

MedSkippers

Deliverable 5.4 Knowledge Management Plan

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<input type="checkbox"/>	CO – Confidential, only consortium members, including EU Commission Services



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Knowledge needed and generated by the project

The MedSkippers project itself is going to generate substantial and relevant information, but MedSkippers must also be fed with knowledge and information created by third parties in order to become a central information hub for the skippers of small commercial vessels and the charter sector in the Mediterranean. This section defines the main knowledge to be created by the MedSkippers project and also the main knowledge to be gathered from external sources.

Knowledge generated

Stakeholder databases

The lack of information or the absence of a unified database including relevant information available for the skippers, training centers and other relevant stakeholders in the nautical tourism industry is one of the main gaps identified at EU level. The MedSkippers project aims to be in close contact with the stakeholder community and one of the main objectives is to create a unified stakeholder database. An extensive stakeholder mapping will be the cornerstone of this database, which will be composed by 4 sub-databases. A first one gathering all the training centers offering relevant training to get a skipper license to work in small commercial vessels, a second one focusing on companies in the nautical charter industry, a third one gathering other relevant stakeholders, and a fourth and final one compiling information about skippers of small commercial vessels. Table 1 summarizes the different sub-databases in which the MedSkippers stakeholder database is divided.

Database name	Content
Training centers	Refers to private or public organisations offering relevant training to the skippers community
Charter companies	From micro-companies to large SMEs owning small boats (up to 24m) available for charter or commercial purposes
Skippers	Individuals working or willing to work as professional skippers of SCV
General stakeholders	Any other organisation relevant for the purpose of the MedSkippers project

Table 1. Databases available in the MedSkippers Stakeholder Database

National roadmaps

These are one of the main knowledge outputs the project is going to generate. The national roadmaps are tables summarizing the different licenses available for skippers in order to be allowed to use small commercial vessels. Information gathered include license information, license permits, skipper requirements, professional activity requirements, and additional requirements to be accomplished in order to get a certain license. The MedSkippers project aims to present national roadmaps for 17 different Mediterranean countries. Annex I presents the template created in order to standardize the information gathered by the different



partners in different countries. The national roadmaps will provide baseline information to complete the D4.1 Licenses Database.

New international training scheme by modules

MedSkippers partner 3 - ISSA- will incorporate insights into an updated version of their core training scheme (Master of Yacht¹), which will be ratified by cooperating entities in the network to ensure validity at national level. National requirements for the acceptance of training schemes vary considerably among different countries, therefore ISSA will review all the different national legislations in order to ensure the new schemes meet the requirements of, if not all, most of the countries involved in this action. All the sailing schools which ratify these modules will be reciprocally recognized by the ISSA. Thus, any individual undertaking one of the Master of Yacht training modules in any sailing school which has ratified these modules, will be entitled to validate and continue his/her training in any ISSA affiliated member located in any country as long as the new school has ratified the modules too. Other sailing schools or VET centers outside the ISSA network (mapped thanks to activity 2.1.1) will be invited to ratify all the ISSA training modules, or part of them, being reciprocally recognized by the ISSA even if they are not members of the ISSA.

New module on environmental awareness for skippers

The content for this module will be primarily explored during the focus groups to be held in 2019, and will be included as a new module in the international training scheme by modules. This module will provide the baseline information to create the content for the webinar on environmental issues for skippers.

Generation of sectoral knowledge by mean of events

Different events are planned to be organized in the context of the MedSkippers project. Managing authorities, charter sector, VET's, sailing schools, skippers community, youngsters and other relevant stakeholders are target. Table 2 summarizes the number of events planned to be organised by the project partners in the context of the MedSkippers project. Each of these events is going to generate knowledge which is going to be shared publicly by means of project reports, deliverables or news.

Type of event	Number of events	Schedule
Coordination Meetings	3	November 2019, 2020, 2021
Focus groups	7	Second semester 2019
Roadshows	10	First semester 2020
International Workshop	1	November 2020
Pilot experiences with youngsters	2	2021

Table 2. Number and type of events to be organised by the MedSkippers project

Knowledge needed

The success of the project website as a central information hub for the skippers' community and the charter sector in the Mediterranean relies on the capacity of the MedSkippers project to provide updated, accurate and useful information relevant for both, the skippers of SCV and

¹ <http://issa-schools.org/training-materials/sail-training/offshore-skipper/>

the charter sector. This information is not necessarily produced by the MedSkippers project, and relevant news, events or actions generated by third parties must be found in the MedSkippers website.

Training courses

The main element to create an appealing website is going to be a compilation of the training offers available in the Mediterranean countries for skippers willing to work professionally in small commercial vessels. This information must be provided and uploaded by the different training centers. It requires a fluent communication between the MedSkippers project and this specific stakeholder group.

News

Despite the fact that MedSkippers itself is going to generate a substantial amount of news, it is still necessary to promote news relevant for the skippers' community and the charter sector, originating by third parties. The following non-exhaustive list includes the main topics to be promoted by means of the news section.

