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automotive, boat and aerospace markets

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Data management plan

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Executive Summary
The Data Management Plan is a summary document that helps to organise and anticipate all the stages in the data lifecycle. For each data set, it explains how the data in a project data will be managed, from creation or collection to sharing and archiving. It determines the degree of openness of the data (public access confidential), how SUSPENS manages data, where the data are stored and how it is made accessible for other partners. The Data Management Plan is meant to be a living document and will be updated throughout the project lifetime when relevant.

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LIST OF ACRONYMS

ALLEA	All European Academies
CO	Confidential
DMP	Data Management Plan
DoA	Description of Action
EC	European Commission
ECM	Enterprise Content Management
EU	European Union
FAIR	Findable, Accessible, Interoperable and Reusable
GA	Grant Agreement
GDPR	General Data Protection Regulation
HE	Horizon Europe
IoT	Internet of Things
IPR	Intellectual Property Rights
OA	Open Access
ORD	Open Research Data
RRI	Responsible Research and Innovation
UCA	Université Côte d'Azur
WP	Work Package

1. EXECUTIVE SUMMARY

1.1. Purpose and Scope

Data Management Plan (DMP) defines the data management life cycle for generated, collected, and processed data including results derived from the project, data received from external sources, IPR issues as well as personal data. In addition, the DMP specifies which of the data will be kept publicly available (Public access), which of the data will be restricted (Confidential), how SUSPENS manages data, where the data is stored and how it is made accessible for other partners.

The goal is to have easy access to the accumulated collection of data that is being built up by all the participants and streamline the process of transforming knowledge into products and services.

The DMP is intended to be a living document, meaning that it will be updated throughout the project lifetime whenever significant changes arise.

Here are some key takeaways for a data management plan:

1. Define the scope of the data: Clearly define the types of data that will be collected, used, and shared during the project, and describe how they will be stored, managed, and protected.
2. Identify the stakeholders: Identify all the stakeholders involved in the project, including the data creators, users, and custodians, and describe their roles and responsibilities.
3. Establish data quality standards: Define the standards for data quality and integrity that will be used to ensure that the data is accurate, complete, and consistent.
4. Develop a data sharing and dissemination plan: Define the policies and procedures for sharing and disseminating data, including the format, frequency, and level of access that will be provided.
5. Ensure compliance: Ensure that the data management plan is compliant with all relevant legal, regulatory, and organizational requirements.
6. Establish a data preservation and archiving plan: Define the procedures for preserving and archiving data, including data backup, data retention, and disaster recovery.
7. Communicate the plan: Communicate the data management plan to all stakeholders, and provide training and support as needed.
8. Review and update the plan: Regularly review and update the data management plan to reflect changes in the project, new data management challenges, and feedback from stakeholders.

1.2. Structure of the deliverable

The document is structured based on the established HE template for a Data Management Plan (DMP) [1] and contains the following information:

- Executive summary
- Introduction
- Data Summary
- FAIR data
- Allocation of resources
- Data security
- Ethical aspects



1.3. Approach

The SUSPENS Consortium will comply with the established *Open Research Data Pilot*, run by the EU framework Programme Horizon Europe, to grant open access to any publications (Green). The goal of the program is to foster access to data generated in Horizon Europe projects. “Open access (OA) to research data” refers to the right to access and reuse digital research data under the terms and conditions set out in the Grant Agreement. Scientific publications (e.g., peer-reviewed conference papers, articles in technical magazines) will be deposited into a selected data research repository, thereby also connecting with the EU OpenAIRE repository. The choice of the most appropriate repository is still ongoing, but OpenAIRE-compliant repositories such as Zenodo [3] would be favoured.

2. INTRODUCTION

This Data Management Plan describes how the research data collected or generated will be handled during the project. It describes which methodology for data collection and generation will be followed, and how the data will be shared.

The SUSPENS DMP is written in reference to Article 16 in the Grant Agreement called “INTELLECTUAL PROPERTY RIGHTS (IPR) — BACKGROUND AND RESULTS — ACCESS RIGHTS AND RIGHTS OF USE”.

