PRIVACY NOTICE

NAME OF THE ACADEMY/UNIT

CONCERNING A THESIS PROJECT

xx x 202x

NOTE: ONCE YOU HAVE FILLED IN ALL THE SECTIONS THAT ARE RELEVANT TO YOUR THESIS PROJECT IN THE PRIVACY NOTICE, DELETE THE INSTRUCTIONS, WHICH ARE HIGHLIGHTED IN YELLOW. ALSO DELETE ANY HEADINGS THAT ARE NOT RELEVANT TO YOUR OWN THESIS PROJECT.

This a template information sheet that you give to research participants concerning the processing of personal data. The sections that you need to fill in yourself are highlighted in grey.

Privacy notices for thesis projects do not need to have the same layout as this template, but if you, as a student, formulate your own privacy notice, it must cover all the same topics as this template. Follow the instructions and edit your privacy notice so that it is tailored to your thesis project. Use as clear expressions and simple language as possible. Delete the instructions as well as all the sections that do not apply to your thesis project from your final version.

You are going to participate in a survey/thesis project/interview carried out by a student of Uniarts Helsinki. This privacy notice gives you information about the processing of your personal data. You have the right to receive this information in accordance with the law.

# ***Data controller***

[*The data controller refers to the organisation(s) or person(s) that alone or together with a partner/partners define(s) the goals and means for the processing of personal data and is responsible for the legal grounds for processing.)*

The data controller of this research is: [*choose the suitable option and delete the other option*]

1. [**Student*:***
2. [**Uniarts Helsinki**, P.O. Box 1, 00097 Uniarts, business ID2500305-6. Uniarts Helsinki’s data protection officer: tietosuoja(at)uniarts.fi. [This option applies when you are carrying out your thesis as part of a project of Uniarts Helsinki and you are in an employment relationship with Uniarts Helsinki or the research is funded or defined by Uniarts Helsinki*.*]

## ***SUPERVISING TEACHER***

[*Name, phone number, email, (work) address.*]

## ***PROCESSOR(S) OF PERSONAL DATA***

*The following processors of personal data will be used:*

[Microsoft O365 services:

Other, which one:

## ***PERSONAL DATA THAT WILL BE PROCESSED***

[*Here, describe the thesis project for which you are processing personal data. Provide a brief description of the topic of the thesis project as well as of the subject of the thesis project / research.*]

The following personal data will be collected of you in the thesis project: [*provide a list of the personal data that you plan to collect during the thesis project, e.g. name, email address, address, phone number, personal identity code, questionnaire responses, audio recording, interview notes, photos, videos, diaries etc.]*

[*Explain how this privacy notice has been shared with the research participant, for example: “Research participants have been given the opportunity to read this privacy notice before their participation in the thesis project.”*]

[*The recommendation is that students should not process special categories of personal data in their thesis projects. If, however, you do process this kind of data, check the correct boxes that apply to your research. Delete the entire section below if this data is not processed at all in your research.]*

No **special categories of personal data** will be processed in the thesis project.

OR

The following **special categories** **of personal data** will be processed in the thesis project:

[ ]  Race or ethnic group

[ ]  Political opinion

[ ]  Religious or philosophical beliefs

[ ]  Trade union membership

[ ]  Genetic data

[ ]  Processing of biometric data for the purpose of uniquely identifying a person

[ ]  Health data

[ ]  Sexual behaviour or orientation

[ ]  Offences and criminal convictions

## ***LEGAL GROUNDS FOR PROCESSING PERSONAL DATA***

[*In principle, the basis for processing personal data in thesis projects is consent. If a thesis project can be considered scientific research, the legal basis for processing can be public interest.* *Select the grounds that apply and delete the other option*]

1. The research participant’s explicit **consent**
2. The processing is necessary for scientific, artistic or historical research purposes or for statistical purposes and it is proportionate *with consideration to the aim of* ***public interest*** *pursued*

## ***TRANSFER OF PERSONAL DATA OUTSIDE THE EU/EEA AREA***

In the research, your data

[ ]  will be transferred

[ ]  will not be transferred

outside the EU/EEA area.

*[Note:**Disclosure of personal data to non-EU/EEA countries is possible only when the conditions concerning approved safety measures are fulfilled. If personal data is transferred to non-EU/EEA countries, please contact the data protection officer of Uniarts Helsinki, tietosuoja(at)uniarts.fi.*

*The most usual safety measures when disclosing data to non-EU/EEA countries:*

*The country to which data is being transferred has a Commission decision on an adequate level of data protection:* [*https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries\_en*](https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en) *or standard clauses adopted by the Commission (article 46 (2)*]

## ***PROTECTION OF PERSONAL DATA***

Personal data to be processed in the research will be protected by the following means:

 [ ]  by allowing access only with a user account and a password [ ]  no direct identifiers (name etc.) are collected[ ]  the data is pseudonymised[ ]  by registering each use of the data [ ]  by storing the data in a locked (physical) space

 ☐ the compulsory Data Processing Impact Assessment has been carried out [First check if a DPIA is required for your thesis project.]

