

Informed Consent Form for Participation in FOODCITYBOOST Visioning Workshops

This research is part of the FOODCITYBOOST project, which involves an integrated assessment of urban agriculture (UA) impacts and policies for boosting sustainable urban agricultural development, linking urban, peri-urban, and rural areas.

Name and contact details of the research project managers:

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Also involved:

Paula Andrea Sánchez García, Anton Parisi, Beatrice Walthall, Barbara Schröter (all ZALF - Leibniz Centre for Agricultural Landscape Research), Soledad Cuevas García-Dorado, Charlotte Gallagher Squires, Daniel López García (all CSIC - Agencia Estatal Consejo Superior de Investigaciones Científicas)

Participation Information Sheet

Thank you for agreeing to take part in our visioning workshop as part of the above-mentioned research project. Workshops will be conducted using the Three Horizons framework as a practice in vision creation and participatory analysis, divided into four steps. The Three Horizons method serves as a visual framework that categorizes time into three distinct phases:

- **Horizon 1** represents 'Business as usual' and includes the current systems and procedures in place.
- **Horizon 2** is the transitional phase where changes begin to occur, featuring new innovations and experiments that challenge existing norms.
- **Horizon 3** is where visionary ideas and innovative thinking can potentially reshape the future, even if these concepts currently seem distant.

In our workshops, which will last for two hours each, participants will explore and envision transformative futures centered around governance issues selected by the Living Lab representatives. During these sessions, participants will discuss:

1. **Aspirations for the future of UA**, where visions, aspirations, and possibilities for the reality that will emerge over time are explored as a replacement for the first horizon

2. **Existing innovations in UA**, exploring inspirational practices in the present, and identifying concrete examples where innovative approaches are emerging at the edges of mainstream systems
3. **Current changes of UA**: describing how the current approach is increasingly mismatched with emerging conditions
4. **Approaches to downscale or phase out harmful practices in UA**, considering the actions and actors required for downsizing current detrimental practices and patterns.

To meet research ethics standards, we require your consent to participate in this workshop and to understand how your information will be used. This consent form is necessary to ensure that you understand the purpose of your participation and agree to the terms of your participation. Please read the following information and sign this form to confirm that you agree to the following.

We do not assume that there are any risks associated with your participation. You have the right to leave the workshop or withdraw from the research at any time. The workshop will be audio recorded, and transcripts will be produced. Audio material will be destroyed after transcription. The transcript of the workshop will be analysed by the above-mentioned research team. All information you provide will be kept strictly confidential. All responses will be anonymized, and no personal details besides your name will be collected. Only the research team and trusted academic collaborators involved in this project will have access to the anonymised transcripts. The transcripts will be stored on a secure storage system, archived, and deleted after 10 years in accordance with the provisions of the General Data Protection Regulation (GDPR) and good scientific practice. This period is consistent with academic standards, ensuring the reproducibility and verifiability of research findings.

Your rights:

- (1) Your participation in this study is voluntary.
- (2) You have the right to withdraw your consent in the future and to view, delete, or amend your data, as well as to restrict or prohibit the processing of your data.
- (3) Your data will be stored in an anonymised form. This means that no conclusions can be drawn about your person when analysing the data.

Below, you will find a detailed description of how your personal data is processed.

Information on the processing of personal data

The data controller responsible for this study is Leibniz-Zentrum für Agrarlandschaftsforschung (ZALF) e.V., Eberswalder Str. 84, 15374 Müncheberg, Germany. Email address of the ZALF data protection officer: datenschutz@zalf.de

All data collected will be processed securely and inaccessible to third parties in accordance with the applicable data protection regulations, including the GDPR (General Data Protection Regulation). Personal contact data is stored separately from research data. Further information on the handling of research data at ZALF can be found here <https://www.zalf.de/de/aktuelles/Seiten/FPD/ZALF-Data-Policy-Update.aspx>.

Participation is voluntary. The results of the study will be published in an anonymized and aggregated form, meaning that it will not be possible for third parties to identify the respondents.