- National / EU legislation updates about skippers of SCV
- Environmental issues in the Mediterranean Sea and or Mediterranean countries
- Charter and Nautical tourism sectors in Europe: Promotion, evolution, trends, etc...
- News generated by other EU funded projects relevant to the MedSkippers project

Events

Two main types of events are going to be included in the MedSkipper event's calendar:

- Events relevant for the charter / nautical tourism sector (boat shows, high level national or EU meetings).
- Events relevant for the scientific or coastal managers' community (conferences, scientific congresses, other EU funded projects meetings, etc....)

Knowledge management

Knowledge generation

The main project tasks have been defined following a geographical approach. Therefore, each project partner is responsible for developing actions which will generate knowledge and promoting the results on a country basis. Table 2 summarizes the actions envisaged to be generating knowledge and their lead partners classified by countries.

Country	Focus Group	Roadshow	National roadmap	Stakeholder Database	News and Events
Spain	APEAM	3 x APEAM	APEAM, DM	APEAM, DM	APEAM, DM
Italy	DM	ISSA	ISSA	DM	DM
France	n/a	n/a	DM	DM	DM
Malta	n/a	ISSA	ISSA	ISSA	ISSA



Croatia	ISSA	ISSA	ISSA	ISSA	ISSA
Montenegro	n/a	n/a	ISSA	ISSA	ISSA
Albania	n/a	n/a	IM	IM	IM
Greece	IM	IM	IM	IM	IM
Cyprus	ISSA	ISSA	ISSA	ISSA	ISSA
Turkey	n/a	n/a	ISSA	ISSA	ISSA
Lebanon	ISSA	n/a	ISSA	ISSA	ISSA
Israel	n/a	n/a	ISSA	ISSA	ISSA
Egypt	n/a	n/a	ISSA	ISSA	ISSA
Lybia	n/a	n/a	ISSA	ISSA	ISSA
Tunisia	n/a	n/a	DM	DM	DM
Argelia	n/a	n/a	DM	DM	DM
Morocco	SMM	SMM	SMM	SMM	SMM
Belgium (EC)	n/a	n/a	n/a	DM	DM
EU non-Med	n/a	n/a	n/a	DM, ISSA, IM	DM, ISSA

Table 3. Responsibilities of different project partners managing information by countries

Knowledge Storage

All the information generated by the MedSkippers project is compiled in G Suite account accessible by all the project partners only. Generally, all the project partners are going to be granted with full access to the MedSkippers folder, although the project coordinator may restrict access to certain partners depending on the type and relevance of the information generated. It is up to each project partner to decide who is granted with access to the G Suite MedSkippers folder within each organisation. Each project partner must request the project coordinator to grant their staff members with access to the MedSkipper folder. Access will be granted to all the staff involved in the MedSkippers project by means of a personal email account as well as each partner's MedSkippers GSuite account. Each project partner legal representative will be responsible for the use of the MedSkippers GSuite account.

A substantial part of the knowledge generated and/or required by the MedSkippers project is going to be made publicly available by means of the project website, as well as most of the contractual project deliverables. Table 4. Provides a non-exhaustive list of project deliverables which will be publicly available on the project website.

Name
D2.1 Literature review and focus group guidelines
D2.2 Integral Focus Group Report
D2.3 Lessons Learnt & Best practices
D2.4 Minutes from the validations workshops
D2.5 Roadshow consultation toolkit
D3.1 International Training Scheme by modules
D3.2 Memorandum of understanding
D3.4 Transversal Knowledge for skippers



D3.7 Brochure for capacity building implementation
D4.1 Professional licenses database
D4.2 Sailing schools / Training centers database
D4.5 Control and certification protocol
D5.1 Marketing Strategy
D5.3 Project Newsletters
D5.4 knowledge Management Plan

Table 4. Project deliverables to be publicly available in the MedSkippers project website.

Management of the different Knowledge Units

This sections presents the main procedures to manage the knowledge to be created and promoted by the MedSkippers project. Each type of Knowledge, known as knowledge unit, is going to be treated differently in order to optimize the uptake by the stakeholder community.

Stakeholder databases

All the project partners are required to populate the stakeholder database and lead partners have been selected for the different Mediterranean countries to be targeted by the MedSkippers project. Each stakeholder database is going to be treated differently in regards to the information to be disclosed to each group of stakeholders. After population of the different stakeholder databases an email will be sent to present the MedSkippers project. In this email the different stakeholders will be asked to receive the project Newsletters regularly (every 6 months) or any news that could be relevant for them. Willingness to be informed or regularly updated with project news will be recorded in the stakeholders' database. Figure 1 summarises the roles of different partners in relation to the identification and contact of the stakeholder community.

