

INFORMATION SHEET

You have received an invitation to take part in the AI for Seniors project, a European project (project reference number 2025-1-SE01-KA220-ADU-000359795.) involving a consortium comprising Folkuniversitetet, Momentum Educate + Innovate, Gairmeach Training Limited, SOSU Østjylland and Fundación Cibervoluntarios. You can find more information about the consortium on the project website at <https://ai4seniorsproject.eu/partners/>

Your participation is voluntary and you may withdraw at any time. Before deciding whether or not to take part, you should understand why the research is being carried out and what it will involve. Please take the time to read the following information carefully and do not hesitate to ask questions.

The project

AI4S (AI for Seniors) is an Erasmus+ project that aims to equip older people with the artificial intelligence and digital literacy skills needed to maintain their independence, improve their well-being and stay connected. AI4S also aims to strengthen the capacity of adult educators and community networks to promote digital inclusion and support lifelong learning.

It is designed to improve older people's digital literacy and digital skills related to artificial intelligence, whilst consolidating and strengthening the capacity of community networks. This increases older people's autonomy and ability to use AI appropriately in their daily lives, and ensures that educators are able to support older people's digital learning, creating a sustainable model for continuous digital education.

Recording and photography

Video, photographs, audio and other recordings will be made for the purpose of documenting and promoting the project. The photographs taken will not show faces. You may be asked to sign a consent form regarding the taking of photographs at the start of the co-creation workshop.

Audio recordings will be made during the interview for the purpose of documenting the information provided and facilitating data analysis. All recordings will be anonymised and stored securely. These recordings may be processed using automated means for transcription and will be used exclusively for the purposes of the research project in the context of which these sessions have been scheduled.

Where will the co-creation process take place?

September 2026

Online

What are the potential risks of taking part in the study?

We do not anticipate any risks arising from participation.

What obstacles might I encounter during the research?

Although our activities are always designed to ensure that participants have an enjoyable experience and can share their views freely, specific situations may arise that present certain obstacles in particular contexts.

Obstacle: The spread of misinformation and confirmation bias.

Prevention: A neutral moderator will be appointed to ensure that discussions remain balanced.

Obstacle: Members of vulnerable groups could be at risk if their political views are disclosed.

Prevention: Offer participants the option to participate anonymously. Use pseudonyms or codes to anonymise responses. Store any sensitive data securely and separately from personally identifiable information.

Obstacle: Reputation of the affiliated organisation

Prevention: The name of the organisation to which participants are affiliated will be kept anonymous throughout the research. It will be made clear to each participant that they must not mention the name of the company or organisation to which they belong, in order to protect the reputation of the institutions.

Obstacle: Lack of trust due to unclear objectives.

Prevention: Clearly communicate the purpose and objectives of the focus group. Explain how the information provided by participants will be used and share relevant findings.

Obstacle: Participant fatigue.

Prevention: Participants will be given breaks to prevent exhaustion during the research study. All participants have the right to withdraw from the study at any time.

Obstacle: Imbalances among participants.

Prevention: Researchers will follow a pre-designed and co-designed methodology to ensure the active participation and engagement of all participants in the consultation on an equal footing. A team member will act as moderator to prevent imbalances among participants.

Obstacle: Information that is difficult to understand.

Prevention: The language used by the researchers will be clear and straightforward. The aims of the research and the purpose of participation will be clearly explained at the start of the study. Before each exercise, participants will be asked if they require any further information or clarification.

Obstacle: Language barriers prevent participation.

Prevention: The language used by the researchers will be clear and straightforward. We will ensure that all participants speak English and are confident enough to communicate in the language. Our researchers will provide explanations in Spanish in the event of any confusion or queries.

Obstacle: Cultural barriers hinder participation.

Prevention: Empathetic listening among participants will be encouraged, and basic rules of conduct will be communicated throughout the research. Researchers, trained in communication and information management in multicultural contexts, will facilitate participation should cultural tensions arise among participants.

Is there a participation fee?

Participation is free of charge and voluntary.

Data storage and protection

The consortium takes the protection of participants' privacy and personal data very seriously. Therefore, participants' personal information is kept secure and handled with the utmost care, in full compliance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter, the "GDPR") and Organic Law 3/2018 of 5 December on Data Protection and the Guarantee of Digital Rights (hereinafter "LOPD-GDD").