SUSPENS partners must:

- As soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications.
Moreover, the beneficiary must aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications.
- Ensure OA to the deposited publication — via the repository — at the latest:
 - on publication, if an electronic version is available for free via the publisher, or
 - within six months of publication (twelve months for publications in the social sciences and humanities) in any other case.
- Ensure OA — via the repository — to the bibliographic metadata that identify the deposited publication.

The bibliographic metadata must be in a standard format and must include all of the following:

- the terms “European Union (EU)” and “Horizon Europe”.
- the name of the action, acronym and grant number.
- the publication date, and length of embargo period if applicable, and
- a persistent identifier.

In order for the SUSPENS DMP to meet these requirements, “green” OA routes will be adopted. “Green” OA (also referred to as self-archiving), is the upload of a final peer reviewed manuscript through an online repository. This may be possible after an embargo period set by the publisher.

The table below shows the SUSPENS deliverables covering the data handling and management.

Table 1: SUSPENS deliverables for data handling and management



Deliverable Name	Dissemination Level	Submission Date
D6.4 – Data Management Plan	Public	
D2.4-Datasheet of the final fibre properties	Public	M42
D4.2-Report on the novel pyrolysis operational efficiency	Public	M36

3. DATA SUMMARY

The SUSPENS DMP aims to provide a methodology for managing the data generated and collected during the project and to optimise access to and re-use of research data. Data generated during the project can be divided into the following groups:

- Data generated by project partners during the execution and analysis of the Use Cases. This dataset consists of compiling raw data provided by project partners in the format of agreed metrics.
- Data collected from partners during the project. This consists primarily of raw data collected via individual questionnaires.
- Data collected from publications and public deliverables.

The consortium will follow the relevant regulation issued by the European Union (2016/679) [2] and all personal data will be treated as sensitive. After the completion of the final report only anonymized and/or non-identifiable data will be retained.

The data collection serves the aim to maximise the impact of the three preceding objectives, namely to:

- provide to transportation industry **sustainable thermoset composites** that can be readily to work with, no need for investment as opposed to thermoplastic composites.
- increase **reusability**, by working on enhancing valorisation of fibres and organic materials obtained from recycling and to propose open-loop options for both.
- develop up to 95% bio-sourced thermoset resins – like epoxy (OriBond) and polyesters types - with new formulations, allowing fast cured manufacturing processes and properties adapted to high performance lightweight applications.

The consortium will protect specific datasets that may include proprietary data linked to IPR issues.

3.1.Data file format

In order to be able to distinguish and easily identify data sets, each data set will be assigned with a unique name.

All data files produced, including emails, must include the term “SUSPENS”, followed by file name which briefly describes its content, followed by a version number, followed by the short name of the organisation which prepared the document. For example, the first version of this document is called “SUSPENS D6.4 Data Management Plan v1”.



Each dataset that will be collected, processed or generated within the project will be accompanied by a brief description. The description file will be given a suitable name to ensure that it is easy to find and that it cannot be misinterpreted, as to which dataset the description belongs. The description will also clarify who owns the data, how anyone inside the consortium can use it or spread it and how anyone outside the consortium can use it.

The file formats explained below will be used since they comply with standards, and they are widely used.

- Microsoft Office for text-based documents (or any other compatible version). doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf. Where larger datasets need to be dealt with, .csv and .txt file formats will be used.
- For statistical purposes, other formats include. RData (R), .SAV (SPSS), .mat (matlab), Origin, .origin.
- Illustrations and graphic design will make use of Microsoft Visio (Format: .vsd), Photoshop ou Adobe Illustrator (Format: different types possible, mostly .png), and will be made available as .jpg, .gif and .tiff files.
- MP3, MP4 or WAV for audio files.
- QuickTime Movie or Windows Media Video for video files.
- CAD data in ISO 10303 (STEP) format.