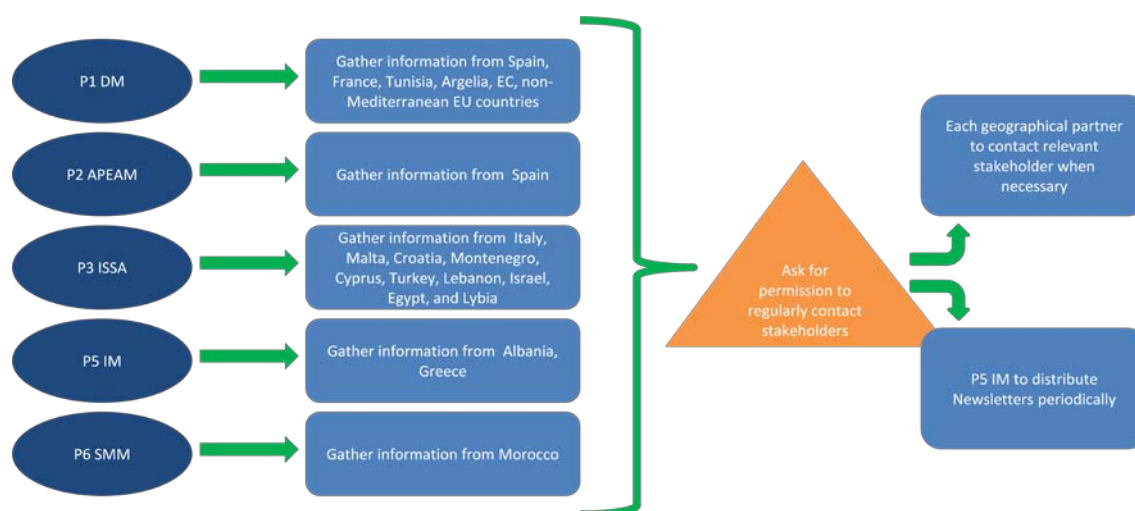


Figure 1. Use of the stakeholder databases

National roadmaps

Up to 17 national roadmaps are expected to be produced in the context of the MedSkippers project. Different partners are responsible for the creation of these roadmaps in different countries (responsibility by country stated in Table 3). The different national roadmaps are going to be validated by means of the different focus groups envisaged throughout the project. For those countries in which it is not expected to organize a focus group these roadmaps are not going to be validated unless project partners manage to find an external expert willing to validate them. The national roadmaps will be available in the MedSkippers project website, indicating each of them if has been validated or not. Figure 2 summarises the knowledge management process.

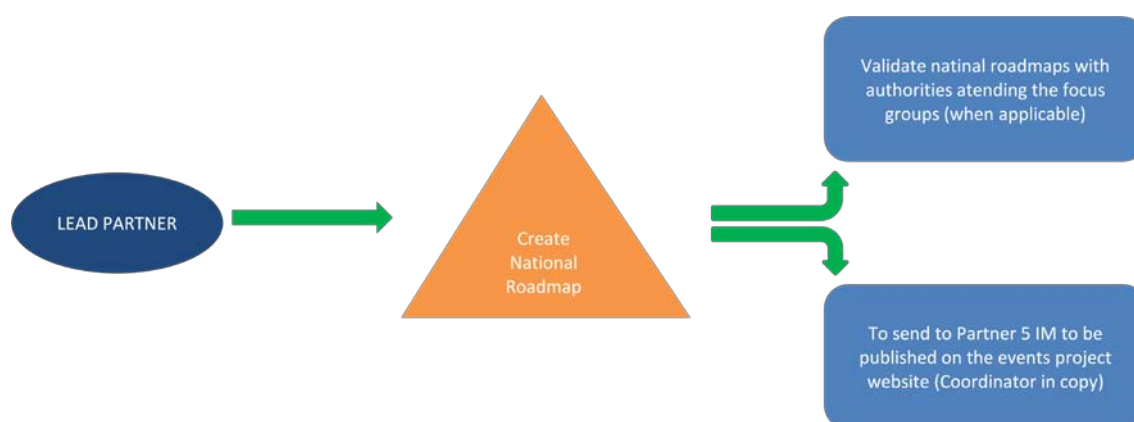


Figure 2. Management of the National Roadmaps

Knowledge emerging from events generated by the project

The MedSkippers project is going to develop and implement up to 23 different events including focus groups, roadshows, international workshops and pilot experiences. Each lead partner is responsible to write news item prior the implementation of the event in order to promote it. Basic information to be disclosed includes when and where is the event going to happen, who is invited/targeted, reasons why this event takes place and what is the objective of the event. After celebration of each event the lead partner is responsible to write a second news item indicating when and where the event was hold, who participated, main outcomes / outputs / results achieved and next steps.

On the other hand, after celebration of the event each lead partner is required to submit an event report to the project coordinator and P2 APEAM, who is responsible of producing a digested report of the focus groups. Figure 3 summarizes the steps to be followed by the different project partners when organizing an event.

