



PRIVACY NOTICE FOR SCIENTIFIC RESEARCH

You are participating in scientific research. This privacy notice informs you about the processing of your and/or your child's personal data as part of the research. You have a legal right to receive this information.

1. Data Controller(s) in the study **Underlying Mechanisms of Successful Student Adaptation in Educational Transitions during Adolescence (ADAPT)**

The Data Controller is responsible for the lawful processing of personal data in this research.

The Data Controller of this research is: the University of Jyväskylä (JYU), Seminaarinkatu 15, P.O. Box 35, 40014 University of Jyväskylä. Business ID 0245894-7. Data Protection Officer: tietosuojaja@jyu.fi, +358 40 805 3297.

Person or group responsible for the research

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Members of the research team processing personal data in this research: Personal data is being processed by research group members from the University of Jyväskylä Department of Teacher Education, Department of Psychology and Department of Education. Research group members are employed or contracted with the University of Jyväskylä.

2. Processor(s) of personal data

A *processor of personal data* refers to a party that processes personal data on behalf of the data controller and according to the data controller's instructions. A data processing agreement must be signed with the processor of personal data. In this research, the processors of personal data are the following:

- Microsoft
- Webropol Oy, survey software
- REDCap, survey software

- m-Path, survey software
- Research assistants and Bachelor and Master students who are conducting research as part of the ADAPT study, and with whom a data processing agreement will be signed.

During the implementation of the research, the data controller can also use processors of personal data who cannot be named in advance. Appropriate agreements are always made with processors and the suitability of the processors for the secure processing of personal data is assessed before an agreement is made. The data subject will be informed separately about the use of another processor if the change is significant from the data subject's point of view.

To ensure the accuracy of research data, the data controller may submit data for processing (primarily without direct identification data) to a so-called research reviewer or verifier for a defined period when necessary. These reviewers or verifiers work under the supervision of research staff. Data processing agreements are made with them if they receive personal data.

3. Other disclosure of personal data during research

Your personal data will be handled confidentially and will not be disclosed to third parties.

Your data, from which direct personal identifiers have been removed, can be delivered during this research for research purposes to researchers in other universities or organizations, when the processing of these data is based on public interest. In such cases, sufficient technical and organizational protective measures will be taken care of. You can obtain detailed information about where your data has been disclosed from the person in charge of the research. Direct identifiers (name, phone number etc.), code key or other information from which subjects can be identified will not be given to any third-party recipients outside the research team. When delivering data, an agreement is made to bind the recipient to comply with responsible conduct of research, i.e. taking care of the anonymity of the participants and appropriate keeping and erasure of the data after the agreed usage.

If the research subject is given a taxable participation reward or travel allowance, the payer of the reward will submit the information specified in the income information system legislation (53/2018) to the Incomes Register Unit for inclusion in the Incomes Register.

4. Personal data to be processed in Underlying Mechanisms of Successful Student Adaptation in Educational Transitions during Adolescence (ADAPT)

Your personal data will be processed for the research purpose described in the information sheet. In this study, we will collect the following personal data on you and your child:

Students: Date of birth, name, school, class, email, phone number, survey responses (paper forms and/or Webropol/REDCap/m-Path surveys). Interview data (audio recordings and interview notes) from students who participate in interviews. Physiological measurements (heart rate, heart rate variability) from volunteer participants during the interviews.

Guardians: Date of birth, name, email, address, phone number, survey responses (paper forms and/or Webropol/REDCap/m-Path surveys). Interview data (audio recordings and interview notes) from guardians who participate in interviews. Physiological measurements (heart rate, heart rate variability) from volunteer participants during the interviews.

Teachers: Date of birth, name, email, address, phone number, survey responses (paper forms and/or Webropol/REDCap/m-Path surveys). Interview data (audio recordings and interview notes) from teachers who participate in interviews. Physiological measurements (heart rate, heart rate variability) from volunteer participants during the interviews. Data collection is based on the research plan.

Students: If you give consent, we also collect data about you that is necessary for research purposes from other sources: grades and graduation information from study records.

If the participation reward and/or travel allowance you are to receive requires a notification to the Incomes Register, the following information is required for tax purposes: name, personal identification number, nationality, and address. The University of Jyväskylä will retain this information for 10 years.

The following special categories of personal data are processed in this research: health information.