We collect the following data from you - Categories of data concerned and purposes of use:

Data categories	Purpose of use
Through the use of Microsoft Forms: - Your input - Browser type and browser version - Operating system used - Referrer URL - Host name of the accessing computer - Time of the server request - IP address - Cookies which are technical necessary -	- strictly necessary to provide the digital service - deletion after end of session
- Written notes	- Scientific analysis and answering of corresponding questions
- Recordings of the workshops and transcripts created from them (Statements made during the workshop may result in the processing of information that allows your person to be identified, for example, by naming other participants)	- Scientific analysis and answering of corresponding questions

As part of the online meeting using Zoom: - IP address - User details: e.g., display name, email address if applicable, profile picture (optional), preferred language - Meeting metadata: e.g., date, time, meeting ID, telephone numbers, location - Text and audio: If you use the chat function, the text entries you make will be processed. To enable the display of video and the playback of audio, the data from the microphone of your end device and from any video camera of the end device will be processed and recorded for the duration of the meeting	- Scientific analysis and answering of corresponding questions
- Declaration of consent, including your full name, and - Your role in relation to urban agriculture -	- Ensuring and proving lawful data processing - Your role will be to conduct the analysis -

Legal basis of the processing

Personal data is processed based on your voluntary consent in accordance with Art. 6 (1) (a) GDPR. You can revoke your consent at any time with effect for the future, but basically only until we have anonymized it. To revoke your consent you may contact one of the researchers listed for the research contact, or the Data Protection Officer:

Florian Melzer, Dipl. Jur.
ecoprotec GmbH
Pamplonastraße 19
33106 Paderborn
Email: datenschutz@zalf.de
Phone: +49 5251 877 888-0

For the use of Microsoft Forms the legal basis is § 25 Abs. 2 TDDDG.

Recipient

We are conducting this research project in collaboration with scientists from the CSIC - Agencia Estatal Consejo Superior de Investigaciones Científicas institute. In this context, we share the anonymized transcript with them. Otherwise, we only share the data from the workshop for

scientific purposes and in publications after anonymization and aggregation, unless you have expressly consented to non-anonymized publication.

For transcription and Microsoft Forms, we utilize the service provider's Office 365 solutions, specifically Microsoft Ireland Operations Limited, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, D18 P521, which provides access to your data for a specific purpose.

Data processing with Office 365 occurs on servers located in data centers in the European Union, specifically in Ireland and the Netherlands. We have concluded an order processing agreement with Microsoft in accordance with Article 28 GDPR.

It cannot be ruled out that Microsoft may have access to your data from outside the EU or may have to grant access to government agencies outside the EU, such as US authorities. Microsoft has certified itself under the 'Data Privacy Framework' for the transfer of data to the USA. In an adequacy decision, the European Commission determined that the level of data protection in the USA is comparable to that in the European Union.

Microsoft is an independent controller for these data processing activities and, as such, is responsible for compliance with all applicable data protection laws. The information provided, therefore, only represents our current state of knowledge.

For further information on data protection at Microsoft, please visit:

<https://privacy.microsoft.com/de-de/privacystatement>

For online meetings, audio recordings, and digital participation, we use the video conferencing service Zoom, provided by Zoom Video Communications, Inc., 55 Almaden Boulevard, San Jose, CA 95113, USA, with data processing for EU users carried out by Zoom Video Communications Ireland Limited, 70 Sir John Rogerson's Quay, Dublin 2, Ireland. Our working group has concluded a data processing agreement with Zoom in accordance with Article 28 GDPR. Zoom processes personal data (such as name, email address, meeting metadata, and audio or video data) solely for the purpose of providing and securing the service, resolving technical issues, and supporting its use as configured.

Data processing by Zoom takes place primarily within the EU and the USA, based on the EU Standard Contractual Clauses and the EU–U.S. Data Privacy Framework, which ensure an adequate level of data protection. Zoom does not use customer data for advertising or profiling and maintains technical and organizational security measures, including encryption and access controls. For more information on data protection at Zoom, please visit:

<https://explore.zoom.us/en/privacy/>

Duration of storage

Your personal identifying data, such as your name, will be deleted once the data collection is complete. Once the transcription is complete, the audio recordings will also be deleted. We store the transcripts and written notes for at least 10 years in accordance with the requirements of 'good scientific practice' and then delete them unless you have expressly consented to further storage.

We will retain your declaration of consent for 3 years from the end of the calendar year in which you gave your consent.

