

## 1. Data Controller

Tampere University  
Address: Kalevantie 4, FI-33014 Tampere University, Finland

## 2. Contact persons

Name: Anne Mäkikangas  
Address: Kalevantie 4, FI-33014 Tampere University, Finland  
Phone number: +358 50 437 7137  
Email address: anne.makikangas@tuni.fi

## 3. Contact information of the Data Protection Officer (not applicable to student-conducted research)

Data Protection Officer of Tampere University, email address: dpo@tuni.fi.

## 4. Description of the research project and purpose of processing personal data

The purpose of the study titled “Safely remotely – occupational well-being and its management in telework” is to investigate the experiences of prolonged remote work among the employees of the universities of Eastern Finland, Tampere and Turku. The survey is carried out in collaboration with the research group described in section 7 and the universities of Eastern Finland, Tampere and Turku. The topics of the survey include the psychosocial characteristics of work, occupational well-being, and supervision during remote work. The purpose of the study is to map the psychosocial job characteristics and the activities initiated by the employees that promote occupational well-being in remote work.

The survey will be sent to the employees of the universities of Eastern Finland, Tampere, and Turku in April 2021. The survey is implemented through the electronic LimeSurvey tool. A link to the survey is sent to employees via the universities’ general e-mail lists.

Participation in the survey is voluntary and the survey does not include sensitive or directly identifiable personal data. The research data is stored without directly personally identifiable information in a network drive of Tampere University and it is only available to the research group (see section 7, researchers).

The results of the study will be used for the for the development of remote work practices and management of remote work at universities, and for scientific research. The results of the survey will be delivered to each university and published as internal news for the university and staff. Organization-specific feedback materials will be produced at the Faculty level (not at the Unit level) and background information is only used for mean-level inspection (e.g., the mean age of respondents was x, and x% of the respondents were men).

The project is funded by the Finnish Work Environment Fund. For further information of the project, please see the project’s website: <https://www.tuni.fi/en/research/safely-remotely-occupational-well-being-and-its-management-telework>

**5. Partners of a collaborative research project and their respective responsibilities (delete this section if no partners are involved in the project)**

The survey questions have been collaboratively devised by a number of researchers listed in section 7 herein.

**6. Principal Investigator or research group**

Name: Anne Mäkikangas  
Address: Kalevantie 4, FI-33014 Tampere University, Finland  
Phone number: +358 50 437 7137  
Email address: [anne.makikangas@tuni.fi](mailto:anne.makikangas@tuni.fi)

**7. Researchers**

The Principal Investigator (Anne Mäkikangas) and the persons involved in the research project (Atte Oksanen, Clas-Håkan Nygård, Harri Melin, Kirsi Sjöblom, Soile Juutinen, Jaana-Piia Mäkinen, Kati Tikkamäki and Virpi Ruohomäki) will be authorised to process data stored in the research records.

**8. Name, type, and duration of the research project**

Name of the research project: Safely remotely – occupational well-being and its management in telework

The research study will be carried out in the form of cross-sectional study

How long will personal data be processed: 2021-2022

**9. Lawful basis for processing personal data**

Lawful basis for processing personal data:

*The EU's General Data Protection Regulation, Article 6 Paragraph 1, and the Personal Data Act, Section 4 (please indicate one lawful basis for each purpose of processing personal data):*

Consent

Legal obligation of the Data Controller

Regulations:

Public interest or the exercise of official authority

Scientific or historical research purposes or statistical purposes

Archiving of materials relating to research or cultural heritage

Legitimate interests of the Data Controller or a third party

Please specify the legitimate interests:

Other, please specify:

**10. Sensitive personal data (special categories of data)**

No sensitive personal data will be processed during the research project

EU General Data Protection Regulation  
(EU 2016/679), Art. 12, 13, 14

The following types of personal data will be collected during the research project: gender, year of birth level of education, and the structure of the household. Questions related to gender, the year of birth and the structure of the household also include an "I prefer not to say" option. For job-specific background information, the survey includes questions about the university and the unit where one works, current position, and the duration of the current employment relationship. In addition, there are questions concerning the psychosocial job characteristics, taking the initiative to develop one's work, and occupational well-being.

