

SNAP4CITY Hackathon 2019

<https://www.snap4city.org/hackathon>

Non Disclosure Agreement, NDA

To be signed and sent in PDF to paolo.nesi@unifi.it or faxed at 055-2758570

Snap4City (<https://www.snap4city.org>) is one of the platforms selected in the phase 3 of the Select4Cities PCP process and is proceeding in the Phase 3 of the PCP with a validation of the platform in the Living Labs from Antwerp and Helsinki. <http://www.select4cities.eu/> Select4Cities is an European commission project.

Snap4City team and consortium is composed by the following **Contractors**:

- DISIT Lab, University of Florence (<https://www.disit.org>) (coordinator)
- University of Milan (<http://www.di.unimi.it/>)
- SNAP4 Srl (<http://www.snap4.eu>)

CodeMotion is a subcontract of University of Florence and of Snap4 SRL to operate the promotion and dissemination activities of this Hackathon only.

The following legal terms of related to Contractors (as above defined) and to Experimenters (those that participate to the hackathon using data of Helsinki and/or Antwerp).

1 Legal Terms and Conditions

By participating to the hackathon in connection with Phase 3 of Select4Cities confirm that they will and shall ensure that any personnel of Experimenter will comply with all applicable laws, codes of practice, statutory guidance and applicable policies relevant to the project in Antwerp and Helsinki.

Information supplied to the Experimenters is supplied in good faith, in order to support the Contractor's activities. The information contained in the documentation and in any related written or oral communication is believed to be correct at the time of issue.

The Select4Cities Experimenters are responsible for analysing and reviewing all information provided as part of their development.

Experimenters are responsible for obtaining all information necessary for the preparation and implementation of the Hackathon and for all costs and expenses incurred in preparation and in execution of it.

1.1 Results

This issue is addressed by the regulation accessible from:

<https://www.snap4city.org/download/video/SNAP4CITY-Hackathons-2019-rules-EN-final.pdf>

1.2 Confidentiality

This issue is addressed by the regulation accessible from:

<https://www.snap4city.org/download/video/SNAP4CITY-Hackathons-2019-rules-EN-final.pdf>

1.3 Conflict of Interest

Contractors are responsible for ensuring that no conflicts of interest exist between the Experimenter and

the Select4Cities partner organisations. A conflict of interest includes any situation where the impartial and objective implementation of the action is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest. Any Experimenter who fails to comply with this requirement may be disqualified.

1.4 Intellectual Property Rights (IPR) and Data

This issue is addressed by the regulation accessible from:

<https://www.snap4city.org/download/video/SNAP4CITY-Hackathons-2019-rules-EN-final.pdf>

2 Ethics & Privacy Guidelines

2.1 Ethics

Experimenters are required to sign an Ethical statement requiring self-disclosure of matters such as past professional misconduct - as well as a guarantee of future compliance with ethical and legal principles under the Select4Cities project.

All Experimenters are expected to consider ethics issues throughout its lifecycle - before, during, but also after the pilot period in relation to knowledge exchange and impact activities (such as reporting and publication).

Below are a set of core ethical principles providing general guidance that the experimenters will need to follow:

1. Respect for general personal data protection principles according to the GDPR European regulation¹, by design and by default.
2. Pilots should be conducted with integrity and transparency.
3. Lines of responsibility and accountability should be clearly defined.
4. Independence of pilots should be maintained and where conflicts of interest cannot be avoided they should be made explicit.
5. The rights and dignity of individuals and groups should be respected.
6. Data subjects should be informed and their consent to data collection and processing obtained.
7. Data subjects' rights exercise to be informed, to object, to be forgotten, and to withdraw consent should be ensured.
8. Personal data processing should be conducted in a lawful way.
9. Decisions based solely on automated processing of data should be avoided.
10. Processing of data that may profile data subjects should be excluded.
11. Processing of genetic data, biometric data, data concerning health or data concerning a natural person's sex life should be excluded.
12. Profiling of children (under 16) should be prevented and avoided.

2.2 Privacy Policy

All data collected and/or processed within the Select4Cities project will need to be compliant with the GDPR regulation.

Additionally, the Experimenters can be asked to participate in interviews or to contribute to communication material on their projects. Such material, including personal data, will be published in the Select4Cities and Snap4City websites and social media channels, or communicated through relevant press releases.

¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1532348683434&uri=CELEX:02016R0679-20160504>

CASE 1) NDA to be signed by Hackathons Participants private experts or teams (Experimenters)

TO BE FILLED BY ANY SINGLE, TEAM MEMBERS.