 [ ]  in some other way, how: *[E.g. encryption, pseudonymisation, access control in facilities, etc.]*

*[If necessary, you can delete the boxes and instead, verbally explain what safety measures you will take when processing data during the research project.]*

*[Check the box that applies/delete any unnecessary sections]*

## ***LIFE CYCLE OF PERSONAL DATA PROCESSING***

The personal data file is estimated to be erased by month and year.

## ***Rights of the data subject***

*[Delete the section “Withdrawal of consent” if the legal basis for the processing* ***is not*** *consent]*

Withdrawal of consent (article 7 of the GDPR)

You have the right to withdraw your consent, if the processing of personal data is done based on consent. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

Right of access to the data (article 15 of the GDPR)

You have the right to receive information on whether your personal data is being processed and what personal data is being processed. You may also choose to request a copy of the personal data that is being processed.

Right to rectification (article 16 of the GDPR)

If there are inaccuracies or errors in your personal data that is being processed, you have the right to request that the data is rectified or supplemented.

Right to erasure (article 17 of the GDPR)

You have the right to request the erasure of your personal data in certain circumstances. However, the data subject has no right to have data erased if the erasure of data renders impossible or seriously impairs the achievement of the objective of the processing in scientific research.

Right to restriction of processing (article 18 of the GDPR)

You have the right to restrict the processing of your personal data in certain situations, for example in case you contest the accuracy of your personal data.

*[Delete the section “Right to data portability” if the legal basis for the processing* ***is not*** *consent]*

Right to data portability (article 20 of the GDPR)

You have the right to receive the personal data that you have provided in a structured, commonly used and machine-readable format as well as the right to transmit the data to another controller, if it is possible and if the processing is carried out by automated means.

*[Delete the section “Right to object” if the legal basis for the processing is consent]*

Right to object (article 21 of the GDPR)

You have the right to object to the processing of your personal data if the processing is based on public interest or legitimate interest. In this case, the university cannot process your personal data unless it can demonstrate compelling legitimate grounds for the processing which override your rights.

Derogating from the rights of the data subjects

In specific individual cases, derogations from the aforementioned rights may be possible in accordance with what has been laid out in the GDPR and Data Protection Act in so far as these rights prevent or greatly impair the achievement of a scientific or historical research purpose or a statistical purpose. The need to derogate from the rights is always assessed on a case-by-case basis.

Profiling and automated decision-making

Your personal data will not be used in automated decision-making in the research. In the research, the aim of the processing of personal data is not the assessment of your personal qualities, i.e. profiling, and instead, your personal data and characteristics will be assessed from the perspective of more large-scale scientific research.

*[Delete/replace with contact details of the researcher or some other person/organisation if Uniarts Helsinki is not the data controller or processor]*

Exercise of the rights of the data subject

If you have questions about the rights of the data subject, you can contact the data protection officer of Uniarts Helsinki (tietosuoja(at)uniarts.fi).

Requests concerning exercise of rights: https://www.uniarts.fi/en/general-info/data-protection-at-uniarts-helsinki/

Notifications on suspected or confirmed information security breaches to Uniarts Helsinki: tietosuoja(at)uniarts.fi

You have the right to lodge a complaint especially to the supervisory authority of your permanent place of residence or work if you find that the processing of personal data violates the EU’s General Data Protection Regulation 2016/679. In Finland, the supervisory authority is the Data Protection Ombudsman.

The up-to-date contact details of the Office of the Data Protection Ombudsman are available here: https://tietosuoja.fi/en/contact-information

[*The privacy notice is provided to the research participants so that they can read it before the research is commenced (if there is a need to derogate from the notification obligation, ask the data protection officer when this is allowed).*

*The privacy notice must also be sent to Uniarts Helsinki’s data protection officer if Uniarts Helsinki acts as the data controller (by email to:* ***tietosuoja(at)uniarts.fi****). Privacy notices are used when a data subject or a supervisor authority contacts Uniarts Helsinki, as well as in data protection monitoring and compiling of statistics, and they also demonstrate that the data controller fulfils its requirements of accountability (the period of data retention is 15 years). Delete these instructions once you have finalised the text.]*