Data formats may be migrated when new technologies become available and are proved robust enough to ensure digital continuity and continued availability of data.

3.2.Re-use any existing data and how

While it is envisaged that most data collected will be OA (green) and widely disseminated, some results of the project may need to be protected due to IP rights. Regarding the exploitation of results, there currently is no plan to exploit the information other than in the sense of maximizing the joint available information between partners. In the Consortium Agreement (CA) section 8.3 there is an option to exploit jointly owned data between partners via request to the partners under fair and reasonable use. Based on the implementation of the project and the collaboration between the partners, an action plan to exploit the generated data could be developed.

3.3.Data storage and sharing

The project has three main data storage and sharing facilities according to the type of data and its intended accessibility.

- **Private:** Stored locally on organizational networks and assets, subject to institutional back up practices. The data that falls in this category is not bound to follow the guiding rules stated in this document.
- **Consortium:** FRN will host a common space on web by means of the commercial platform, which is secure, robust and accessible to all project partners. Consortium data will be uploaded to this cloud storage for simple, secure access for all partners from within a web browser. Data is maintained with regular offsite backups. The chosen platform is EMDESK that is accessible from the URL <https://suspens.emdesk.com>.
- **Public:** The SUSPENS website can be considered as the main online public information point of the project and can be found under this web address: <https://www.suspensproject.eu/>. The website holds some static text information, such as the brief presentation of the concept and goals of the project, and the proposed approach, while it also offers some dynamic textual



data such as the communication of events, news and blog posts. There is also a dedicated section (Published Materials) for all public data concerning the project and its progress. This section holds the relative documents (deliverables, research publications, press releases, software documentation, etc.) using the portable document format (PDF), as well as the Office Open XML format for some cases for ease of re-use (e.g., for a press release). In case a file is deposited on a social media or data repository platform, a link to the respective source will be provided, enriched with simple metadata information like the title, a short description and the type of the document. All public information on the SUSPENS website is available with no restrictions and can be accessed by any visitor with no need to create an account or give any personal data. This information and all webpage-related data is backed on a regular basis.

3.4. SUSPENS Dataset Description

The current section aims to provide a template for the description of all the foreseen SUSPENS datasets using the DMP template established by the European Commission for Horizon Europe [1]. The definition of all the related aspects of dataset categories (see **Table 2**) indicates the importance of long-term preservation of data and the requirement widest possible sharing of the knowledge created by EU projects.

Table 2: SUSPENS Dataset Description Template

Aspect	Description
Dataset reference and name	Identifier for the data set to be produced. In order to facilitate the easy use of the datasets through different platforms and operating systems a naming scheme has been proposed for all uploaded files: “[Dataset prefix]_[ID]_[Date]_[Author].[ext]”
Positioning within the SUSPENS project	This aspect is introduced in order to provide a summary on how the specific dataset is going to be used within the project and how it is expected to contribute to the successful delivery of the project objectives. It also includes a list of all the related tasks and work packages of the project’s description of work that are related to the specific type of data.
Dataset description	Description of the data that will be generated or collected, its origin (in case it is collected), nature and scale and to whom it could be useful, and whether it underpins a scientific publication. Information on the existence (or not) of similar data and the possibilities for integration and reuse.
Standards and metadata	Reference to existing suitable standards of the discipline. If these do not exist, an outline on how and what metadata will be created.
Data sharing	Description of how data will be shared, including access procedures, embargo periods (if any), outlines of technical mechanisms for dissemination and necessary software and other tools for enabling re-use, and definition of whether access will be widely open or restricted to specific groups. Identification of the repository where data will be stored, if already existing and

	identified, indicating in particular the type of repository (institutional, standard repository for the discipline, etc.). In case the dataset cannot be shared, the reasons for this should be mentioned (e.g., ethical, rules of personal data, intellectual property, commercial, privacy-related, security-related).
Archiving and preservation	Description of the procedures that will be put in place for long-term preservation of the data. Indication of how long the data should be preserved, what is its approximate end volume, what the associated costs are and how these are planned to be covered.
Ethical issues and requirements	Description of any ethical requirements and suggestions for mitigation strategies in the case of identified risks.