This privacy notice has been posted on the website of the study, and the research subjects have been provided with a direct link to this information via an online questionnaire.

Within the study, personal data is collected from both adults and children under the age of 15.

5. The legal basis for processing personal data in scientific research

The processing of your personal data is necessary for scientific research purposes on the grounds of public interest, in compliance with Section 4, Subsection 3 of the Data Protection Act. Special categories of personal data are processed for the purpose of scientific research in compliance with Section 6, Subsection 7 of the Data Protection Act.

6. Transfer of data outside the EU/EEA

In this research, your personal data will not be transferred outside the EU/EEA.

7. Protection of personal data

The processing of personal data in this study is based on an appropriate research plan, and the study has a designated person in charge. Only personal data necessary for the purpose of the study will be processed as research material.

The personal data of research subjects is only processed in environments and using tools that the data controller has determined to be sufficiently secure for the processing of personal data. Special categories of personal data are subject to enhanced data security requirements. A separate data management plan has been drawn up for the processing of the data.

Whenever possible, identifying information is removed from the data as a protective measure (pseudonymisation). Identifiability can then be restored using a code or similar information. During the life cycle of the data, the principle of minimising personal data and the requirement of necessity are taken into consideration.

8. Duration of the processing of personal data

The interview recordings will be destroyed once their transcripts have been checked by the end of the project, i.e. 31.8.2029. The transcripts will be anonymised by the end of the project, i.e. by 31.8.2029.

The anonymized data will be securely stored on the University of Jyväskylä servers. To enable the combination of study record information and collected data, the code key for identifying information will be stored for 10 years, i.e. until 1.9.2036.

The necessity of using the research data for its original, intended purpose is evaluated by the principal investigator every two years, beginning on 31.8.2031. The data remains in use as long as necessary for the preparation of related scientific publications, theses or funding applications. The data is used only for research related to the topics described in the information sheet. Once research has concluded, the code key will be destroyed and the data archived in an anonymous form. More detailed information about archiving will be

provided in the privacy notice, which is regularly updated and published after each time the necessity of using the research data for its original purpose is assessed.

9. Rights of the data subject

Right to access data (Article 15, General Data Protection Regulation GDPR)

You have the right to obtain information about whether your personal data is processed, and which personal data is processed. If you want, you can also request a copy of the personal data processed in the study.

Right to have data rectified (Article 16, GDPR)

If there are inaccuracies or errors in your personal data processed in the study, you have the right to request their rectification or supplementing.

Right to have data erased (Article 17, GDPR)

You have the right to request your personal data to be erased in certain situations. However, you do not have the right to erasure if it prevents or significantly complicates the realisation of the purpose of processing in scientific research.

Right to the restriction of processing (Article 18, GDPR)

You have the right to restrict the processing of your personal data in certain situations, for example, if you deny the accuracy of your personal data

Derogation from the rights

Derogation from the aforementioned rights is possible in certain individual situations on the basis of the GDPR and the Finnish Data Protection Act, insofar as the rights prevent or significantly complicate the realisation of scientific or historical research purposes or statistical purposes. The need for derogation must always be assessed separately for each situation. Furthermore, derogation from these rights is possible if the controller demonstrates that it is unable to identify the data subject. As a rule, the rights of the data subject must be fulfilled if the data subject, for the purpose of exercising their rights, provides additional information enabling their identification.

Automated decision-making

In this study, your personal data will not be used in automated decision-making.

Implementing the rights of the data subject

If you have questions on the rights of data subjects, please contact the University's data protection officer. All requests concerning the execution of the rights must be submitted to the Registry Office of the University of Jyväskylä. Registry Office and Archive, P.O. Box 35 (C), 40014 University of Jyväskylä, tel. +358 40 805 3472, email: kirjaamo(at)jyu.fi. Street address: Seminaarinkatu 15, Building C (Main Building), floor 1, room C 140.

Reporting actual or suspected data breaches to the University of Jyväskylä:

<https://www.jyu.fi/en/report-a-data-security-breach>

You have the right to file a complaint with the supervisory authority of your permanent place of residence or employment or place of the alleged infringement, if you feel that the processing of personal data is in breach of the GDPR (EU 2016/679). In Finland, the national supervisory authority is the Data Protection Ombudsman.

Current contact information for the Office of the Data Protection Ombudsman: <https://tietosuoja.fi/en/home>