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| **Title of the registry** | Working title of the thesis [Bachelor’s/Master’s Thesis] |
| **Date** | x.x.2020 |
| **Data controller(s)** | Student’s name and contact information |
| **Others who process the personal data** | [This row can be deleted if only the student will process the data.] |
| **Supervisor or the contact person of the institution** | Name and contact information |
| **Purpose and lawful basis for processing personal data** | Your personal data will be processed in the thesis regarding [the topic of the thesis]. [Add a short description of the content of the thesis.]  Participation is voluntary. The lawful basis for processing is:  a) consent. You can withdraw your consent any time by informing the data controller. OR  b) scientific research within public interest [see instruction]  The thesis supervisor may have access to the data in order to process and evaluate the thesis. In such case, the Tampere University/Tampere University of applied sciences acts as the data controller and the lawful basis is public interest. |
| **Duration of processing personal data** | [Data will be stored to be used for the Master’s thesis of the data controller.]  After the thesis has been accepted, the data will be destroyed.  In so far as the supervisor has access to the data in order to supervise and evaluate the thesis, the supervisors and evaluators process personal data only as long as it is necessary to the thesis to be accepted. |
| **Content of research records and sources of personal data** | [Description of the personal data by categories, e.g.:  -Names  -Contact information  -Content of interviews/data collected through questionnaires]  The data are being collected from the data subject/registry/xx. |
| **Data subject’s rights** | Under the EU’s General Data Protection Regulation (GDPR) you have the right to access your data, right to rectify your data, right to have your personal data erased (‘right to be forgotten’), right to restrict processing and right to object to the processing of your data. In case you would like to use any right, contact the data controller. |
| **Right to lodge a complaint with a supervisory authority** | 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). tietosuoja.fi, tel. 0295666700, email: [tietosuoja@om.fi](mailto:tietosuoja@om.fi) |
| **Recipients of the personal data** | Your personal data will only be disclosed to parties mentioned in this privacy notice. |
| **Data protection principles** | The manual data will be stored in a locked cupboard/room. Digital data will be protected with username and password or multi-factor authentification (MFA). Direct identifiers will be removed from the data. [If the data will be analysed with direct identifiers, justify why.]  [Describe also how the transfers of data and/or documents will be protected.] |