

1. Title, nature and duration of research

Title of research: *Vocal performance, its indicators and development*

- ☒ Case study
☐ Follow-up study

Duration of research: Five years (2021-2026); comparison with samples in sound archive.
Duration of data processing: Five years (2021-2026).

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

- ☐ Research is conducted by a student not employed by the Tampere University which makes the student the data controller

Name and contact information of the student

- ☐ Registry is jointly controlled with several data controllers. Name all the data controllers:
Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.

3. Contact person regarding the research registry

Name: Anne-Maria Laukkanen
Address: Tampere University, Faculty of Social Sciences, Virta Åkerlundinkatu 5, 33100 Tampere, Finland
Phone number: +358(0)503635152
E-mail address: anne-maria.laukkanen@tuni.fi

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

dpo@tuni.fi

5. Principal investigator or research group

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

Name: Anne-Maria Laukkanen
Address: Virta, room 456 Tampere University
Phone number: 0503635152
E-mail address anne-maria.laukkanen@tuni.fi

6. Researchers

Speech and Voice Research Laboratory

7. Content of research records

Name, e-mail address, age, background information (sex, ethnicity, voice related health, vocal training, amount and type of voice use, vocally loading hobbies, vocal symptoms), singing and text reading and/or other voice test recordings and measurement results of voice and speech.

8. Sources of personal data

Information given by the participant him/herself.

9. Purpose of processing personal data

The purpose of processing personal data is scientific research. Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.

10. 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

How consent can be cancelled: 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.

11. 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

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

- ☐ 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

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

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

The persons responsible for the study, Laukkanen and laboratory assistant Vesa Ronkainen, handle personal data confidentially. The researchers receive only samples named with codes.

13. Transfer or disclosure of data to external parties

For research use only, as described in the consent.

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: Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.

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

15. Automated decision-making

Decisions will not be made by automated means.

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

16. 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:

- ☒ 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): Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.

Protecting data in transit:

- ☒ secure transmission, please specify: Data transfer between the researchers participating in the study takes place through a protected group directory.
- ☐ file encryption, please specify: Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.
- ☐ other, please specify: Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.

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 archived without personally identifiable data
- ☐ The research records will be archived without anonymisation

Where will the research materials be stored and for how long: In the voice archive of Speech and Voice research Laboratory for 15 years (till 2038).

18. 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 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.