University of Jyväskylä

Name of unit

Date

# Privacy notice

INSTRUCTION: use as clear expressions as possible, a consistent form of addressing, and simple language. Delete instructions from this template before you hand it over to the participant.

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.

 Above all, you have the right to know the following:

* **what information I collect**about youand**why**,
* **for how long,**and**where I keep**this information**,**and
* **to whom I share**this information.

All of these points are explained in this privacy notice.

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…you can check the list of data processors [Data Processors University of Jyväskylä uses | University of Jyväskylä (jyu.fi)](https://www.jyu.fi/en/data-processors-university-of-jyvaskyla-uses)

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, public figures.]

1. **Data collection**

Your data will be processed in the study, thesis, interview, questionnaire… for the purpose described in the information letter.

I will collect the following personal data on you [e.g. 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 etc.].

**[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 study, thesis, interview, questionnaire… does not involve the processing of personal data of special categories.

**OR**

This study, thesis, interview, questionnaire… 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. ”data 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**

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.

Nb. You can't use e.g., commercial cloud services for personal data processing because those may transfer personal data without appropriate safeguards outside the EU/EEA area.

1. **Protection for personal data**

 **The personal data processed in this** study, thesis, interview, questionnaire **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, thesis, interview, questionnaire, 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.

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

Your personal data will not be used for any automatic decision-making. The purpose of the processing of personal data is not to assess your personal qualities, i.e. profiling.

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>