

**Name of the study and controller**

MEANWELL – Meaningful work as a source of well-being in organizations, University of Jyväskylä

**Request to participate in a study**

You are invited to participate in a study on 1) experiences of the meaningfulness of work, well-being at work and performance at work and 2) whether work well-being, performance at work and organizational functionality can be improved by means of developing the meaningfulness of work. The research project is developing the MEANWELL action model for use in work communities and occupational healthcare operations. The study includes several subprojects and you are invited to participate in the following subproject:

- 1) **MEANWELL action model research and development work in the work community.** The target group of the subproject is organizations operating in Finland and their workers and you are invited to join in because you are either a supervisor or are otherwise employed in the participating organizations. Several organizations and their personnel have been invited to participate (approximately 2,900 people).

This notification describes the study and participation in it. The appendix includes a description of the processing of personal data in the MEANWELL project.

**Voluntariness**

Participating in this study is voluntary. You can refuse to participate in this study or cancel your participation at any time without any negative consequences for me. **Your consent to participate will be requested separately for each part of the study.**

**Progress of the study**

Participation in the study involves responding to surveys and interviews and participating in the coaching process. Data will be gathered from various participant groups and will include among others electronic surveys, tape-recorded or video-recorded individual and group interviews and recordings of group discussions. The recordings will be made so as to make it possible to produce written transcriptions. Information which could identify individual participants will be removed from the transcriptions. The original recordings will not be used in the research. The contents of surveys, interviews and group discussions pertain to the themes presented earlier at the point "Request to participate in a study".

Below we describe the contents of the subproject and the time you will need for these. **Only part of the participants will be invited to participate in group and individual interviews and to take part in the coaching.** The various phases will fall into a working year and participation will be during working hours.

- 1) Responding twice to a work well-being survey (about 30 minutes each time) and responding once to an interim survey (about 15 minutes); both supervisors and other personnel (700 persons to be invited)
- 2) Participating twice in a development day (about 3 hours each time); both supervisors and other personnel (700 persons to be invited)
- 3) Participating twice in a focus group interview during a development day (about 1 hour each time); both supervisors (25 persons to be invited) and other personnel (50 persons to be invited)

- 4) Participating in team coaching (6 x 1.5 hours); both supervisors and other personnel (50 persons to be invited)
- 5) Participating in coaching for supervisors (3 x 2 hours); supervisors only (50 persons to be invited)
- 6) Processing of themes on the meaningfulness of work as part of employee development discussions (about 30 minutes); both supervisors and other personnel (700 persons to be invited)
- 7) Participating once in an individual interview (about 1 hour); both supervisors (20 persons to be invited) and other personnel (40 persons to be invited)

### ***Any harm and discomfort resulting from the study***

Participating will take your time but this will mostly be within your working hours and will offer an opportunity to develop your job to support meaningful work. If in the course of the development days, coaching, surveys or interviews you experience uncomfortable feelings or feel a need, for example, for further support in relation to the themes addressed, our research group will guide you onwards confidentially in these matters.

### ***Research costs***

No fee will be paid for participating in the study. The study is funded by The Finnish Work Environment Fund (project number 210929).

### ***Research results and their announcement***

Every participant will be provided with a personal Vocational Meaning Survey profile generated on the basis of their responses. With this profile you will understand more about matters influencing the meaningfulness of your work and about your relation to your present job.

Those participating can, if they wish, receive information on the research findings from the MEANWELL Study www pages with links to the project's media bulletins, conference and other presentations and publications. The research findings will be communicated in traditional and social media, presented at national and international educational and research events. In addition, publications and reports on them will be written in popularized form for Finnish working life publications (e.g., *Telma*, *Työn tuuli*, *Psykologi*) and also, for national and international peer-reviewed scientific journals (e.g., *Työelämän tutkimus*, *Journal of Vocational Behavior*).

The research data can also be used for academic theses (e.g., bachelors' and masters' theses). In all these cases the results will be presented in such a way that individual participants cannot be identified.

### ***Insurance coverage of research subjects***

The staff and activities of the University of Jyväskylä are covered by insurance. The coverage includes insurance against treatment injury, liability insurance and voluntary accident insurance.

