025 with updated information on the project developments and opportunities.
Data provider	The data collection process involves individuals voluntarily subscribing to the newsletter through the website of the EmpoWomen programme. The purpose of maintaining the Newsletter Subscribers database is to facilitate effective communication and dissemination of relevant information about activities, and developments of the EmpoWomen programme. This database serves as a means to keep subscribers informed about updates, events, and news related to the project's mission and initiatives. It allows TECHUA to engage with its audience, provide valuable content, and foster a community interested in the organization's work. Additionally, the database enables targeted communication strategies and helps measure the effectiveness of the newsletter outreach efforts.
Ethical aspects	Possible ethical and legal aspects preventing sharing: N/A Is informed consent for data sharing and long-term preservation given: N/A



1.c Series of podcasts

Datatype name	Series of podcasts
Data description	This data consists of a series of audio podcasts and its transcriptions. The podcast takes the form of semi-structured interviews, audio-recorded, to the, amongst others, beneficiaries of the project covering their experience in the programme and their stories. The interviews will be conducted in English and transcribed.
File type	mp3; word doc (transcription)
Purpose of the data	The audio of the interviews and their transcription serve to promote the benefits of the EmpoWomen project and its capacitation programme as well as the stories of the beneficiaries.
Data provider	The interviewees will be the selected beneficiaries of the EmpoWomen's open calls or other chosen interviewees at the position to promote the project. TECHUA will contact them to ask them for an interview.
Ethical aspects	Possible ethical and legal aspects preventing sharing: The raw data of the interviews will not be shared. Is informed consent for data sharing and long-term preservation given: Interviewees will give their consent prior to the publication of their interview as well as for the long-term preservation.

Datasets 2. SPLORO

2.a Open Calls sub-grantees Dataset

Datatype name	Open Call sub-grantees Dataset
Data description	Contains information about the entities selected in the open calls, including details about the entity and the team, progress data in the added-value services programme, and others.
File type	The data will be collected and stored in structured digital format. It may include textual information such as company profiles and team

	details. The format will primarily be electronic, with the data being entered and managed in the SPLORO platform.
Purpose of the data	The purpose of this dataset is to collect information on the companies selected in the open calls. This data will include basic information on the company and the team, and the project submitted. The main objective is to analyse, monitor and evaluate the beneficiaries of the open call. This data will contribute to assess the effectiveness and impact of the project and its support to the participating enterprises.
Data provider	The data is collected from applicants who submit a proposal via the SPLORO platform. Data will be collected and consolidated by the leader of the evaluation process (SPLORO). Communication channels with applicants will be defined in the “Guidelines for Applicants”; relevant messages must be collected by the intervening consortium members. All the information related to competitive calls will be exported to the project repository to enable the long-term storage and access to data by consortium members and auditors. As soon as the competitive call closes, SPLORO is responsible for exporting all applications from the SPLORO portal to the project repository.
Ethical aspects	Possible ethical and legal aspects preventing sharing: N/A Is informed consent for data sharing and long term preservation given: N/A

Datatype name	Open Call for external evaluators Dataset
Data description	Contains information from external experts that will be involved in multiple evaluation tasks during the EmpoWomen project. This is an original dataset to be created in the context of WP2 because of the competitive call (“open call”) procedure.
File type	Several types of data: documents, emails, texts etc. The data will be collected and stored in structured digital format. It may include textual information such as company profiles and team details. The format will primarily be electronic, with the data being entered and managed in the Sploro platform.



Purpose of the data	The purpose of this dataset is to manage the contractual relationship between evaluators and the consortium. Also facilitates the selection and assessment of evaluators through an efficient and safeguarded process. This data will include details such as the evaluators' profile, contact information, professional experience, and expertise. The aim is to match the evaluators to the specific needs and requirements of the submitted proposals to carry out a proper evaluation.
Data provider	The availability of external evaluators will be collected through a form on the SPLORO platform by submitting their expression of interest and areas of expertise. Contracts and related documents of the selected evaluators, such as statements of honour, receipts and other expense information, will be submitted in a form on the Sploro platform or by email.
Ethical aspects	Possible ethical and legal aspects preventing sharing: The raw data will not be made openly available due EmpoWomen's commitments to its applicants, sub-grantees, and evaluators in relation to personal information and business private information. Only anonymised or aggregated data will be made public. Is informed consent for data sharing and long-term preservation given: The applicants will provide their informed consent for the collection and processing of their personal data in the context of EmpoWomen. The data will not be shared outside the consortium.

