

# DiGiN DEI Capacity Assessment Tool: Terms of Use

These Terms of Use govern the use of the DiGiN DEI Capacity 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 DEI Capacity Assessment tool is built around key “Impact Drivers” for institutional change enabling organisations to assess their strengths and identify areas for improvement in embedding DEI mainstreaming practices effectively. 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

This tool is based on an assessment model developed by Lut Mergaert, Marina Cacace and Marcela Linková, of which a first version originates from the EU-funded project CASPER (Grant Agreement number 872113). For more information about the model, see their article in Social Sciences, [here](#). This assessment was developed by YW and adjusted for municipalities under the [DiGiN project](#) (Grant Agreement number 101144379).

## Data processing

The Tool functions based on the information provided by participants. We recognise that certain institutional information may be regarded as sensitive. Respondents are therefore responsible for ensuring that they are 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) acts as Data Processor. 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 is 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 stored 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 Yellow Window, with its registered office at Mechelsesteenweg 64 (bus 701), 2018 Antwerp, Belgium.

**Data Protection Officer:** Yellow Window is not legally obliged to have a Data Protection Officer.

For any questions about the assessment or your rights, you may contact Yellow Window's Research Director via email: [mail@yellowwindow.com](mailto:mail@yellowwindow.com)

### **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 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. This data may be used for 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.**

