



## **CODE OF ETHICS** **PROJET HUT**

### **DEFINITIONS**

For the needs of the present committee, we can define the following terms as :

- **Data** : all information collected throughout the process of research and corresponding to the identity and results established during the experiment (especially food preferences, habits, behaviours, transport, movements, consumption etc.).
- **Personal Data** : all information corresponding to a physical person, identified or identifiable, directly or indirectly. The person concerned by the processing of personal data (the data subject) is the person for whom the data applies. The person concerned has the right to view these protected data.
- **Anonymous Data** : all information corresponding to a person but which does not enable us to identify this person either directly or indirectly.
- **Respect** : a general concept which aims to protect the multiple interests of the person, whether concerning their corporal, psychological, spiritual or cultural integrity, in accordance with the accepted expectations of this person.
- **Researchers** : all people involved in the research process directly or indirectly, whether they belong to the university or not.

### **I/ PRINCIPLES**

#### **ARTICLE 1 : OBJECT AND APPLICATION OF THE MISSION, AIMS OF THE RESEARCH, EXPERIMENTS**

The present rules apply also to all researchers participating in the HUman at home ProjecT as well as to the consortium and to all partners of the project. Its aim is to ensure that the general principles also apply to the researchers in the *HUman at home projecT*.

This project is essentially based on the establishment of an « observatory apartment » whose objective is to better understand the

apartment of the future through practical and constant observation of human-to-human, and human-to-object interaction (whether connected or not), and to use this analysis to propose conditions to live in a better way. The project involves a team of multidisciplinary researchers who will attempt to answer all the scientific questions asked : in relation to the apartment (a dialogue which must be established between the occupier and the object becoming more and more anthropomorphic), to the technical problems of the implementation of an object corresponding to the expectations of the occupier and the group, to the social acceptability of propositions potentially intrusive to individual intimacy, to the conditions of use of the data collected (concerning private lives, to maintain efficient competitiveness etc.). It also concerns the identification of technology for the apartment of the future (for the individual, for companies in terms of markets, and for the group in terms of general interest) as well as the reaction of the occupant to this new technology and to the new data and information produced. The aim of the research is to describe the occupant behaviour and the use they make of this apartment over time.

#### **ARTICLE 2 : THE CONFIDENTIALITY OF DATA COLLECTED**

Any person involved in this experiment has the right to confidential treatment of data before, during and after the research period.

The use of data collected will depend on its nature. The researchers are obliged to identify this nature in order to comply with their treatment of the data :

- Anonymous Data: there are no compulsory formalities, but it is recommended that the occupier is informed and agrees to the collection of anonymous data.
- Personal Data : the researchers are obliged to inform the occupiers, who may oppose this collection.

The researchers are committed to using the data for research purposes only. **They are bound by professional secrecy** in regard to what they learn about the occupiers of the experiment and to their personal data and cannot therefore reveal this to the public, or reveal any information that could allow the occupiers to be identified.

The researchers may, for research purposes, transmit the data collected to external contacts. To this end, they undertake that this transmission is strictly confined to the results of the research which will be agreed beforehand.

For the conservation and classification of data collected, the researchers must establish a protected system of confidentiality of the data collected from the occupiers. This conservation and classification will be used for future analysis, to enable a response to the questions posed after the experiment.

### **ARTICLE 3 : RESPECT OF PRIVACY**

The researcher is bound to respect and to protect the occupants participating in the research, and to respect human life in general.

The researchers are bound to respect the occupiers of the experiment and not to use the means put in place for their own personal ends.

The researcher must respect the autonomy of the occupiers. This signifies that any person involved in the project must be capable of discretion in that their personal choices must respect people's right to self-determination.

Therefore, in no case can the data be transcribed or collected except for the purposes of research.

The occupiers have the right to de-connect, they may ask the researchers for a temporary break in the experiment, under the conditions agreed by the Ethical Committee.

### **ARTICLE 4 : LIMITS OF THE RESEARCH**

The researcher must limit the risks incurred by the occupier. The Ethics Committee must ensure that the following points are respected :

- The researchers must not unduly endanger the health of the occupiers nor incur foreseeable risk.
- The researchers must ensure a reasonable balance between potential advantages and disadvantages, and minimise any risk.
- All objects should be used for the purposes of research, that is to say, they should improve living conditions.

### **ARTICLE 5 : INFORMATION DESTINED FOR THE OCCUPIERS OF THIS EXPERIMENT**

The occupiers must be informed of the risks potentially incurred by the connected objects.

They should also be informed of any significant change which affects the conditions of the research.

*for example : an installation of a new sensor, new data collected etc.*

The occupiers should also be informed of any legal (or other) limitations on the ability of the researchers to maintain the confidentiality of data, as well as the possible consequences of breaching their duty of professional secrecy.

They will also be sent any information which may affect their behaviour in order to analyse their sedentary lifestyle and their interests.

*for example : weather conditions, air quality, sport or cultural activities close by etc.*

#### **ARTICLE 6 : COMMUNICATION OF RESEARCH**

The occupiers have a right to information on the results of the research and their evolution.

No communication from the researchers on their observations or experiments from the research will be misleading.

There should be regular dialogue between researchers, but also between researchers and the occupiers. All communication tools will be made available to the occupiers.

#### **ARTICLE 7 : CHANGES AFFECTING THE RESEARCH**

In the case of a necessary change in direction or in research methods, the researchers should obtain the prior opinion of the Ethics Committee, (*for example in the introduction of new technology*) or if a new research purpose has been identified.

