

Privacy Notice 18.3.2024

1. Title, nature and duration of research

Title of research: **T-winning Spaces 2035: Winning spatial solutions for future work, enabling the double twin transition of digital/green and virtual/physical transformation of our societies by 2035**

- Case study
- Follow-up study

Duration of research: 01.01.2023 – 31.12.2025

Duration of data processing: Until the publications mentioned in the publication plan have been published and one year after the last publication. Archiving of anonymized data with Finnish Social Science Data Archive (FSD).

2. Data controller (pick one)

- Research will be conducted in an employment contract with the Tampere University, indicating the University to be the data controller.

Tampere University Foundation sr
33014 Tampere University
Kalevantie 4, 33100 Tampere
Business ID: 2844561-8

- Registry is jointly controlled with several data controllers.

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

dpo@tuni.fi

4. Principal investigator or research group

The Principal Investigator is a person assigned by the Data Controller to oversee the implementation of the research project.

Name: Prof. Sofie Pelsmakers

Phone number: +358504478491

E-mail address: sofie.pelsmakers@tuni.fi

5. Researchers

Please indicate the persons who will carry out the research activities.

Prof. Sofie Pelsmakers, sofie.pelsmakers@tuni.fi, +358504478491

Dalia Milián Bernal, dalia.milianbernal@tuni.fi, +358504757849

Jaana Vanhatalo, jaana.vanhatalo@tuni.fi , +358408490426

Essi Nisssonen, essi.nisssonen@tuni.fi

Jasmin Laitinen, jasmin.laitinen@tuni.fi

6. Content of research records

The personal data to be processed by categories includes names, contact information, gender, age group, level of education, household income level, work history and situation, possible conditions affecting work (health information), health information, location of workplace, location of home, household composition, voice, photographs of workspace in place of residence, architectural drawings (floor plans) acquired from Rakennusvalvonta (Building control services) of participants' home municipality or sketched on site.

7. Sources of personal data

Data will be collected from a survey, participants' interviews, focus group co-creative workshop.

8. Purpose of processing personal data

The purpose of processing personal data is scientific research.

This research is part of the project T-winning Spaces 2035: Winning spatial solutions for future work, enabling the double twin transition of digital/green and virtual/physical transformation our societies by 2035 funded by the Research Council of Finland. The overall aim of the project is to increase understanding about the environmental and social and spatial impacts and challenges of digital remote work, and provide winning spatial solutions and strategy, policy and management recommendations for different types of organisations and individuals to empower them to support the double twin transition of digital/green and virtual/physical. The project is conducted in collaboration between Aalto University, Tampere University, and the University of Turku.

Our work package (WP2) is associated with the Sustainable Housing Design research group ASUTUT from Tampere University. Our aim is to investigate the social and spatial implications of working futures and to propose and design novel spatial and land-use concepts focusing on work conducted predominantly at and from home and adjacent living environments, recognising and responding to multiple social, environmental, and climatic crises and challenges that enable or disable new working futures for a diversity of people. Our research includes a survey, situated narrative interviews, and focus group co-creation workshops.

The aim of the *survey* is to provide a broader understanding of the reasons for working or not at home, what kind of paid and unpaid work people conduct at home and in third places in Finland, and participants workplace location. Health data is collected to help understand participants' working (spatial) needs and challenges and possible reasons for choosing to work at home. Other personal data is used as variables when analyzing the home and the 3rd places as a space of work and services supporting working at home. The contact data gathered in the survey (willingness to participate to next phase of the research, i.e. the interviews) is used to map out possible participants for the interviews. Data is separated from the other data by pseudonymizing them and deleting them totally after interview-phase is conducted. Contact information for lottery is separated from the data immediately after the answering time to the survey is finished. This data will be only used when raffling the two gift baskets and this information is deleted right after the lottery is done and the winners are contacted, and the gift baskets sent.