2.b Evaluators and sub-grantees financial datasets

Datatype name	Evaluators datasets
Data description	The dataset will include (but is not limited to): Contact details (name, email, address) and financial details (Bank details, financial representative details (name, email and direct phone number)), contracts, payments request, proof of payments, amendments, summaries of messages in any form, whose content may have an impact in the management of the contractual relationship with the evaluators and the subgrantees.
File type	Documents, emails, texts, excels, etc



Purpose of the data	The purpose of this dataset is to manage the contractual relationship and the payment process between the evaluators, the sub-grantees and EmpoWomen.
Data provider	Contact and bank details information will be collected through a form on the SPLORO platform by submitting their expression of interest. Contracts, invoices and payment related documents will be stored in SPLORO internal repository.
Ethical aspects	Possible ethical and legal aspects preventing sharing: N/A Is informed consent for data sharing and long-term preservation given: N/A

2.c Financial reporting

Datatype name	Financial reporting
Data description	Detail of the expenses of each project beneficiary
File type	Excel
Purpose of the data	The purpose of this database is to produce the financial reporting to the EC and justify the use of the funds corresponding to each WP. This data will also serve as an expenses' project control since it will be collected every six months.
Data provider	SPLORO creates an excel template for the collection of the financial and effort data from the project partners. This template is made available to the partners through the EmpoWomen's sharepoint ensuring a standardized data collection process. The collection of this data takes place every six months enabling SPLORO to keep track of the expenditure of the project partners.
Ethical aspects	Possible ethical and legal aspects preventing sharing: N/A Is informed consent for data sharing and long-term preservation given: N/A



Datasets 3. SWG and BAE

3.a Mentors and coach's dataset

Datatype name	Mentors and coach's datasets
Data description	The dataset will include (but is not limited to): Contact details (name, email, address) and financial details (Bank details, financial representative details (name, email and direct phone number)), contracts, payments request, proof of payments, amendments, fulfilment of the KPI's and copies or summaries of messages in any form, whose content may have an impact in the management of the contractual relationship with the evaluators and the subgrantees.
File type	The data will be collected, managed and stored in excel, but also in the Airtable database, Airtable Interfaces, Google Calendar invitations, Zoom and Slack used by SWG and BAE to organize and manage content and information for the programme delivery. It may include textual information such as names, contact details (e.g., name, surname, email addresses, LinkedIn), professional backgrounds, areas of expertise, and other relevant information related to the mentors.
Purpose of the data	The purpose of collecting personal information about the mentors of the programme is to facilitate effective mentorship and support for the participating entities. This data will include details such as mentor and coach's profiles, contact information, professional experience, and expertise. The objective is to match the mentors with the specific needs and requirements of the beneficiary companies, enabling personalized guidance and mentorship throughout the programme. The information will also assist in monitoring and evaluating the mentors' contributions and impact on the beneficiary entities' progress. Access to this dataset should be restricted to authorized project personnel and handled in accordance with data protection regulations to maintain privacy and confidentiality.
Data provider	The Startups, Mentors and Coaches Datasets are provided and managed by Ilze Graubina, EmpoWomen Programme Manager at Startup Wise Guys, which is responsible for overseeing the collection, storage, and utilization of the data, as well as Diana Karyan, Data Protection Officer at Startup Wise Guys, who is overseeing all data security related topics at Startup Wise Guys. Startup Wise Guys is responsible for the collection of data related to startups, mentors and coaches participating in the programme.



	Startup Wise Guys manages and maintains the datasets, ensuring their accuracy, security, and compliance with data protection regulations, etc. For any questions regarding data protection please contact gdpr@startupwiseguys.com .
Ethical aspects	Possible ethical and legal aspects preventing sharing: N/A Is informed consent for data sharing and long-term preservation given: N/A