

To whom it may concern

Dortmund, December 4, 2024

SPECIFICATION ETHICAL ADVISOR

Quantity: 1

Subject of the order: Ethics advisor services for Data Space Support Centre

Clear and exhaustive service description understandable to all bidders:

TECHNICAL REQUIREMENTS

The EC recommends that the DSSC appoints an ethical advisor to analyse the communication and dissemination activities, including the project web site and events with respect to ethical and legal compliance, with reference to data protection rules and practice, including the GDPR and the EDPB Guidelines.

While the DSSC partners remain responsible for the compliance, the ethical advisor is expected to study and advise on the following:

1. Fundamental principles of GDPR are respected, informed consent is sought whenever required as legal basis for personal data processing, and the information provided is in line with the GDPR.
2. The use of applications to get statistics and reports with all relevant usage metrics, tracking and search analytics is performed fully in line with ethical principles and data protection rules, in particular the GDPR.
3. Transparency towards users is ensured and the tracking of their behaviour and potential profiling has a lawful legal basis, such as informed consent, where applicable, as well as data security and confidentiality.

QUALIFICATION

Fraunhofer, as coordinator of the Data Space Support Center (DSSC) project is looking for a qualified ethical advisor or ethic mentor, with background or references in ethical assessment, evaluation of EU projects / programmes and excellent command of English.

ACTIVITIES

- Coordination of compilation of user journeys (when users interact with DSSC, such as navigating the website, subscribing to newsletter, contacting us, registering to and participation in events, etc.) and identification of potential GDPR issues (continuation of what has been achieved by the team in charge up to now).
- Advice on what to do, based on identified areas of GDPR relative compliances and users journeys currently compiled, e.g. check if messages to users/participants are appropriate, spot additional ethical areas / issues, compliance with an existing method or checklist.

DELIVERABLES

- Elaborate a report that can be shared with the EC, describing the encountered issues, and providing actionable recommendations.

SUBMISSION DEADLINES

- First report 31 January 2025.
- Second report 15 October 2025.

COMMERCIAL REQUIREMENTS

- Max hours: 160h
 - 80 hours in January 2025.
 - 40 hours between January and September 2025 for consultations.
 - 40 hours in September 2025 to analyze progress and issue the second report.
- Max. Budget: 10.000 €

WEIGHTING CRITERIA

- Price 50%
- Qualifications 50%