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

The *situated narrative interviews* compliment the survey and aim to provide an in-depth understanding about the home as a space of work in Finland. The interviews take place in participants' place of work within their homes and allow them to tell us about their everyday (working) life, what kind of paid/unpaid work they undertake at home, how they have arranged and adapted their homes to accommodate to their work, and what kind of other spaces and services beyond their home they find necessary to enable them to work at and from home. Interviews are recorded, transcribed, and when necessary, also translated. During the interview, photographic documentation of the space will be taken as well as measurements and sketches of the space of work and other important related spaces. Photographs of the spaces of work are taken to analyse the spatial configuration and adaptation to work environment and spatial qualities (e.g. natural lighting, views to nature, etc.). Respondents are invited to share photographs of the space of work in the home through which we can analyse the spatial transformations and adaptations done to enable them to conduct their work. Architectural drawings of the homes will be used to analyse the spatial configuration of the house and to analyse the relationship between the space of work and other spaces of the home. Addresses and any personal data will be deleted from the architectural drawings as soon as acquired but linked to the type of work that is held in that space, to the photographic material, and to the sketches.

The interviews as well as visual material (photographs and architectural drawings) will be used in publications and presentations anonymously. Extra participant consent will be asked for the publication of photographic material. The analyses results from survey and interviews as well as visual materials will also build the foundation of the subsequent part of our research. In subsequent stages of the research, participants will be invited to take part in focus group co-creation workshops. The aim of the workshops is to test the spatial design approaches and concepts.

9. Lawful basis for processing personal data

The lawful basis for processing under the EU's General Data Protection Regulation, Article 6 Paragraph 1, and the Personal Data Act, Section 4:

Public interest or the exercise of official authority

Scientific or historical research purposes or statistical purposes

Archiving of materials relating to research or cultural

Consent

Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.

Legal obligation of the data controlled

Regulations: Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.

Legitimate interests of the Data Controller or a third party

Please specify the legitimate interests: Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.

Other, please specify: Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.

10. Sensitive personal data (special categories of data and criminal records)

No sensitive personal data will be processed during the research project

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

Data concerning a natural person's sex life or sexual orientation

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

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

No

Yes

Lawful basis for processing of sensitive personal data:

The lawful basis for processing under the EU's General Data Protection Regulation, Articles 9 (special categories of personal data) and 10 (personal data relating to criminal convictions and offences), and the Personal Data Act, Sections 6 and 7:

Consent of the data subject

The processing activities relate to personal data that has been manifestly made public by the data subject

The processing activities are conducted for the purpose of scientific or historical research in the public interest, for statistical purposes, or in connection with the exercise of official authority

The processing of personal data is necessary for archiving purposes in the public interest

11. Regarding a collaborative research project: the parties and their responsibilities

At this moment, there are no plans to share any personal data amongst different consortium partners (outside Tampere University). If this changes during the duration of the project, the Privacy Notice will be updated, and possible contracts made out.

12. Transfer or disclosure of data to external parties

Personal data will be regularly transferred or disclosed to parties other than the members of the research group.

Please describe the type of data that will be disclosed, the recipient and the grounds for disclosing data: The transcription and possible translation of the interviews will be undertaken by Tutkimustie Oy, which has a long-track record in research related transcriptions and translations. They are bound to regulations by Tampere University and EU's GDPR.

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

Processing activities will be outsourced (for example to a subcontractor). Please, specify:
Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.

13. 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: Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.

Description of the measures taken to protect data: Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.

14. Automated decision-making

Decisions will not be made by automated means.

15. Data protection principles

Protection of manual materials (e.g. paper documents):

In a locked room

In a locked cupboard

Other, please specify: Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.

Protection of digital materials (e.g. information systems and equipment):

usernames

password

multi-factor authentication (MFA)

access management (IP address)

collection of log data

physical access control

other, please specify:

Processing of data that directly identifies an individual:

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

- 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):

Protecting data in transit:

- secure transmission, please specify: Data file will be only accessed and shared via software solutions authorized by Tampere University.
- file encryption, please specify: Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.
- other, please specify: Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.

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

- The research records will be destroyed
- The research records will be anonymised and archived without personally identifiable data
- The research records will be archived without anonymisation

Where will the research materials be stored and for how long: Upon participants' permission, the research data are offered for permanent archiving without personal data at the Finnish Social Science Data Archive. The Archive may hand over the data for reuse to registered clients for research only (including Master's, doctoral and Polytechnic/University of Applied Sciences Master's theses). Only data that can be efficiently anonymised will be archived.

17. Data subjects' rights and possible restriction thereof

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

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

- 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

10)

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

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

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