



Aalto University

Hello research workshop registrant!

In order to organise the research workshop, we collect personal data (contact details, preferred name, age) from you via an online form and, if you wish, you can tell us your gender. In addition, to organise an accessible workshop, we ask about your language skills and any special needs you may have, for example in terms of mobility, hearing, or vision. We will select participants on the basis of their expressed motivation. The data will be stored in a secure system provided by Aalto University until the workshop is completed (4.5.2024), after which all data will be deleted for those who did not participate. The data of workshop participants will be stored pseudonymised for the duration of the research project.

Imagining Sustainable Digital Futures project

Privacy Notice

This privacy notice describes how your personal data will be used and stored when you register for the research workshop. You have also been provided with document called "Participant Information Sheet", which explains in more detail how the study is carried out.

1. What is being studied in this research study and the purpose of processing personal data

This research explores sustainable digital lifestyles and develops methods for imagining alternative futures. The research is funded by the Research Council of Finland (funding number: 347950).

2. What personal data is processed in the research study

In order to carry out the study, those interested in the workshop will fill in an online application form, which will collect the following personal data: It asks for a mandatory contact information and a preferred name. This information will be used to contact you. In addition, age will be asked and, information on gender can be provide, but it is not mandatory. This information will be used to ensure the diversity of the workshop group. To ensure accessibility, we need to know about any disabilities and language skills (participation in Finnish and/or English). For those who are selected for the workshop, the research publications may use pseudonymised responses to the application form about why the person wanted to participate in the workshop. Pseudonymisation means that any information which could be used to identify an individual is replaced with a code or a pseudonym that doesn't allow the individual to be directly identified.

Data belonging to special categories of personal data or other specially protected personal data **will not be processed** in the research study.

Personal data is collected from the following sources:

The information on the registration form is collected from the respondent using an electronic form.

3. Processing of necessary personal data and removal of the direct identifiers from the data

We will process only data that is necessary for the purpose of the research. During the analysis phase of the research, the data will be processed in such a way that your identity will not be directly identifiable. Your direct identification data, such as your name, will be replaced by a random identifier.

4. Legal basis for the processing of personal data

- The legal basis is scientific research, a task in the public interest
- The processing of personal data is based on the data subject's consent or explicit consent

Your personal data will only be known to the researcher in charge. The information on the registration form regarding your motivation to participate in the workshop will be pseudonymised and may be analysed for research publications by other researchers in the research team, subject to the decision of the researcher in charge.

5. International data transfers

During the execution and analysis phase of research, research data containing personal data will not be transferred to non-EU / EEA countries or international organizations. However, as part of the scientific publishing process, it might be necessary to transfer the data outside EU/EAA for publishers or peer reviewers for verification of research results, as such parties may be located outside EU/EAA area. However, it is exceptional that scientific publication process would require transferring data regarded as personal data.

6. Storage and protection of personal data

Information processed in IT systems: Your personal data is processed and preserved in secure IT systems, which are approved by Aalto University and suitable for personal data. Access to all computers and IT systems are protected by username and strong personal password. Access to IT systems containing personal data is technically restricted in a manner, that only researchers participating in the study and persons necessary for the implementation of the study have access to your personal data.

The research data is archived: Registration data for the workshop will be stored electronically until the workshop is held (4 May 2024). After that date, for those who did not attend the workshop, the data will be permanently deleted. The data of workshop participants will be pseudonymised and stored in the Aalto system for possible research use.

7. Retention and deletion of personal data

Deletion during and after the study

Research data containing personal data is retained for research data to be used for further scientific research in the same scientific discipline or in other disciplines that support this research study. Research data containing personal data is deleted after five (5) years since the last publication where this research data has been used and exploited.

Consent forms from research participants containing names and contact details, research data containing personal data, and code key data, i.e. data that allow the research data to be reconstituted into an identifiable and unique format, will be deleted at the end of the project on 31 August 2025.

8. Rights of the research participant

According to the General Data Protection Regulation (GDPR), a data subject has the right to:

- receive information on the processing of their personal data
- right to access the personal data collected and processed
- right to rectification of inaccurate personal data
- request that the processing of personal data be restricted
- object the processing of personal data
- right to erasure of personal data if the conditions of Article 17(1) of the Data Protection Regulation are met and processing is no longer necessary for archiving purposes in the public interest or for scientific research or statistical purposes in accordance with Article 89(1)

If the research purpose does not require, or no longer requires the identification of the data subject, the controller shall not be obliged to obtain further information so that the data or the data subject may be identified only for purposes to enable the data subject to exercise his/her rights. If the controller is unable to link the data to a particular data subject, the data subject does not have the right to access or correct the personal data, object the processing, or delete the personal data. However, if the data subject provides additional information that allows their identification from the research data, the rights will not be restricted.

9. Contact details of the controller

The controller of this research study is Aalto University Foundation sr., operating as Aalto University.

Person in charge of the research study

Questions regarding the conduct of the research study may be addressed to the person in charge of the study: Dr. Minna Vigren, tel. 050 433 1044, minna.vigren@aalto.fi

Data Protection Officer

If the research participant has questions or requests related to data protection or the processing of personal data, the research participant should contact the Data Protection Officer of Aalto University: tel. +358 9 47001 (exchange), dpo@aalto.fi .

In this data request service, you can request the exercise of your rights under GDPR from Aalto University as the controller <https://datarequest.aalto.fi/en-US/>.

If a participant of the research study feels that his or her personal data has been processed in violation of data protection legislation, the participant has the right to lodge a complaint with the supervisory authority, the Data Protection Ombudsman's office (read more: <http://www.tietosuoja.fi>).