### ***Contact details for obtaining additional information***

Johanna Rantanen, PsT, docent of work and personality psychology  
Department of psychology, University of Jyväskylä  
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***A description of the processing of personal data for scientific research purposes (privacy notice; Articles 13, 14 and 30 of Regulation (EU) 2016/679)***

This privacy notice concerns the entire **“MEANWELL – Meaningful work as a source of well-being in organizations”** research project, which includes the following subprojects:

- 1) MEANWELL action model research and development work in the work community
- 2) MEANWELL action model research and development work in occupational healthcare
- 3) Responding to MEANWELL research surveys without participating in development work

***Personal data processed in the study “MEANWELL – Meaningful work as a source of wellbeing in organizations”***

The research project as a whole seeks to answer the question: Is it possible to increase well-being at work, work performance and commitment to the organization by improving the meaningfulness of work? The project will develop the MEANWELL action model for work communities and occupational healthcare professionals in order to promote meaningfulness of work, work well-being and organizational functionality. The research will elicit experiences of using the action model and of how useful it is. The research will also address the connections between meaningfulness of work, work well-being and performance at work in general.

With your consent, the research will be gathering the following personal information from you: 1) responses to surveys, 2) tape or video recordings of interviews (individual/group) and/or group discussions about the meaningfulness of work, work well-being, performance at work, matters pertaining to the MEANWELL action model and other issues related to these themes, 3) background information (e.g., age, education) and 4) contact information (e.g., email address). The data to be collected will depend on what parts of the project you participate in and before giving your consent to participate you will always receive exact information about the data to be collected from the subproject description.

Interviews and group discussions will either be taped or videorecorded so that later in the project they can be transcribed for use in the research. Thus, the recordings themselves will not be used in the research analyses; the research data will be the transcriptions. Information which would make your identification possible will be directly removed from both the transcriptions of the recordings and the survey responses (e.g., name, email address) when the research data is created and before the data is further used and analyzed.

Identification information will be preserved separately from the research data for those participants who give specific permission to do so for the implementation of the various phases of the study or for purposes of making possible contact for further research. In that case the necessary identification information and code key will be preserved in a separate file. The code key will enable data collected earlier to be collated with data from other phases or possibly with data for further research. Thus, new, combined research data will not contain direct information enabling identification.

This notification of data protection has been published on the webpage of the study and those participating have been provided with either a direct link to this information and/or the privacy notice has been supplied to them on paper or by email.

### **Legal grounds for the processing of personal data for research/archiving purposes**

Processing is necessary for scientific or historical research purposes or statistical purposes, and it is correctly proportional *in relation to the goal in accordance with public interest* (section 4.1(3) of the Finnish data protection act). "Public interest" here refers to the research mission of the University laid down in the legislation.

### **Transferring personal data outside the EU/EEA**

In the conduct of international research collaboration, the party responsible for the analysis of the research data and the handling of personal data is always researchers operating in Finland and data containing personal information is never at any stage surrendered to international partners.

### **Protection of personal data**

In this study, the processing of personal data is based on a proper research plan, and a responsible person has been appointed for the study. Your personal data (= your answers to surveys and interviews) will only be used and disclosed for purposes of conducting historical or scientific research or for other similar purposes (statistics), and it is otherwise ensured that no data about you is disclosed to unauthorised parties. Engaging in co-operation with organizations the research group may generate general information on an organization (e.g., averages concerning the organization as a whole), but actual research data is never surrendered to participating organizations nor can individual participants be identified in general presentations for organizations.

Information directly identifying you (e.g., name, contact information) will be handled only by core members of the research group and such data will not be available when analyzing the research data. Physical data containing personal information will be preserved in a locked facility and personal data in digital mode will be preserved at a secure location among the storage solutions of the University of Jyväskylä. Other measures will be taken to ensure that directly identifying information on participants in the research are not divulged to outsiders.

### **Prevention of identifiability**

Direct identification data will be removed as a protective measure when generating the data, and after this it will contain only indirect identifiers (e.g., age, education). If a person who has consented to participate in the research has consented to their personal data being preserved for purposes of subsequent contacts, the research data will be pseudonymized in such a way that identifiability can be reinstated by means of a code key and thus new information can be added to the data.

### **Personal data used in the study will be protected by means of**

username  password

An advance ethical assessment of the study has been conducted.

Yes

The researchers have completed data protection and information security training.

Yes

Agreements have been signed with research assistants and/or processors/joint controllers of personal data.

Yes

### **The processing of personal data *after the study***

The research register will be destroyed by December 2033 or its preservation will be extended on the basis of new specific consent requested from those who participated in the research (EU 679/2016 articles 6 ja 9). In such a case, those who participated in the research will also be sent an updated privacy notice.