3.5. Archiving Data and Preserving Infrastructure

Brief descriptions of the platforms and repositories chosen for the SUSPENS data storage and dissemination are included in the following section. An outline of their structure and functionalities regarding open access, storage, backup and charging policy is drawn and justifies their selection, as all of them fulfil the requirements elicited from the FAIR data principles and ORD pilot.

The following process ensures proper data archiving and preserves infrastructures:

1. Data archiving: This involves creating copies of important data and storing them in a secure location, such as a cloud-based storage service or an on-premises data centre. This ensures that the data is still accessible in case of a disaster or equipment failure.
2. Data backup: Regularly backing up data ensures that a recent copy of the data is available in case of data loss. This can be done using cloud-based backup services or on-premises backup solutions.
3. Data retention policy: Establishing a data retention policy can ensure that important data is kept for a certain period of time and that any data that is no longer needed is deleted or archived.
4. Infrastructure preservation: This involves maintaining and updating the hardware and software infrastructure that supports the project. This includes servers, storage devices, and network equipment.
5. Disaster recovery plan: A disaster recovery plan outlines the steps that will be taken in the event of a disaster to ensure that the project's data and infrastructure can be restored as quickly as possible.
6. Compliance: Make sure that the data management plan is compliant with legal, regulatory, and organizational requirements.

3.6. Code Repository

SUSPENS software components will be divided into Open and Closed Source components. The classification will be decided on terms which ensure the project's security and protection of partners' business secrets and at the same time reinforce scientific knowledge.

- Moving towards this goal, all Open-Source Components will be deposited in a public Git based web repository, where they will be in the disposal of the community for exploitation and expansion. Closed Source Components can be stored into private repositories. Git is a distributed version



control system and as such, it is promoting sharing and collaboration among users but also offers the creator versioning control. There are two main options for Git based hosting providers to consider: GitLab [5] and GitHub [6]. GitLab is a Git-based fully integrated software development platform that integrates a great number of essential tools for software development and deployment, and project management:

- Code hosting in repositories with version control;
- Issue Tracker for new implementations, bug reports, and feedback;
- Issue Boards for organization and prioritization;
- Code review in Merge Requests with live-preview changes per branch with Review Apps;
- Built-in Continuous Integration, Continuous Deployment, and Continuous Delivery support to build, test, and deploy the application. For each pull or push a CI pipeline is triggered and a group of jobs gets executed in stages (batches). All the jobs in a stage are executed in parallel and if they all succeed the pipeline moves on to the next stage. If one of the jobs fails, the next stage is not (usually) executed. The pipeline usually consists of four stages: build, test, staging, production. The status of the current and historical pipeline is visualized in a specific Pipelines tab to assist the end user in monitoring the deployment process;
- Integration with Docker with GitLab Container Registry. Thus, every project can have its own space to store its Docker images.

Apart from GitLab the consortium also considers the option to use GitHub for collaborative software development for open-source components.

GitHub is also a Git based online repository hosting provider. Although mainly used for code storage, the GitHub platform supports other formats and features too. Being one of the first Git hosting providers, it enjoys a large share of the market, with 24 million connected developers (March 2018). GitHub services are similar to those of GitLab and as such, they also meet the needs of the SUSPENS project.

Both code repositories provide private repositories. Public and private repositories on GitLab are unlimited, don't have a transfer limit and they include unlimited collaborators. GitHub provides free plans for open-source projects and paid plans offering unlimited private repositories. The final selection between the two repositories will take place as soon as possible.