#### **ARTICLE 8 : IMPARTIALITY**

In carrying out their scientific research, researchers are bound to confidentiality with regard to the expression of their opinions, preferences or personal interests. In the case of disagreement, the arguments must be scientific in nature and not guided by personal considerations.

Researchers should encourage professionalism, honesty, integrity and transparency in decision-making. They should declare any conflict of interest and share knowledge appropriately. Every effort should be made to utilise the best available scientific knowledge and methodology, and bio-ethical questions should be re-examined periodically.

In the case of dispute on this question, the Ethics Committee will pronounce their decision.

## **II/ OPERATIONS**

#### **ARTICLE 1 : CREATION AND MISSION OF THE HUT ETHICS COMMITTEE**

The independent advisory body of an ethics committee has been put in place within the framework of the HUman at home Project for the duration of the project.

The tasks of the Ethics Committee of the HUman at home Project are as follows :

- To conduct and develop reflection on certain ethical aspects brought up in research, without obscuring its objectives, in the framework of a the collection of individual and personal data of the effects on the occupiers of a connected apartment.
- To identify, in terms of ethics, the principles concerning the research activities, the behaviour and the methodology to be respected by the researchers of the project.
- To formulate recommendations concerning the definition, justification and application of rules relating to research ethics in the multidisciplinary framework of the project.
- To make all the project partners and their staff aware of the need to respect the concerns of the occupiers of the connected apartment.

The Committee will not intervene in scientific controversies and will not deal with individual cases, within the limits stated above, the freedom of the researchers involved will be preserved.

**ARTICLE 2 : THE PROCEDURE FOR REFERRING A CASE TO THE HUT ETHICS COMMITTEE**

The HUT Ethics Committee may be approached by any institutional partner or researcher of the project. Any occupier of a connected apartment may also approach the Committee.

They can also investigate themselves on any question covered in 1.

They will meet once a year, on the basis of a report from the executive committee of the HUT project to assess the development of the project, or at any time to debate an ethical issue.

Recommendations may be issued, if necessary.

In the event of a serious breach of the interests or principles that the Committee is designed to preserve, it may alert the supervisory authorities of the scientific partners of the project.

**ARTICLE 3 : THE WORK OF THE HUT ETHICS COMMITTEE**

In case of referral, , the HUT ETHICS COMMITTEE is required to give a reasoned opinion.

The opinions of the Ethics Committee will be made public on the Internet site of the consortium, but it will not publish any personal information or information that could identify a person. Each year, the president of the Ethics Committee will present a report on the activities of the Committee to the consortium. This report will be made public.

#### **ARTICLE 4 : THE COMPOSITION OF THE HUT ETHICS COMMITTEE**

##### **A The President :**

The President of the HUT Ethics Committee is elected on majority vote. This person is elected by the Ethics Committee as a whole through an absolute majority vote for the duration of the term of office as a member of the HUT Ethics Committee. This person will remain in office unless one or more of the Committee members proposes a vote by the same majority to remove this person from this position. A new President must then be appointed within 30 days. Failing this, the former President will remain in office until a new one has been elected.

No President can remain in office for more than two consecutive terms. The new President is responsible for convening the Committee, and will represent it in front of the Consortium and any third parties (within the limits of their mandate and the missions of the Committee) and will implement any recommendations of the HUT Ethics Committee.

##### **B The members of the HUT Ethics Committee :**

The Committee consists of seven members (including the designated President), scientific or non-scientific persons, who may or may not belong to the project's partner organisations, chosen for their competence and interest in ethical issues on the proposal of the Consortium's Executive Committee and after receiving the assent of the Consortium's partners' assembly. The composition of the committee will take into account, in particular, the disciplinary balance in its scientific and technical aspects, as well as requirements relating to the respect for parity.

The members of the HUT Ethics Committee are appointed for a term of two years.

They may not serve for more than four consecutive terms. When a member ceases to hold office for any reason whatsoever, he or she may be replaced for the remainder of the term of office under the same terms and conditions as he or she was appointed on. A member who fails to attend three consecutive meetings shall be considered to have resigned.

The seven members shall be appointed according to the following proportions :

- A person appointed by the President of the University of Montpellier.
- A person appointed by the President of the University Paul Valéry, Montpellier 3.
- A person appointed by the President of the CNRS.
- A person appointed by the President of the Occitan Region.
- A person appointed by the President of the Montpellier Metropolis.

- A person appointed by the Director of the “Maison des Sciences de l'Homme de Montpellier”.
- A person appointed by the Rector of the University of Montpellier, the CHU (University Hospital Centre) etc.

All members must have skill and experience in ethics (minimal criteria of competence ?)

They are on the ethics committee because they are :

- Expert in a scientific discipline relevant to the HUT programme.
- They have recognized expertise in ethics.

All members must act independently and ethically in the performance of their duties.

No member of the Executive Committee of the Consortium may sit on the Ethics Committee.

The members of the Ethics Committee shall exercise their duties on a voluntary basis.

#### **ARTICLE 5 : THE OPERATION OF THE HUT ETHICS COMMITTEE**

The Committee may set up a panel from among its members whose job is to assist the President in selecting and preparing the subjects to be examined.

The Committee may adopt the Rules of procedure, in compliance with the texts which govern this committee.

The Ethics Committee, which is subject to preserving the confidentiality of some members, may receive any information and data held or collected by the Consortium. The HUT Ethics Committee will meet as often as necessary on the premises of the “Maison des Sciences de l'Homme” where the Consortium will make available the materials necessary for its operation.