The following types of sensitive personal data will be processed during the research project:

- Racial or ethnic origin
- Political opinions
- Religious or political beliefs
- Trade union membership
- Genetic data
- Biometric data to uniquely identify a person
- Health data (subjective evaluations)
- Data concerning a natural person's sex life or sexual orientation

Will personal data concerning criminal convictions and offences be processed during the research project?

- No
- Yes

#### 11. Content of research records

No sensitive or directly identifiable personal data will be processed during the research project. The types of personal data to be collected include gender, year of birth, level of education, and the structure of the household. Questions related to gender, the year of birth and the structure of the household also include an "I prefer not to say" option. For job-specific background information, the survey includes questions about the university and the unit where one works, the current position, and the duration of the current employment relationship.

#### 12. Sources of personal data

Personal data will be collected from the survey respondents.

#### 13. Transfer or disclosure of data to external parties

Personal data will not be disclosed outside the research group, namely the researchers listed in section 7.

#### 14. Transfer or disclosure of data outside the EU/EEA

Will data stored in the research records be transferred to a country or an international organisation that is located outside the EU/EEA?

- No
- Yes, please specify:

**15. Automated decision-making**

Decisions will not be made by automated means.

**16. Data protection principles**

Protection of manual material: No manual material will be generated or used during the research project.

Data protection methods during data sharing:

- data transfer encryption: Encrypted email will be used for transferring data, and files will be protected by passwords.
- file encryption: Data will be stored in a network drive of Tampere University, and access requires username and password.

Data processed through information systems:

- usernames
- passwords
- multi-factor authentication (MFA)
- access management (IP addresses)
- collection of log data
- physical access control
- other, please specify:

Processing of data that directly identifies an individual:

- Directly identifiable data will be removed during the analysis stage
- The materials will be pseudonymised
- The materials will be analysed without removing directly identifiable data, because (please provide the reasons for retaining personally identifiable data):

**17. Processing of personal data after the research project has been concluded**

- The research records will be destroyed
- The research records will be anonymised and stored in the Finnish Social Science Data Archive (FSD) without personally identifiable data
- The research records will be archived without anonymisation

## 18. Data subjects' rights and possible restriction thereof

Data subjects have the following rights under the EU's General Data Protection Regulation (GDPR):

- Right of access
  - o Data subjects are entitled to find out what information the University holds about them or to receive confirmation that their personal data is not processed by the University.
- Right to rectification
  - o Data subjects have the right to have any incorrect, inaccurate or incomplete personal details held by the University revised or supplemented without undue delay. In addition, data subjects are entitled to have any unnecessary personal data deleted from the University's systems.
- Right to erasure
  - o In exceptional circumstances, data subjects have the right to have their personal data erased from the Data Controller's records ('right to be forgotten').
- Right to restrict processing:
  - o In certain circumstances, data subjects have the right to request the University to restrict processing their personal data until the accuracy of their data, or the basis for processing their data, has been appropriately reviewed and potentially revised or supplemented.
- Right to object
  - o In certain circumstances, data subjects may at any time object to the processing of their personal data for compelling personal reasons.
- Right to data portability
  - o Data subjects have the right to obtain a copy of the personal data that they have submitted to the University in a commonly used, machine-readable format and transfer the data to another Data Controller.
- Right to lodge a complaint with a supervisory authority
  - o Data subjects have the right to lodge a complaint with a supervisory authority in their permanent place of residence or place of work, if they consider the processing of their personal data to violate the provisions of the GDPR (EU 2016/679). In addition, data subjects may follow other administrative procedures to appeal against a decision made by a supervisory authority or seek a judicial remedy.

Contact information:

**Office of the Data Protection Ombudsman**

Street address: Ratapihantie 9, 6th floor, 00520 Helsinki, Finland

Postal address: PO Box 800, FI-00521 Helsinki, Finland

Switchboard: tel. +358 29 56 66700

Fax: +358 29 56 66735

Email address: [tietosuoja@om.fi](mailto:tietosuoja@om.fi)

The Data Controller follows a GDPR-compliant procedure for responding to subject access requests.