GitHub is considered the most useful platform for the following reasons:

- Version control: GitHub uses Git, a powerful version control system, to manage and track changes to the source code. This allows multiple developers to work on the same codebase simultaneously, and it makes it easy to revert to previous versions if necessary.
- Collaboration tools: GitHub provides a wide range of tools for collaborating on code, such as pull requests, code reviews, and issue tracking. This makes it easy for developers to work together, even if they are in different locations.
- Community: GitHub has a large and active community of developers who contribute to open-source projects. This makes it easy to find help and support when working on a project, and it also allows developers to learn from others' experiences.
- Accessibility: GitHub is accessible to everyone, and it's easy to use. It has a web-based interface, and it's also possible to use it through command line interface.
- Integrations: GitHub offers a large number of integrations with other tools and services, such as continuous integration and deployment, testing, and code analysis. This makes it easy to build a complete workflow around a project.
- Visibility: GitHub allows developers to share their work with the world, and it makes it easy for others to discover and contribute to open-source projects.



- Licensing: GitHub makes it easy for developers to specify the license under which their code is released, which helps to ensure that the code is used in compliance with the terms of the license.

4. FAIR DATA

SUSPENS has committed to participating in the “Pilot on Open Research Data in Horizon Europe” voluntarily. According to the guiding principles to make data FAIR, which states that the data should be:

- **Findable:** data should have a unique, persistent ID, that is located in a resource that is easy to find and documented with meaningful metadata.
- **Accessible:** data should be instantly retrievable using common methods and protocols. It is important to say that the respective metadata should be accessible even if the data is not.
- **Interoperable:** data should be presented in widely recognized formats, vocabularies, and languages.
- **Re-useable:** data should be given with a clear and accessible data usage license, having a variety of precise and relevant characteristics.

4.1. Making Data Findable, Including Provisions for Metadata

Publications, presentations, reports, and public deliverables will be available on the SUSPENS website. Each file will be assigned with a unique name, in the format described in section 3.1.

Datasets that will be available for the consortium members in the common web space must be clearly named to identify its content and also always associated with a description of the data. This descriptive document is even more important if the data set is disseminated publicly on the project website or other repositories. Public data sets that are generated within the project will also be provided with a Digital Object Identifier (DOI) so that it is findable, accessible, and citable.

Metadata are an essential part of larger datasets to be findable, accessible and interoperable.

- For scientific publications the bibliographic info will follow the standard form of SUSPENS as outlined in chapter 2.
- Other resources must be accompanied by the description described in 3.1.
- ...

4.2. Making data openly accessible

The data that is collected and used in this project will be stored in share folders which are available to all partners. Non-partners will also be allowed access to this if requested. This will ensure that the data is openly accessible for all parties, which is stated as a necessity in the grant agreement. It is also stated in the grant agreement that under some conditions, confidentiality is required for a period. In addition, it allows for beneficiaries to request to extend this period further if necessary. Information marked as confidential will not be publicly available until the confidentiality expires, and as a Horizon Europe project, the data will be published for all partners to see in the end.



4.3. Making data interoperable

Data will be collected and shared in a standardised way using a standard format for that data type. Data file formats are given in section 3.1. The data will be given in English, using formal and broadly applicable language.

4.4. Increase data re-use (through clarifying licenses)

Licenses assigned to data can help the reusable principle in FAIR data management. They will be applied through the online data repositories when depositing the data there. The Horizon Europe guidelines, an efficient way to enable re-use by third parties is to attach a Creative Commons Zero (CC0) or a Creative Commons Attribution (CC BY) to the data. There are many other license types with less restricted openness such as Share-alike or Non-commercial (see <https://creativecommons.org>). The decision on making data publicly available and the decision on which license that is to be applied should be taken by the Consortium. It should be noted that some journal publication policies may contain “embargo” content terms. For protected data, re-use will be limited within the project partners.

5. ALLOCATIONS OF RESOURCES

Data management, including making the data FAIR, will be part of the WP6. Part of the overall WP6 budget has been allocated to data management activities, and UCA will be responsible for data management.

Costs related to OA to research data are eligible as part of the Horizon Europe grant (if compliant with the Grant Agreement conditions).