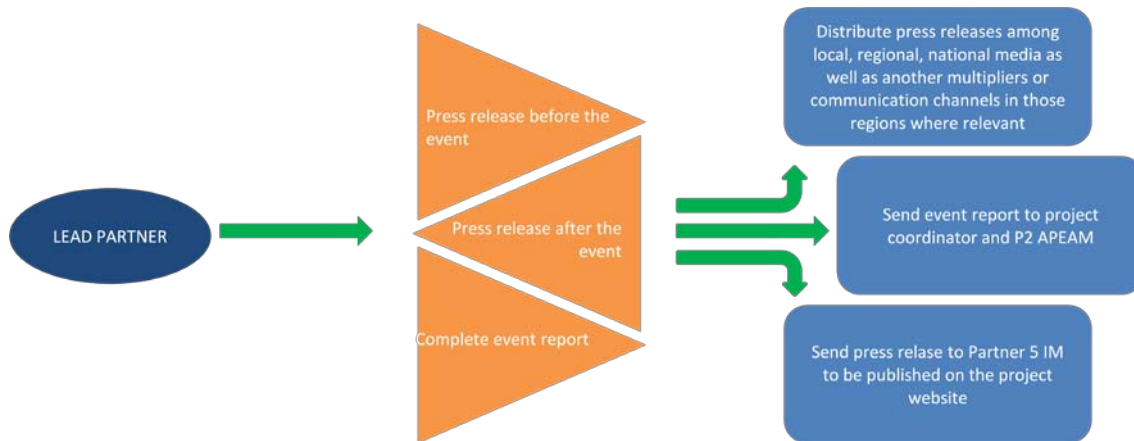


Figure 3. Management of knowledge generated by means of events

Training opportunities

The project website will provide a login section for the training centers to upload the different training opportunities. Up to XX different microsities will be available for stakeholders to upload courses information in different languages. All these micro-sites will feed the central



New International training scheme and new module on environmental awareness

The new international training scheme by modules and the pilot module on environmental awareness are two of the main knowledge outputs to be generated by the MedSkippers project. P3 ISSA is responsible for this action. Once completed it will be presented to the different national authorities in the international workshop to be held in Malta in late 2020 aiming to be included and accepted in the different Mediterranean countries. Figure 4 summarises the validation process.

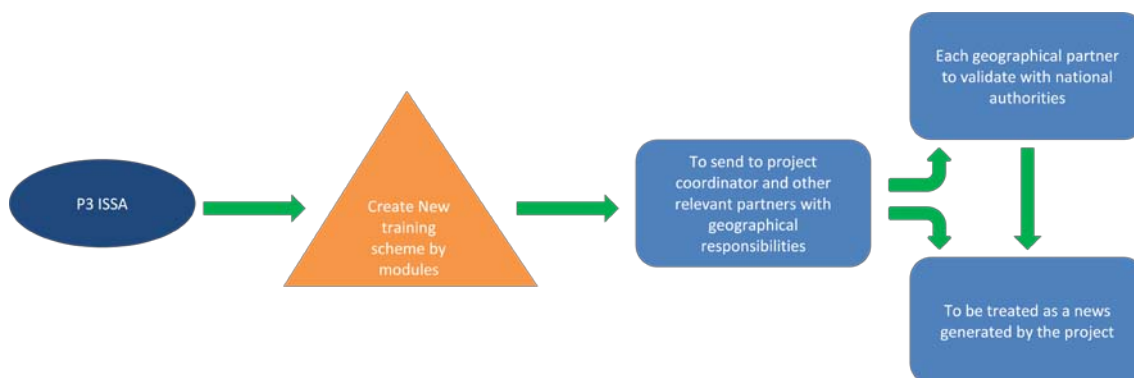


Figure 4. Validation process for the new international training scheme and module on environmental awareness

Knowledge dissemination

News generated by the project

Apart from the news generated by means of the different events envisaged it is expected the project will generate news as its main outcomes come to light. Table 5 summarizes the main actions / outcomes which are more likely to generate news. A more detailed programme of different communication objectives is presented in the D5.2 Marketing Strategy.

Name	Number	News generated	Schedule
New module on environmental awareness for skippers	1	New module presentation.	End of 2020
New international training scheme by modules	1	New scheme ratifications. New scheme presentation.	2020
Webinars	2	Promotional campaign. Webinars summary.	February 2021
Website launch	2	Promotional campaign.	May 2019 & May 2020
Pilot mobility fellowship programme	1	Promotional campaign. Pilot experience summary.	Late 2021
Pilot volunteering programme	1	Promotional campaign. Pilot experience summary.	Late 2021
New charter initiatives (products) launch	2	Promotional campaign for each new product	First semester 2021
Engagement of charter companies	200	Achievement of project objective (partial, total)	2020 - 2021
Engagement of professional skippers of SCV	500	Achievement of project objective (partial, total)	2020 - 2021

Table 5. Main project outcomes and related news generated.

