University of Jyväskylä

Name of unit

Date

# Privacy notice

INSTRUCTION: use as clear expressions as possible, a consistent form of addressing, and simple language.

You are participating in a study, thesis, interview, questionnaire… which a student from the University of Jyväskylä conducts. This privacy notice informs you about the processing of your [and/or your child’s] personal data. You have a legal right to receive this information under the European Union and Finnish legislation.

1. **Data Controller**

Name of the student's email (and phone number):

1. **Supervisor in a thesis [delete if not a thesis]**

Name, position and contact details of the supervisor [in the contact search.](https://www.jyu.fi/en/contact)

1. **Processor(s) of personal data**

Personal data are processed by:

Microsoft Office 365

JYU Zoom https://jyufi.zoom.us/, CSC

Webropol survey tool

What else…

Your data will be handled confidentially and without disclosing them to any outsiders.

Add if needed: However, your data will be accessible to the teacher or other students in the course, because the finished work will be stored on the Moodle learning platform and will contain your personal data. [Please note that you should primarily aim to anonymise the data, but this is not always possible e.g., expert interviews.]

1. **Personal data lifespan**

Your personal data will be processed for the research purpose described in the information letter.

I will collect the following personal data on you [e.g. social security number, name, email address, postal address, phone number, student ID, survey responses, audio records, interview notes, photos, videos, diaries, or other such material. Data collection is based on the research plan.

**[Select or omit]** I will also collect necessary data concerning you from other personal registers [the registers and the data collected from these need to be specified].

This research does not involve the processing of personal data of special categories.

**OR**

This research involves the processing of personal data of the following special categories or offenses and criminal records:

[ ] Race or ethnic origin

[ ] Political opinion

[ ] Religious or philosophical beliefs

[ ] Trade union membership

[ ] Genetic data

[ ] Processing of biometric data to uniquely identify a natural person

[ ] Health

[ ] Sexual behavior or orientation

[ ] Offences and criminal records

[INSTRUCTION: **Delete unnecessary items from the above list.**

**Add here how this** notice has been delivered to the data subject: e.g. ”Tdata subjects have received an electronic questionnaire including a direct link to this information”].

[All data subjects are adults, over the age of 15 and/or under the age of 15.]

1. **The lawful basis for processing personal data in scientific research**

[ ] Data subject’s consent (GDPR, Article 6.1a, special personal data categories 9.2a)

1. **Transfer of personal data outside the EU/EEA area**

Your personal data will not be transferred outside the EU/EEA area.

1. **Protection for personal data**

 **The personal data processed in this research will be protected using:**

 [ ]  user ID [ ] password [ ] registered use [ ] access control (physical spaces)

 [x] by other means, how: [INSTRUCTION: Read the guidelines for[Table of processing confidential information — Uno Staff Portal (jyu.fi)](https://uno.jyu.fi/en/help-centre/security-and-data-privacy/information_security/information-security-guides/table-of-processing-confidential-information/table-of-processing-confidential-information) [.](https://uno.jyu.fi/fi/ohjeet/turvallisuus-tietoturva-ja-tietosuoja/tietoturva/tietoturvaohjeet/salassa-pidettavan-tiedon-kasittely) Always describe verbally, instead of just checking the boxes, how the data are handled in terms of information security during the research.]

For this study, a separate data protection impact assessment has been made **[READ** INSTRUCTION**:** [Risk assessment i.e. impact assessment for data protection— University of Jyväskylä (jyu.fi)](https://www.jyu.fi/fi/yliopisto/tietosuoja/tietosuojan-lomakkeet/riskiarvio-eli-tietosuojan-vaikutustenarviointi-tutkimukset/view). **An initial analysis is always necessary**.]

[ ]  Yes [ ]  No, it is not needed.

1. **personal data lifespan**

Personal data will be deleted approximately by month. year

1. **Rights of the data subject**

Cancellation of consent (GDPR, Article 7)

You have the right to cancel your consent if the processing of personal data is based on consent. Such a cancellation has no impact on the lawfulness of consent-based processing conducted before the cancellation of consent.

Right to access your personal data (GDPR, Article 15)

You have the right to get to know whether and which personal data of yours are processed. If you wish, you can also request a copy of your personal data to be processed.

Right to rectification (GDPR, Article 16)

If there are any inaccuracies or errors in your personal data to be processed, you are entitled to request that these be rectified or supplemented.

Right to erasure (GDPR, Article 17)

You have the right to demand in some cases that your personal data be erased. However, the right of erasure is not applicable if the erasure would prevent or greatly hinder reaching the goal of processing in scientific research.

Right to restriction of processing (GDPR, Article 18)

You have the right to restrict the processing of your personal data in some cases, like when you challenge the correctness of your personal data.

Right to data portability (GDPR, Article 20)

You have the right to receive your submitted personal data in an organised, generally used, and machine-readable format, and also the right to transfer the data to another Data Controller if possible and processing takes place automatically.

Profiling and automatised decision-making

In this research, your personal data will not be used for any automatic decision-making. In this research, the purpose of the processing of personal data is not to assess your personal qualities, i.e. profiling, but personal data and qualities are considered from the perspective of broader scientific research.

If you have any questions about your data subject rights, you can contact the data controller.

You have to lodge a complaint with a supervisory authority, especially with a locally relevant one in terms of your permanent place of residence or work if you regard that the processing of personal data violates the EU General Data Protection Regulation (EU) 2016/679. In Finland, the supervisory authority is the Data Protection Ombudsman.

Updated contact information of the Office of Data Protection Ombudsman: <https://tietosuoja.fi/etusivu>