

Date: 02/12/2025

GenderSAFE Institutional Self-Assessment Tool: Terms of Use

These Terms of Use govern the use of the GenderSAFE Institutional Self-Assessment Tool. By completing the assessment, you agree to the conditions set out below regarding the purpose of the tool, data ownership, data processing, confidentiality and your rights under GDPR.

In this document, the term “institution” refers to the legal entity that is the object of this assessment and for which information is entered in the tool.

PURPOSE OF THE TOOL

The **GenderSAFE Institutional Self-Assessment Tool** supports research performing organisations and higher education institutions in assessing their institutional capacity and progress in addressing gender-based violence (GBV). Designed as a developmental self-assessment framework, it helps institutions to identify strengths and areas for improvement across a series of key “Impact Drivers”. You can preview the full list of Impact Drivers and indicators [here](#). After completing the self-assessment, your institution will receive an automatically generated feedback report, including narrative reflections to support strategic planning and internal dialogue.

ABOUT THE TOOL

The Institutional Self-Assessment Tool has been developed under the GenderSAFE project, funded by the European Commission (Horizon Europe, Project No. 101130898) with the objective to support the implementation of policies to counteract gender-based violence in the European Research Area.

DATA PROCESSING

The Tool functions due to the information provided by participants. We recognise that certain institutional information may be regarded as sensitive. Each respondent is therefore responsible for ensuring that it is authorised to use institutional information for completing the assessment.

The legal basis for data processing is your consent in accordance with GDPR Article 6(1)(a). Each institution retains ownership of its submitted data. Yellow Window (YW) and Institute of Sociology of the Czech Academy of Sciences (ISAS) act as Data Processors. **Please carefully read the below information about the purpose and method of data processing and know your rights.**

DATA USE AND CONFIDENTIALITY

- Your institution retains ownership of submitted data.
- By using the tool, you consent to **letting the tool automatically generate a feedback report** and, if the volume of data in the tool allows it, to produce **benchmarking** comparisons with relevant peer groups (e.g., by size, type, and country), once this feature is available in the system*. Benchmarking uses anonymised reference values derived from institutions.

*As the dataset of responses grows, the tool will be able to produce benchmarking comparisons, whereby your institution's results can be compared to similar organisations (e.g. by size, type, country or region). At no point will institutional identities or individual institutions' data be shared or revealed.

Yellow Window and ISAS are authorised to:

- Securely manage and store the data.
- Fully anonymise the data in the dataset for further processing and analysis, for policy support and research purposes.
- **(If you opt in)** Use your institution's **anonymised** results in the **aggregate dataset** for comparative reporting, research and policy support purposes.

Your institution may:

- access, correct, or request deletion of its data at any time,
- withdraw from the tool and any data sharing arrangement,
- or choose whether to contribute its anonymised data for research and policy purposes.

No identifiable institutional information is shared. All outputs are anonymised and aggregated. Raw data is securely stored and access is restricted to authorised personnel.

DATA STORAGE AND TRANSFERS

The self-assessment tool is using the software Brilliant Assessments™, with a license held by Yellow Window. All data is held in Amazon Web Services' data center in Central Canada. Canada was chosen to leverage that country's Privacy Laws and to be compliant with EU and UK GDPR requirements. Brilliant Assessments performs additional data backups daily which are transferred to another AWS site in Ireland, fully encrypted. For detailed information, see [here](#) on the website of Brilliant Assessments.

For more information on Data Protection please refer to [this file](#).

PERSONAL DATA

Your name and e-mail address are collected for administrative and communication purposes only, specifically for the platform to automatically send your feedback report, or to inform you of any changes in the Terms of Use.

YOUR RIGHTS (ARTICLES 12–23 GDPR)

You may at any time:

- Request access to your personal and institutional data (Article 15)
- Request correction of inaccurate data (Article 16)
- Request erasure of your personal and institutional data (Article 17)
- Withdraw your consent (Article 7(3))
- Lodge a complaint with a supervisory authority (Article 77)

DATA CONTROLLER AND DATA PROTECTION OFFICER

The **Data Controller** is the Institute of Sociology of the Czech Academy of Sciences, v. v. i., with its registered office at Jilská 361/1, Prague 1 – Staré Město, 110 00, Company ID No. 68378025.

The **Data Protection Officer** is JUSTITIA LEGAL PARTNERS, s. r. o., a law firm registered with the Czech Bar Association and the Municipal Court in Prague under File ref. No. C 276372 with its registered office at Půtova 1219/3, Prague 1 – Nové Město, Postcode 110 00, Company ID No. 06115071.

In matters of personal data protection, you can contact either the Data Controller or the Data Protection Officer directly, who will explain everything necessary and help you with your requests:

Institute of Sociology of the Czech Academy of Sciences

E-mail: socmail@soc.cas.cz

Phone: +420 210 310 220 (Secretariat)

Databox identifier: i4gng7e

JUSTITIA LEGAL PARTNERS, s. r. o.

E-mail: legal@justitia.cz

Phone: +420 778 088 818/848

Databox identifier: yhzi6a3

For any questions about the survey or your rights as a participant, you may also contact:

Marcela Linková, GenderSAFE Project Leader, Institute of Sociology, Czech Academy of Sciences,

E-mail: marcela.linkova@soc.cas.cz

ETHICAL AND LEGAL COMPLIANCE

The legal framework for the processing of personal data in this case is Regulation (EU) 2016/679 of the European Parliament and of the Council, on the protection of natural persons in connection with the processing of personal data and on the free movement of such data and

on the repeal of Directive 95/46/EC (General Regulation on protection of personal data), and the follow-up Act No. 110/2019 Coll., on the processing of personal data.

INFORMED CONSENT NOTICE

Upon starting the assessment, you will be asked to confirm your consent for the following:

CONSENT STATEMENT

I confirm that:

- I am authorised to complete the self-assessment on behalf of my institution
- I understand the purpose of the tool and how the provided data will be used
- My institution retains ownership of submitted data
- I authorise Yellow Window and ISAS to process this data under GDPR Articles 6(1)(a) and 28
- I agree that my name and e-mail address are used for communication purposes, strictly related to the use of the tool
- I understand that no identifying data will appear in any outputs
- I understand I may withdraw my consent at any time

CONSENT TO AGGREGATE DATA USE (OPT-IN)

I consent to the inclusion of my institution's data in an anonymised, aggregate dataset compiled by Yellow Window and ISAS. This data may be used for comparative reports, policy analysis and support, and academic outputs. I understand that no identifiable data will be shared, and I may withdraw this consent at any time.

You will be asked whether you want to opt in before completing the assessment. Using the tool and receipt of the institutional feedback report does not depend on consenting to aggregate data use.