In this regard, the legal bases for the processing of users' data are:

1. The performance of a contractual relationship.
2. Legitimate interest.
3. Users' consent to the processing of their personal data for the purposes specified in each case.

Your personal data (any information that could identify you) is collected and processed in the context of the project. The collection and processing of your personal data is only possible if you give your explicit consent. We may only use your personal data for scientific research purposes and as contact details for the purposes of carrying out the project.

You have the right to request access to, and the rectification or erasure of, your personal data, or to restrict the processing of such data, or to object to the processing, as well as the right to data portability. If you have any questions, please contact the researcher, the principal researcher and/or the project coordinator (contact details are provided at the end of this document).

To ensure your privacy, a series of protective measures will be put in place:

Non-sensitive data will be stored on a shared computer, which project partners may only access by invitation. Sensitive information will be stored locally by the workshop leaders and shared via email. Researchers will store the information on Fileshare.

Your data may be shared with members of the project consortium. These members are based within the European Union. In such cases, agreements will be

entered into between the parties to ensure comparable safeguards. Access to the data will be granted on a 'need-to-know' basis and will not be extended beyond what is strictly necessary. Data is stored for 5 years and no longer than the duration of the project on the other platforms. It is then deleted.

If you wish to exercise your rights and/or have further questions about your rights and the processing of your personal data, you can always contact the Data Protection Officer (contact details are provided at the end of this document).

Finally, you also have the right to lodge a complaint regarding how your personal data is processed. You can do so by contacting your local data protection authority, which is responsible for enforcing data protection legislation.

Observational notes and information arising from the co-creation process will be shared only with those consortium members who require access for their work. This information will be retained for the duration of the project. Once the research has been completed, it will be permanently and irrevocably deleted after a maximum of five years.

Data Protection Officer (DPO)

The Data Protection Officer is: Inmaculada Moreno rgpd@cibervoluntarios.org.

Please contact her if you have any further questions.

Data Manager

The Data Manager is: Alfonso Peón Nistal alfonso.peon@cibervoluntarios.org

Please contact him if you have any further questions.

Lawfulness of data processing

The legal basis for the processing of your personal data is based on your consent, the performance of a task carried out in the public interest, and the legitimate interests of the data controller (GDPR Articles 6a, e and f).

Your rights and confidentiality

Furthermore, we will pseudonymise and, where possible, anonymise the data you provide to us. We will only collect and process data that is strictly necessary to

carry out the research, for our internal processing and administrative purposes, and to enable us to contact you if we require further information. The record of your participation will be kept in a file separate from the research data. This data will not be shared or disclosed to anyone outside the research team.

Any information we collect about you will not be disclosed to third parties outside the Ciberacademy project. We will only share information that is legally required and/or that we are obliged to share with the European Commission within the legal framework necessary for the project's justification.

However, the researcher has a duty of care to inform the relevant authorities of any potential harm or danger to the participant or other individuals. Should this be the case, we will inform you of any decision that may compromise your confidentiality.

All data, including audio files, will be stored by Fundación Cibervoluntarios in accordance with our Information Security Management System, which is certified to ISO/IEC 27001 and ENS (European Norm) intermediate level. It will also be stored on the project partners' Google Drive. Every effort will be made to protect your identity and anonymise the information. You will not be identified in any report or publication of this study or its results. You may review any recording or note that concerns you if you choose to do so.

You have the right to lodge any complaint regarding the process; to do so, please contact the researcher or the project coordinator at Fundación Cibervoluntarios (details below); they will, in turn, forward your complaint to an independent panel.

Right to withdraw

You may withdraw your consent from this project at any time without giving a reason. You may leave at any time. You may tell the researcher at any time that you would like to withdraw from the ongoing research process. Simply tell the data processor to delete your data or indicate whether you agree to your data continuing to be processed. You may be asked why you have decided to withdraw, but you are under no obligation to give a reason.

Sensitive information

Sensitive personal data refers to specific categories of data defined as data relating to a person's racial origin; political opinions or religious or other beliefs;

physical or mental health; sex life; criminal convictions or the alleged commission of a crime; or trade union membership. Where sensitive data is collected, it is done so to comply with the project's non-discrimination requirements and will be fully anonymised.

Research involving participants from non-EU countries

If you are based outside the EU, please note that your personal data will be transferred to and stored in the EU/EEA.

Staying in touch with the project

You can choose to be kept informed about the project's progress. If you give your consent, you will be added to a mailing list; however, this is not compulsory.