The news generated by the project will rely on the main outcomes or outputs achieved by the work of the different partners throughout the project lifecycle. Each partner responsible for the generation of a relevant output will write a news item in which it is going to be summarized what is the output, when is it achieved, who has been involved, where is it going to be relevant and how it has been produced. This news item is going to be written in English and sent to P5 IM as the communication partner of the MedSkippers project. P5 IM will publish the news item in the project website and will create a press release to be distributed internationally when relevant. Figure 5 summarizes the process to treat the news generated by the project.



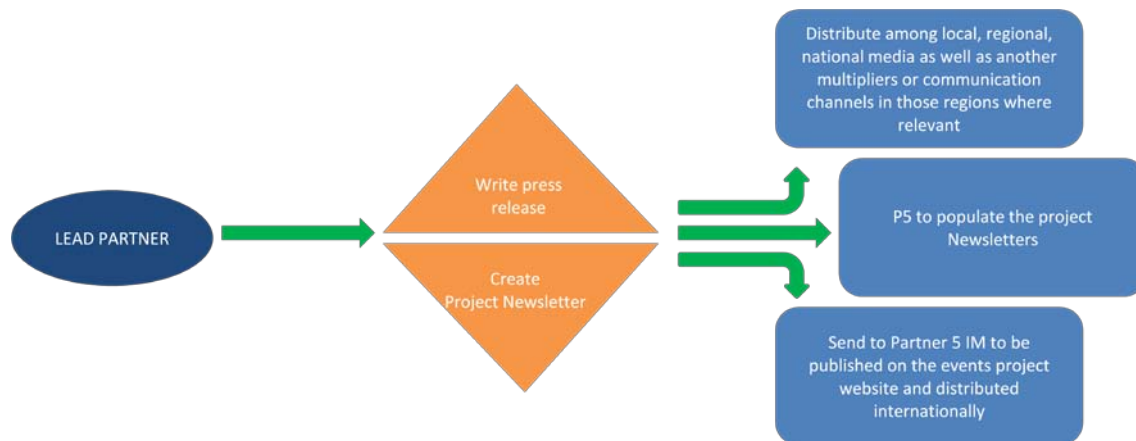


Figure 5. Management of news generated by the project

The news generated by the project will rely on the main outcomes or outputs achieved by the work of the different partners throughout the project lifecycle.

All the project partners are requested to include media or relevant communication channels at national or regional scale. These information multipliers may be contacted at any time if there is the need to target a broader audience.

News and events generated by third parties

Apart from the knowledge generated by the project the MedSkippers project aims to promote relevant knowledge / news generated by third parties. All the partners are entitled to identify news and events organized by third parties. Geographical responsibilities are summarised in Table 3. When a partner identifies relevant news or events to be promoted by the MedSkippers project is requested to send a link to the relevant information to P5 IM who will include the information in the relevant MedSkippers website section. Procedure is summarised in Figure 6.

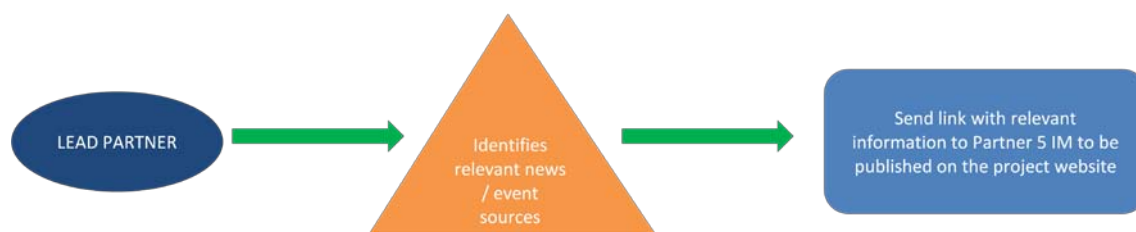


Figure 6. Workflow related to third parties events / news

General Data Protection Regulation

The MedSkippers project is a result of the Call for Proposals for EU Grants under the European Maritime and Fisheries Fund "Sustainable Blue Economy Call" EMFF Work Programme 2017.



Call for proposals EASME/EMFF/2017/1.2.1.12 under the strand 3 "Blue Networks in the Mediterranean". The general objective of the call is to accelerate the development of the blue economy in the Mediterranean through closer cooperation between public and private maritime stakeholders such as education and training institutes, maritime clusters and fisheries local communities from the EU and its partner countries in the Mediterranean. This call support skills, innovation, entrepreneurship as well as job diversification and local communities' empowerment. The specific objective of the call is to promote networking and collaboration between marine and/or maritime, port and logistics - related education and training institutes in the Mediterranean to develop relevant skills and promote maritime professions in cooperation with business and public authorities.