In addition to the right to object, you have the following rights concerning the processing of your personal data:

- Right to withdraw your consent (Art. 7 (3) GDPR)
- Right of access (Art. 15 GDPR)
- Right to rectification (Art. 16 GDPR)
- Right to rectification and erasure (Art. 17 GDPR)
- Right to restriction of processing (Art. 18 GDPR)
- Right to data portability (Art. 20 GDPR)
- Right to object (Art. 21 GDPR)
- Right not to be subject to exclusively automated decision-making or profiling (Art. 22 GDPR)

In addition, data subjects have the right to complain to a data protection supervisory authority. The competent supervisory authority is: The State Commissioner for Data Protection and for the Right of Access to Files

Dagmar Hartge
Stahnsdorfer Damm 77
14532 Kleinmachnow

Without providing your data, you will not be able to participate in the project to any significant extent.

Consent Form for Participating in FOODCITYBOOST Future Visioning Exercise

Participation Information Sheet

You have been invited to participate in this series of workshops, which is part of a study on policy and governance within the FOODCITYBOOST project. FOODCITYBOOST is a transdisciplinary Living Lab project on urban agriculture, assessing urban farming impacts and policies to support sustainable development in urban, peri-urban, and rural areas (foodcityboost.eu). Our research Team at the Leibniz Centre for Agricultural Landscape Research (ZALF) will lead this activity, coordinating with representatives in each Living Lab and researchers from Agencia Estatal Consejo Superior de Investigaciones Científicas (CSIC).

Before deciding whether to participate in this activity, please review this form carefully to make an informed decision about your participation. Once you have reviewed it and wish to participate in this activity, please sign this consent form.

The primary objectives of this exercise are to envision positive governance futures for the Living Lab you are part of by imagining radical yet plausible solutions and fostering mutual learning. The activity consists of three sessions, during which we will discuss the present opportunities and challenges, future visions, and the necessary actions to achieve a better future for urban agriculture governance in your region.

In this study, it is crucial to have the participation of individuals like you, who are involved in urban agriculture through your daily work. Thanks to your participation in these workshops, we and the Living Lab will benefit from the insights gained from this study.

This study involves no experiments on people, animals, or plants, so your participation poses no risk to your health. We do not foresee any additional risks. You have the right to leave the workshop or withdraw from the research at any time. We will take some photos during this activity and record the workshop on audio.

The workshop will be recorded, and transcripts will be produced. Audio material will be destroyed after anonymized transcripts are finalized. All responses will be anonymized, and no personal details besides your name will be collected. Personal data will be stored separately from workshop data and will not be accessible to third parties. The research team mentioned above will analyse the anonymized transcripts of the workshops. Anonymized transcripts will be securely stored for a period of 10 years, and consent forms will be stored separately for a period of 3 years. All information you provide will be kept strictly confidential.

The legal basis for processing your personal data is your explicit consent (Art. 6(1) a GDPR). The data controller responsible for this study is ZALF- Leibniz Centre for Agricultural Landscape Research. No data will be transferred to countries outside the EU/EEA without the implementation of appropriate safeguards.

The information collected will be used for academic purposes, which may include publications, conferences, or seminars in which anonymized excerpts from your responses may be cited.

We ask for your discretion once this activity is complete. Please refrain from discussing the participation or opinions of other participants with colleagues, friends, or family members. However, you are free to share your involvement, experiences, and learnings with others.

Consent Declaration

Name: _____

Date: _____

☐ I consent to the processing of my personal data as part of the Foodcityboost research project. I have received a copy of this consent and the 'Information on the processing of personal data' and have understood everything.

☐ I agree to an audio recording of the workshop via Zoom solely for simplified scientific evaluation. The audio recording will not be published and will only be stored on ZALF's own server until it is transcribed.

☐ I agree that the anonymized transcripts from the audio recordings will be stored on a ZALF server for a maximum of 10 years for scientific evaluation and can only be accessed by study staff.

☐ I can revoke my consent at any time, free of charge, without incurring any disadvantages. This does not affect the lawfulness of the processing of my personal data up to the point of withdrawal. I can send my revocation to the contact options listed above. I understand that I can generally only revoke my data before it has been anonymized.