



DELIVERABLE

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D1.3 – Project Data Management Plan

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CI	Classified, information as referred to in Commission Decision 2001/844/EC	

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Revision History, Status, Abstract, Keywords, Statement of Originality

Revision History

Revision	Date	Author	Organisation	Description
0.1	15.3.2024	Ahola, A	TAU	Initial Draft
0.2	8.4.2024	Ahola, A	TAU	Draft for first comment round
0.3	19.4.2024	Ahola, A; Hytinen J; van Gils, M; Koivu, A	TAU	Revisions based on comments, ready to be sent for internal review
1.0	3.5.2024	Ahola, A; Koivu, A; Curran, K	TAU, UCD	Final version after internal review

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Abstract (for dissemination)	This Project Data Management Plan (P-DMP) lays out procedures and practices related to the administrative and operative data management in the SMASH-HCM project. The purpose of the plan is to establish the practical guidelines for the non-research -related documents developed within SMASH-HCM. Moreover, this plan ensures that resource allocation, data security and ethics are taken into account in the collection, handling, and storage of the data. The DMP is a living document which will be developed and updated throughout the project. The current document is the initial DMP created in the beginning of the project.
Keywords	Information management, project management processes

Statement of originality

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

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List of Abbreviations

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EU European Union

FAIR Findable, Accessible, Interoperable, Reusable

GDPR General Data Protection Regulation

MS Microsoft

P-DMP Project Data Management Plan

WP Work Package

Executive Summary

This Project Data Management Plan (P-DMP) lays out procedures and practices related to the administrative and operative data management in the SMASH-HCM project. The purpose of the plan is to establish the practical guidelines for the **non-research** -related documents developed within SMASH-HCM. Another research plan, the Research Data Management Plan, which includes the management of all clinical and research-related data, will be a separate deliverable. Overall, all data produced in the project adhere to the FAIR principles wherever relevant.

This plan ensures that resource allocation, data security and ethics are taken into account in the collection, handling, and storage of the data, as directed by the General Data Protection Regulation (GDPR). The P-DMP is a living document which will be developed and updated throughout the project. The current document is the initial P-DMP created in the beginning of the project.

1 Data Summary

Administrative and operative data are collected to enable the implementation of the SMASH-HCM project as set out in the project plan (Grant Agreement Annex 1). The purposes and types of data to be collected vary between the Work Packages (WPs) of the project. Meeting minutes, deliverable drafts, reports, and templates are generated and collected throughout the entire project duration.

For gathering and processing of the aforementioned data, the project uses Microsoft (MS) Teams private workspace, hosted at the ICT infrastructure of the coordinating partner Tampere University (TAU) for project-internal information sharing, and a public project website (www.smash-hcm.eu) for wider dissemination.

Table 1 lists the types of project management documents gathered during the project, their availability and the location within the MS Teams workspace.

Table 1: Administrative and operational data summary

Item	Availability	Location
Meeting minutes (General assembly)	Project partners	MS Teams private workspace
Meeting minutes (Project executive board)	Project partners	MS Teams private workspace
Meeting minutes (Advisory board)	Project partners	MS Teams private workspace
Meeting notes (WP meetings)	Project partners	MS Teams private workspace, WP-specific
Deliverable templates	Project partners	MS Teams private workspace, Dissemination WP
Deliverable drafts	Project partners	MS Teams private workspace, related channel files of the corresponding WP.
Deliverable reports (public)	Public	SMASH-HCM website
Deliverable reports (non-public)	Project partners	MS Teams private workspace

2 Data Availability

The meeting minutes of the official meetings (General assembly, project executive board, advisory board) will be made available (project partners only) on the SMASH-HCM Teams platform within 10 calendar days, as defined in D1.1 Governance Report.

Any notes of WP-specific, and other working meetings, will be made available (project partners only) on the SMASH-HCM Teams platform, e.g., of the corresponding WP, within 10 calendar days.

The deliverable templates are available (project partners only) on the SMASH-HCM Teams platform, within the specific WP9 Dissemination files.

The deliverable drafts are available (project partners only) and prepared on the SMASH-HCM Teams platform, within their respective WP channel files.

The deliverables designed as “Public” will be located on SMASH-HCM website in a dedicated section “Resources”, where they are available to the public to download, after their acceptance by the Commission.

3 Data Security

3.1 Data physical location, storage and processing

The project administrative and operative data are stored on Microsoft 365 platform, accessed via Microsoft Teams workspace hosted at the Co-ordinators ICT infrastructure. Partners have access via two-factor authentication protocols. Microsoft has committed to store and process Customer Data within the EU Data Boundary. As defined in the Microsoft Product Terms, *Customer Data* means all data, including all text, sound, video, or image files, and software, that are provided to Microsoft by, or on behalf of, Customer through use of the Online Service. (Terms available online at <https://www.microsoft.com/licensing/terms/product/PrivacyandSecurityTerms/MPSA>)

Microsoft Data Protection Addendum establishes the obligations of the user and Microsoft with respect to the processing and security of Customer Data. (Addendum available online at <https://www.microsoft.com/licensing/docs/view/Microsoft-Products-and-Services-Data-Protection-Addendum-DPA>)

3.2 Processing of personal data

The MS Teams private workspace, hosted at TAU's ICT infrastructure, has been designated by the coordinator's Data Protection Officer to be suitable for processing basic personal data. This includes data such as:

- Identifying information, email, phone number, name and address
- Identifiers, such as a LinkedIn username
- Data that can be combined with internally or externally available data to identify an individual (such as the time and place of events)
- Data that is directly related to an individual and is collected from or about the individual (purchase history, service usage history, audit trails, information about consent provided by or withdrawn by the individual)

3.3 Version control and backup

Files contained within the MS Teams workspace are possible to be restored within 30 days of an accidental change or deletion. This feature is accessible to all project partners.

3.4 Data life cycle

The MS Teams workspace data will be stored until 36 months after the project end. After this time, the workspace data will be deleted. However, essential project documents, e.g. Minutes of the Consortium meetings, will be archived for 15 years in accordance with the provisions of the Tampere University Information Management Plan. Final reports and research plans will be archived permanently by the coordinator.

The project website will be maintained up to 5 years after the project end.

3.5 Backup solutions

Every 6 months, a backup of the MS Teams workspace will be generated. This backup archive will be stored in a MS Teams workspace accessible only by the coordinator, but contents can be made available to partners upon request.

4 Conclusions

The Project Data Management Plan outlines the gathering, processing and storage of project administrative and operational documents. With the contents described in this document, the project ensures the project data security and adherence to GDPR while allowing smooth project management and workflows.