The MedSkippers project is an EU funded project under a grant agreement for an action with multiple beneficiaries, with the agreement number EASME/EMFF/2017/1.2.1.12/S3/03/SI2.789395, between the Executive Agency for Small and Medium-sized Enterprises (EASME) and Dalula Marine SL. Other beneficiaries of the project, with which Dalula Marine SL signed a partnership agreement, are (i) the Asociación Patronal de Empresarios de Actividades Marítimas de Baleares (Spain), (ii) the International Sailing Schools Association (Cyprus), (iii) Oritek Innovations SL (Spain), (iv) Indigo Med SMPC (Greece), and (v) Marina Saidia Management (Morocco). The general project objective is to foster growth and exploit opportunities in the nautical charter sector, while the specific objectives of the project are (i) to promote public & private cooperation for the international harmonisation of professional skippers training for small commercial vessels, (ii) to promote a cross-sectoral network including charter industry, sailing schools and skipper training centers, (iii) to improve professional skipper's skills aiming to foster their employability, (iv) to build capacity in Mediterranean partner countries (non-EU) and (v) to increase competitiveness of small charter tourism enterprises by making maximum use of information technologies, (vi) to ensure the long term sustainability of the cross-sectoral network and (vii) to raise awareness about charter tourism and maritime professions among young.

The General Data Protection Regulation (GDPR) (EU 2016/679), applicable as of 25 of May 2018, is about the protection of natural persons in regards to the processing of personal data and the free circulation of these data. For the purpose of this policy, the processing of the data relies on the project coordinator, Dalula Marine SL, located in Spain. It applies the Ley Orgánica 3/2018 as of 5 of December, about "Protección de Datos Personales y garantía de los derechos digitales (LOPD-GDD)" (BOE 295, 6 of December 2018, section I, pag. 119788), which adopts the GDPR.

The aim of this policy is to make all the clear to our visitors and costumers how we gather information, what information we gather, how we use the information gathered, where we store the information, who we share the information with and how you can access, update and/or delete your personal information.



1. Definitions

Personal Data

Personal data means any information relating to an identified or identifiable natural person (“data subject”). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Data subject

Data subject is any identified or identifiable natural person, whose personal data is processed by the controller responsible for the processing.

Data processing

Processing is any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Data Controller

Controller or controller responsible for the processing is the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law.

Processor

Processor is a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

Third Party

Third party is a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

2. Name and Address of the data controller

Controller for the purposes of the GDPR, other data protection laws applicable in Members states of the European Union, and other provisions related to data protection is:

Dalula Marine SL

Passeig Torre Blanca 7. Floor 3 - Door 2.

08172 Sant Cugat del Valles - Barcelona. Spain.

VAT number: ESB66959347

Email contact: hello@dalula.eu

Telephone number: +34 696 085 214



3. Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis. Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

4. How we do collect data

4.1 Mapping of relevant publicly available information

As part of the tasks envisaged in the GA of the MedSkippers project, all the project partners carry out a stakeholder mapping at EU level as well as non-EU Mediterranean countries with the ultimate goal of engaging relevant stakeholders for the achievement of the objectives of the project. As a result, and taking into account Article 8 of LOPD-GDD, and Article 6 of the GDPR, publicly available information of relevant stakeholders, such as names, position / department within the organization, type of organisation, and contact details are stored in a "Stakeholder database", in relation to contractual Deliverables 4.2, 4.3, 4.4 and 5.5 of the project.

4.2 Our own website

In order to continuously improve the user experience on our website, the MedSkippers project uses google analytics. These track the pages visited, actions taken (clicks and searches), devices used (mobile, tablet or desktop) and source of the visit (google search, advert etc.). We do not store any of this information, all data is processed by google. Please visit google analytics to be informed of their privacy policy

4.2.1 Partner Registration to the MedSkippers project

Any data subject can register with the project website voluntarily using personal data. All data saved will be explicitly communicated by the form fields and no extra processing or profile matching will take place.

By registering on the project websites, the IP address—assigned by the Internet service provider (ISP) and used by the data subject—date, and time of the registration are also stored.



The storage of this data takes place against the background that this is the only way to prevent the misuse of our services, and, if necessary, to make it possible to investigate committed offenses. Insofar, the storage of this data is necessary to secure the controller. This data is not passed on to third parties unless there is a statutory obligation to pass on the data, or if the transfer serves the aim of criminal prosecution.

The registration of the data subject, with the voluntary indication of personal data, is intended to enable the controller to offer the data subject contents or services that may only be offered to registered users due to the nature of the matter in question. Registered persons are free to change the personal data specified during the registration at any time, or to have them completely deleted from the data stock of the controller.

The data controller shall, at any time, provide information upon request to each data subject as to what personal data are stored about the data subject. In addition, the data controller shall correct or erase personal data at the request or indication of the data subject, insofar as there are no statutory storage obligations. The entirety of the controller's employees are available to the data subject in this respect as contact persons.

4.2.2 Subscription to the MedSkippers project newsletters

Should you choose to register for the MesSkippers newsletter, you will be authorizing the data controller to send you periodic newsletters via email only.

All data provided in the registration form will be sent on to MailChimp a third party email provider, please review Mail Chimp Privacy policy for further information.