To be signed and sent in PDF to paolo.nesi@unifi.it

With the following signature(s), I/We declare to be:

- fully aware of the Tender Documents, especially those enumerated in Section 2.4 of TD1 Request for Tenders related to IPRs, and of the tender submitted by the University of Florence: <https://www.dropbox.com/sh/3z5n15tpbhrkcfp/AAAEcfh-rx5gT-ZEeylmJjMZa?dl=0&preview=TD1+--+Request+for+Tenders.pdf> ;
- in possess(es) the necessary resources (human, financial, technical) with no time restrictions to fulfil its obligations arising from the awarded assignment.
- Aware about the above legal terms of this document, and to be aware about the hackathons rules: <https://www.snap4city.org/download/video/SNAP4CITY-Hackathons-2019-rules-EN-final.pdf>
- Aware and agree on following an ethical conduct which implies to follow a standard of behaviour respecting legal rights and obligations arising automatically by virtue of law applying to each participant.
 1. act in good faith; respect human rights; ensure research quality and integrity;
 2. be able to show that our findings are independent and non-discriminatory to any groups of individuals;
 3. not misrepresent credentials; demonstrate authenticity and validity of authorship;
 4. respect confidential information;
 5. secure any confidential information provided to prevent its misuse or unauthorised access;
 6. only share confidential information where necessary and only where the prior informed consent of anyone potentially affected by the disclosure of such information has been received;
 7. respect the privacy of any people identified from the findings of the SELECT for Cities project as far as possible and in accordance with applicable law and data protection with particular regard to the General Data Protection Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016.

Team Name	
Helsinki or Antwerp please specify which organization you would like to be registered, multiple registrations are possible with multiple email account	

<i>Experimenter1</i>	
Name and surname	
I am the referent person for the team	Yes/no
Username on snap4city.org	
Email (the same used in snap4city.org)	

nationality	
Signature	
Date	

<i>Experimenter 2</i>	
Name and surname	
I am the referent person for the team	Yes/no
Username on snap4city.org	
Email (the same used in snap4city.org)	
nationality	
Signature	
Date	

<i>Experimenter 3</i>	
Name and surname	
I am the referent person for the team	Yes/no
Username on snap4city.org	
Email (the same used in snap4city.org)	
nationality	
Signature	
Date	

To be signed and sent in PDF to paolo.nesi@unifi.it

CASE 2) NDA to be signed by Hackathons Participants companies SME (Experimenters)

TO BE FILLED BY ANY SINGLE, TEAM MEMBERS.

With the following signature(s), I/We declare to be:

- fully aware of the Tender Documents, especially those enumerated in Section 2.4 of TD1 Request for Tenders related to IPRs, and of the tender submitted by the University of Florence: <https://www.dropbox.com/sh/3z5n15tpbhrkcfp/AAAEcfh-rx5qT-ZEeylmJiMza?dl=0&preview=TD1+-+Request+for+Tenders.pdf> ;
- in possess(es) the necessary resources (human, financial, technical) with no time restrictions to fulfil its obligations arising from the awarded assignment.
- Aware about the above legal terms of this document, and to be aware about the hackathons rules: <https://www.snap4city.org/download/video/SNAP4CITY-Hackathons-2019-rules-EN-final.pdf>
- Aware and agree on following an ethical conduct which implies to follow a standard of behaviour respecting legal rights and obligations arising automatically by virtue of law applying to each participant.
 1. act in good faith; respect human rights; ensure research quality and integrity;
 2. be able to show that our findings are independent and non-discriminatory to any groups of individuals;
 3. not misrepresent credentials; demonstrate authenticity and validity of authorship;
 4. respect confidential information;
 5. secure any confidential information provided to prevent its misuse or unauthorised access;
 6. only share confidential information where necessary and only where the prior informed consent of anyone potentially affected by the disclosure of such information has been received;
 7. respect the privacy of any people identified from the findings of the SELECT for Cities project as far as possible and in accordance with applicable law and data protection with particular regard to the General Data Protection Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016.

Team Name	
Helsinki or Antwerp please specify which organization you would like to be registered, multiple registrations are possible with multiple email account	
Company Name	
Nationality of the company	
Registered office address	
VAT Number	

Experimenter1	
Name and surname	
I am the Legal representative of the company	Yes/no
I am the referent person for the team	Yes/no

Function in the company	
Username on snap4city.org	
Email (the same used in snap4city.org)	
nationality	
Signature	
Date	

<i>Experimenter2</i>	
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Name and surname	
I am the Legal representative of the company	Yes/no
I am the referent person for the team	Yes/no
Function in the company	
Username on snap4city.org	
Email (the same used in snap4city.org)	
nationality	
Signature	
Date	

<i>Experimenter3</i>	
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Name and surname	
I am the Legal representative of the company	Yes/no
I am the referent person for the team	Yes/no
Function in the company	
Username on snap4city.org	
Email (the same used in snap4city.org)	
nationality	
Signature	
Date	

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