6. DATA SECURITY

During the project, datasets will be stored on the responsible partner’s storage system. Every partner is responsible for ensuring that their data related to the project are stored safely and securely, and in full compliance with European Union data protection laws.

SUSPENS may process proprietary or confidential data such as financial reports and market analyses, and the data management plan will be revised accordingly, to address any ethical issues that arise during the project’s lifecycle.

Data files that are not publicly available will be transferred via secure connections. For information on how this will be done, see section Quality & Risk Management in the SUSPENS D7.4 Quality assurance and risk management plan.

Computerized data (hard disk drives) used for data storage, will be destructed according to existing methods for permanent and irreversible destruction of the data (i.e., full disk overwriting and re-formatting tools).

The SUSPENS consortium will establish which partner(s) will assume the role of the data controller. This partner(s) will be responsible for liaising with their National Data Protection Agencies, as required by the applicable law. Since research activities will take place in different Member States, the national



data protection legislation of the selected countries will be reviewed and notifications about the processing activities will be filed to the concerned National Data Protection Authorities.

7. ETHICAL ASPECTS

Ethics is important in data management because it ensures that data is collected, stored, and used in a way that is fair, responsible, and respects individuals' rights and privacy. Without ethical considerations, there is a risk of misuse or abuse of data, which can lead to negative consequences for individuals and society as a whole. Additionally, ethical data management helps to build trust with stakeholders and can improve the overall reputation of an organization.

The SUSPENS project consortium commits to undertake its research in accordance with the Responsible Research and Innovation (RRI) principles as well as in conformity with generally accepted ethical principles for scientific research, embodied e.g., in ALLEA (All European Academies)'s European Code of Conduct for Research Integrity. All activities shall avoid plagiarism, fabrication, falsification, or other research related misconduct. The whole project will strictly follow the ISO 27001 (for information security management) recommendations.

The technologies that will be developed and deployed in SUSPENS will ensure the protection of private data. Individuals who participate in the trials of the project, will be asked to provide SUSPENS with their informed consent regarding their participation. In order to protect their privacy rights, a number of best practice principles will be followed, including that no data will be collected without the explicit informed consent of the individuals under observation, and no data collected will be sold or used for any purposes other than the current project. All the rights of the data subjects e.g., right to object, right of access, and right to rectify, erase or block will be ensured. All personal data stored during the pilot trials will be completely and irreversibly anonymised and will be erased at the completion of the SUSPENS Project.

A data minimisation policy will be adopted at all levels of the project and will be supervised by a designated responsible at each site. This will ensure that no data which is not strictly necessary to the completion of the current study will be collected. Any shadow (ancillary) personal data obtained during the course of the research will be immediately cancelled. However, the plan is to minimize this kind of ancillary data as much as possible. Special attention will be paid to complying with the Council of Europe's Recommendation R(87)15 on the processing of personal data for police purposes, Art.2: *The collection of data on individuals solely on the basis that they have a particular racial origin, particular religious convictions, sexual behaviour or political opinions or belong to particular movements or organisations which are not proscribed by law should be prohibited.*

8. CONCLUSIONS

This deliverable has presented the first version of the plan for the management of data in the SUSPENS project, which includes a template to describe the datasets that the partners of the SUSPENS project plan to collect and use. Foreseen datasets are based mainly data related to pilot cases.

Data coming from publications will be stored in OpenAIRE indexed repositories favouring the green model whenever possible. Other publications such as deliverables will be stored on EMDESK accessible for SUSPENS partners, and the public deliverables will be published in the project website and on the CORDIS platform.



This deliverable is a first version, and a living document during the course of the project, that will be updated in a subsequent release, once per year, and the final version namely in M42 as part of the technical final report. It is envisioned that in that final version the aspects that at this stage are not fully clear will be clarified as work progresses in all the work packages.

9. REFERENCES

- [1] European Commission, “Project reporting templates>Data management plan (HE)” May 2021 [Online]. Available: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents;programCode=HORIZON> [Accessed November 2022].
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