Should you wish to unsubscribe you can do so by following the unsubscribe link presented in all news letters or by contacting the data controller directly. On unsubscribing all registration data will be deleted from MedSkippers servers, and deletion of your request for deletion will be passed to Mail Chimp.

4.2.3 Contact form via the website.

If a data subject contacts the controller by email, via a contact form, or via the booking engine, the personal data transmitted by the data subject are automatically stored. Such personal data transmitted on a voluntary basis by a data subject to the data controller is stored for the purpose of processing or contacting the data subject. There is no transfer of this personal data to third parties.

4.2.4 Booking of a yacht or hiring a skipper.

In case of booking a yacht or hiring skipper services, a rental contract is made between the data subject (=the renter) and the lessor of the yacht or the skipper by intermediary of the Controller. In this case the Controller is legally obliged to forward the necessary customer data received during the booking procedure to the lessor in order to enable the lessor to prepare the rental contract and to issue an invoice over its services. After a booking the lessor normally will be asked to send a crew list and a copy of his passport. In some countries also a



registration with the responsible authorities (e.g. harbour police) by the lessor is required. The controller forwards the necessary documents for this purpose to the lessor.

4.3 Phone

Upon calling any of the project partners to make an enquiry about the MedSkippers project, we may ask you for some basic information about your query, interest in the MedSkippers project, and contact details. We will enter the provided contact details (email address and phone numbers) into our stakeholder database. This so is as to formulate and send you a reply reflecting your needs..

4.4 Email

Upon receipt of an email enquiry about the MedSkippers project, the MedSkippers partners will enter the provided contact details (email address and phone numbers) into our stakeholder database. This so is as to formulate and send you the requested information.

4.5 Social Media

The MedSkippers project aims to be promoted by means of different social media channels such as Facebook, Twitter, Instagram, or video channels such as Youtube or Vimeo. When following the project on social media, the social media provider is responsible for the collection, storage and use of your information, which you have shared with them. We have access to analytic tools that they provide and we use for informational purposes. We can also view any information which you are sharing via the platforms. We will not use or store this information without seeking your permission to do so. Please refer to the Privacy Policy of each social media platform.

5. What do we do with the collected data

There are two main uses for the information we collect: operational requirements and communication and marketing:

5.1 Operational Requirements

When a boat is chartered or skipper services are hired, we will have gathered information as stated in section 4.2 of this policy. This information will be used to build a customer profile for you, to which we can match appropriate services between you and skippers and/or yacht owners.

5.2 Communication and Marketing

In all cases of marketing and communication no material will be communicated with any party without explicit permission. Permission maybe granted via either a form on the project website or via Stakeholder meetings.

We use gathered information to offer tailored content by segmenting our database, but also by using information collected from cookies and other technologies, to improve your user experience and the overall quality of the service. Information compiled in our stakeholder databases is not going to be disclosed to third parties.



6. Where do we store the information

Data is stored in a combination of proprietary data controller databases and on google drive

7. Who has access to our information

Depending on the level of interaction with us, we will gather various types of information.

7.1 Project Partners Staff

All the project partners have access to all the data collected by means of the project website. However, only the controller will have access to the data of those people booking a yacht or skipper services. All the project partners have signed a confidentiality agreement with the data Controller for which data can't be disclosed to third parties and can't be used for any other reason more than accomplishing the objectives of the MedSkipper's project. The confidentiality is composed by two main sections:

- Secrecy agreement states:
 - Unauthorized access to personal data should be avoided, for that purpose: personal data will not be exposed to third parties.
 - paper documents and electronic media will be stored securely 24 hours a day.
 - Electronic documents or media will not be discarded with personal data without guaranteeing their destruction.
 - No personal data or personal information will be transferred to third parties, special attention will be paid not to disclose protected personal data during telephone consultations or emails.
 - The duty of secrecy and confidentiality remains ever when the worker's employment relationship with the company ends.
- Duty to keep the information secure
 - Updating of computers and devices: The devices and computers used for the storage and processing of personal data should be kept updated as possible.
 - Malware: On computers and devices with access to personal data, an anti-virus system will be available to guarantee, as far as possible, the theft and destruction of information and personal data. The antivirus system should be updated periodically.
 - Firewall: In order to avoid undue remote access to personal data, it must be ensure that a firewall is activated on computers and devices in which personal data are stored and/or processed.
 - Data Encryption: When it is necessary to bring personal data outside the MedSkippers internal shared workspace, the possibility of using and encryption method to guarantee the confidentiality of the data must be assessed to avoid unauthorized access to information.

7.2 Service Providers

We have contracts and agreements with a number of external companies in order to ensure we can provide a good and well coordinated service. Tax advisors, IT providers, hosting services, pay per click campaigns, etc. The agreements have an unlimited duration. Our



contracts with service providers will continue in full force unless one of the parties notifies the other about the contrary. Once the data is concluded the service providers must return the personal data to the controller and erase any copy in its possession. However, the data processor may keep the data locked to address possible administrative or jurisdictional responsibilities.

