

## Information Sheet to the RICAIP project

### Introduction

The RICAIP project unlocks the research and innovation capacity of leading research organizations from the Czech Republic (The Czech Institute of Informatics, Robotics, and Cybernetic at the Czech Technical University in Prague and the Central European Institute of Technology – Brno University of Technology) by establishing a strong partnership with prominent German research organizations (German Research Center for Artificial Intelligence and Center for Mechatronics and Automation Technology). The idea of integrating a distributed set of manufacturing facilities into one more efficient virtual production unit (consisting of several independent geographically distributed facilities) using the principles of Industry 4.0 is the core innovative novel idea of the project enhancing the visions of Industry 4.0 concepts.

### Purpose of the RICAIP project

The ambition of the RICAIP project is to establish an international hub for Industry 4.0 bringing new smart, safe and sophisticated solutions to industrial multi-site production of the future. RICAIP goes far beyond the state-of-the-art and current reference models of Industry 4.0 as it introduces a brand new dimension of the Industry 4.0 initiative - multi-site industrial production and production development, both with strong impact on society.

### Duration of involvement

The questionnaires/interviews will be aimed at the current industrial needs as a basis for the Innovation Potential Analysis of the RICAIP Centre. It is expected that the interview with each participant should take approximately 1 hour. In addition to the interviews, each participant may be requested to complete a questionnaire that should take approximately 30 minutes to complete.

### Voluntary participation and withdrawal

You are free to participate in the RICAIP project by completing the questionnaire and/or provide interview or withdraw your participation at any time. There will be no penalty if you decide not to take part in this study.

By volunteering to participate in the RICAIP project, you have agreed to provide honest and ethical responses and perform to the best of your ability throughout the study. Failure to follow directions and procedures may result in invalid test data and be cause for your dismissal from the research project. Dismissal from the research project will involve no reproach, prejudice or jeopardy to your reputation or status.

### Confidentiality

All data regarding your participation as well as that of other participants will remain confidential with the appropriate safeguards in accordance with EU regulations and other International human protection requirements. Only summarized and averaged information will be presented in technical reports and presentations. Published information will not contain any personal identifiers associated with volunteer.

There is little to no risk of breach of confidentiality. Each person taking part in this study will be assigned an [RICAIP-number] to ensure anonymity. This [RICAIP-number] will allow the

volunteer to participate in the questionnaire without being identified or the analysis to obtain any personal details.

The data collected during the evaluation of interviews/questionnaires will not contain any “identifiable characteristics” of the individual participating. All data collection will be limited only to the essential information required to evaluate the success of the project. The non-attributable data will be maintained by the RICAIP consortium for processing, reporting and archiving for the benefit of the project.

Initially, the data collected will be maintained at the Czech Institute of Informatics, Robotics, and Cybernetics (CIIRC) at the Czech Technical University in Prague (CTU) for 6 years after the questionnaire/interview has been completed. CIIRC disposes of an internal data storage with the secured access management on which all collected data will be maintained. Subsequently, the non-attributable data will be maintained by the RICAIP consortium for processing, reporting and archiving for the benefit of the RICAIP Centre based on the data protection rules of each participating organisation.

## **Personal data storage and protection**

Furthermore, the personal data (contacts mainly) will be stored at CIIRC internal servers and will be protected by internal standards (data protection policy) with the respect to the EU Regulation 2016/679 of the European Parliament and of the Council (repealing Directive 95/46/EC: General Data Protection Regulation). The database will be accessible only for selected responsible persons from each participating institution via internal sharepoint access. Those persons will receive access rights and a unique password to the database. Other accesses will be restricted. Personal data are not allowed to be distributed neither processed by third parties.

The misuse of the data, as well as merging with other stored information is forbidden.

As previously stated, the confidentiality of all information related to your participation will be ensured through the use of an [RICAIP-number]. However, should you have any questions regarding the process or the protection of yourself, data storage and destruction, you can send all enquiries to Eva Troppova, Czech Technical University in Prague, [eva.troppova@cvut.cz](mailto:eva.troppova@cvut.cz), before the questionnaires/interviews take place.

## Consent of the participant

Each RICAIP Participant is required to acknowledge they have read this voluntary consent form and accept the terms and conditions in order to participate in the project by providing the interview and/or completing questionnaires. By reading this text, the participant accepts also the terms and conditions of the personal data collection and processing procedures.

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Date and place

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Signature