



A description of the processing of personal data for the project

Personal data processed in our project *Kehittävä kumppanuus ohjauskoulutuksessa: tutkimustaitojen opetus ja ohjaus opinnäyteprosessissa* (=Instructive partnership in guidance training: teaching of research skills in a thesis process)

Personal data is processed for the purposes of carrying out the project as well as development of teaching, e.g. as it relates to curriculum development. The project aims to collect information about teaching of research skills. Based on the collected information, we hope to strengthen areas where more support would benefit students or staff.

The following personal data may be collected from you: department or faculty, are you a student or staff member, what year you are in (as a student in your studies), the nature of your work, survey responses

This privacy notice has been published online, and the electronic survey includes a link to this information.

Legal grounds for the processing of personal data

Consent given by the participant (Article 6.1(a), GDPR)

Transferring personal data outside the EU/EEA

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

Protection of personal data

Your personal data will only be used and disclosed for purposes of development of teaching, and it is otherwise ensured that no data about you is disclosed to unauthorised parties.

Prevention of identifiability

Direct identification data will be removed as a protective measure when generating the data (pseudonymised data, in which case persons can be later identified on the basis of a code or similar data, and new data can be merged with the data)

Personal data will be protected by means of

username password

Personal data is processed using university equipment protected by username and password. Personal data is stored on university U drive.

THE PROCESSING OF PERSONAL DATA AFTER THE PROJECT

The register will be erased by (2025).

Controller(s) and project members

The controller is:

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@yu.fi, tel.: +358 (0)40 805 3297.**

Person in charge: Tiia Puputti, +358408054895, tiia.puputti@ju.fi, Avoimen tiedon keskus PL 35, 40014 Jyväskylän yliopisto

Contact person: Tiia Puputti, +358408054895, tiia.puputti@ju.fi, Avoimen tiedon keskus PL 35, 40014 Jyväskylän yliopisto

The persons who process personal data are in a contractual relationship with the university working at the Open Science Centre education team.

Additional processors of personal data: Webropol.

Rights of data subjectsWithdrawal of consent (Article 7, GDPR)

You have the right to withdraw your consent if the processing of personal data is based on consent. Withdrawing consent does not have any impact on the lawfulness of processing based on consent carried out before the withdrawal.

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 have personal data transferred from one system to another (Article 20, GDPR)

You have the right to obtain the personal data you have given in a structured, commonly used and machine-readable format, and the right to transmit that data to another controller if possible, and if processing is automated.

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

In this study, your personal data will not be used in automated decision making. In this study, the purpose of the processing of personal data is not to assess your personal characteristics, i.e. profiling. Instead, your personal data and characteristics will be assessed from the perspective of broader scientific research.

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: kirjaamo@jyu.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>