7.3 Operational Suppliers

Operation suppliers refers to suppliers of services to the MedSkippers project such as hiring a skipper or chartering a boat. Your information is passed to the suppliers and as such, we have signed agreements from all suppliers that they have carried out GDPR due diligence.

7.4 European Commission

As a European funded project the staff of the European Commission has the duty and the right to monitor the achievement of the project outcomes, which includes the development of different stakeholders, skippers and volunteers databases. As the instigators of the GDPR the EC is the most entrusted organisation in this regard.

7.5 Managing Authorities

On some occasions your information must be shared with local or regional authorities, such as port police, marinas and harbour officials. This can be for a number of reasons and depends on the situation.

8. How do we share our information

Information is stored in Google Drive folders where only project partners have the right to access. In cases where we are transferring your information to authorities or suppliers via email, our accounts are covered by Google security measures.

9. Rights of the data subject

Each data subject has different rights granted by the European Legislator. He or she may, at any time, contact the controller in order to exercise his / her rights.

9.1 Right of confirmation

Each data subject has the right to obtain from the data controller the confirmation as to whether or not personal data concerning him or her are being processed. If a data subject wishes to avail himself of this right of confirmation, he or she may, at any time, contact any employee of the controller.

9.2 Right of access

The data subject will be provided with a list of the available personal data, together with the purpose at the time they were collected, the identity of the recipients of the data, the storage period, and the identity of the controller to exercise the rights of rectification, erasure and to object.

9.3 Right of rectification

Each data subject has the right to modify the data of the data subject that were inaccurate or incomplete taking into account the processing purposes.



9.4 Right to erasure

Data will be deleted when the data subjects express their refusal or opposition to the consent for their data processing and there is no legal duty that prevents it.

9.5 Right to withdraw data protection consent

Each data subject has the right to withdraw his or her consent to processing of his or her personal data at any time.

9.6 Right to data portability

Data subjects must communicate their decisions and inform data controller about the identity of the data controller who is to be provided with his personal data, if it is the case.

10. Period for which the data will be stored

Data will be stored as long as the data is necessary for the fulfillment of a contract between the controller and the European Commission or between the controller and the data subject, or for the years necessary to comply with legal obligations. After expiration of that period data will be routinely deleted.

11. Changes

Our Privacy Policy may change from time to time as the MedSkippers project moves forward or after the completion of the project. We will not reduce your rights under this Privacy Policy without your explicit consent. We will post any Privacy Policy changes on this page and, if the changes are significant, we will provide a more prominent notice. We will also keep prior versions of this Privacy Policy in an archive for your review.



Annex I - National Roadmaps Template

License Information				
MedSkippers ID				
Name of the license				
English name	Only for those licenses in which the authority issuing the license provides an official English translation			
Authority issuing the license				
License Permits				
Status	Professional / Recreational			
Type of boat permits (length, power, tonnage)	Maximum length, power or tonnage the license owner is entitled to skipper			
Maximum number of passengers permits	Maximum number of passengers, including skipper, the license owner is entitled to have on board			
Navigation permits	Navigation area in which the license owner is entitled to navigate			
Additional permits	Any other additional permit the license owner is entitled to			
Additional Requirements				
Exam requirements	Yes / No. If yes, please detail if the required exam is theoretical, practical or both. Please, detail exam content if available.			
Health requirements / medical exam	If the applicant must pass a medical exam (Yes/No). In case of yes please indicate authority issuing the medical exam.			
Other licenses / certifications required to get this license	Any other license or certification requirement the skipper candidate must prove in order to be entitled to get the license (include STCW or compliance with any other international resolution, if applies). Please, one add one row for any additional license / certification required. Information to be included: (i) name of the additional license / certification, (ii) authority issuing the additional license / certification, (iii) country id (in case the additional license / certification is included separately in the national roadmap).	Name of the additional license / certification	Authority issuing the license	MedSkippers ID
		Name of the additional license / certification	Authority issuing the license	MedSkippers ID
		Name of the additional license / certification	Authority issuing the license	MedSkippers ID
		Name of the additional license / certification	Authority issuing the license	MedSkippers ID
		Name of the additional license / certification	Authority issuing the license	MedSkippers ID
		Name of the additional license / certification	Authority issuing the license	MedSkippers ID
		Name of the additional license / certification	Authority issuing the license	MedSkippers ID
	Any other additional requirement			
Skipper requirements				
Minimum Age Required	Minimum age of the skipper candidate to be entitled to get the license			
Minimum Public Education Level	Minimum education level (general education) required to be entitled to get the license			
Professional Activity Requirements				
Economic activity regulation for the skipper	All the information relevant to understand if the skipper of SCV has to register their professional activity as skipper to be subject of taxes or if it is completely free / unregulated			
Special requirements concerning the yachts	Legal aspects for the SCV to be considered by the skipper			
Insurance requirements	Insurance requirements for both, the boat and the skipper			
Any other requirements	Any other requirement or comment			





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