OR

The research register will be anonymized, i.e., all identifying information will be completely deleted so that there is no means of referring back to personal data with identification and the data cannot be linked to new information. This anonymized data can be stored for the use of other researchers after the end of the project, for example in the Finnish Social Science Data Archive.

### **Controller and researchers**

*The controller for this study:*

University of Jyväskylä, Seminaarinkatu 15, P.O. Box 35, 40014 University of Jyväskylä. Tel.: +358 (0)14 260 1211, business ID: 0245894-7. **Data protection officer of the University of Jyväskylä: tietosuoja(at)jyu.fi, tel.: +358 (0)40 805 3297.**

*Person in charge of the study:*

Johanna Rantanen, tel. 040 805 4989, [k.johanna.rantanen@jyu.fi](mailto:k.johanna.rantanen@jyu.fi), Department of psychology, P.O. Box 35, 40014 University of Jyväskylä

*Parties conducting the research:*

In addition to the director responsible, personal information and data collected will be handled only by

- 1) educators and researchers at the University of Jyväskylä operating in co-operation with that director or other partners in research co-operation operating within Finland and in a contractual relationship with the University of Jyväskylä
- 2) students admitted to degree programmes of the University of Jyväskylä under the authority of said director
- 3) a company (in this case Webropol Oy) offering software for data gathering and data conversion into a form amenable to analysis with which the University of Jyväskylä has concluded a data processing agreement.

Personal information will be mostly handled by those belonging to the core research group, Johanna Rantanen, Sanna Markkula and Sanna Konsti, and direct personal information will not be surrendered for others to use. Research co-operation partners include the research group in work and organizational psychology led by Taru Feldt at the

University of Jyväskylä, Frank Martela of Aalto University, Katriina Hyvönen of Jyväskylä University of Applied Sciences, Jari Hakanen of the National Institute of Occupational Health and Debra Osborn and Gary Peterson of Florida State University. Research co-operation partners operating within Finland may handle some parts of the data containing indirect personal information. No individual participant can be identified from these. International co-operation partners will at no point handle the personal information in the study but only the totally anonymous information produced from the data for scientific article manuscripts such as texts, visuals, or tables. More information on individuals handling the data is available from the research director.

## **Rights of data subjects**

### Right to access data (Article 15, GDPR)

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

### Right to have data rectified (Article 16, GDPR)

If there are any inaccuracies or errors in the processing of your personal data, you have the right to request your personal data to be rectified or supplemented.

### Right to have data erased (Article 17, GDPR)

You have the right to request your personal data to be erased in certain situations. However, the right to have data erased does not exist if the erasure prevents the purpose of processing from being fulfilled for scientific research purposes or makes it much more difficult.

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

You have the right to restrict the processing of your personal data in certain situations, such as if you deny the accuracy of your personal data.

### Right to object (Article 21, GDPR)

You have the right to object to the processing of your personal data if processing is based on public or legitimate interest. As a result, the university cannot process your personal data unless it can prove that processing is based on a significantly important and justified reason which supersedes your rights.

### Derogation from the rights of data subjects

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 scientific or historical research purposes or statistical purposes being fulfilled or make it much more difficult. The need for derogation must always be assessed separately in each situation.

### Profiling and automated decision-making

Your personal data will not be used in the study for automatic decision-making, which means that the personal information you have provided will not be used for making decisions which affect you. The purpose of handling personal information in the study is not to assess your personal attributes (in other words for profiling); your personal information and attributes will be assessed more broadly from the perspective of scientific research.

You may nevertheless receive for yourself information concerning you as research feedback which may, for example, be in numerical form, written form or in the form of a descriptive profile. Your permission will always be sought for such possible feedback and this does not mean profiling and automated decision-making.

#### Executing the rights of data subjects

If you have any questions about the rights of data subjects, please contact the university's data protection officer. All requests related to the execution of rights must be sent to the registry office of the University of Jyväskylä. Registry office and archive, P.O. Box 35 (C), 40014 University of Jyväskylä, tel.: +358 (0)40 805 3472, email: kirjamo@ju.fi. Visiting address: Seminaarinkatu 15, Building C (Main Building, 1st floor), Room C 140.

Any data breaches or suspicions of data breaches must be reported to the University of Jyväskylä.

<https://www.jyu.fi/en/university/privacy-notice/report-data-security-breach>

You have the right to file a complaint with the supervisory authority of your permanent place of residence or employment if you consider that the processing of personal data is in breach of the GDPR. In Finland, the supervisory authority is the Office of the Data Protection Ombudsman.

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