

Privacy Notice – Scientific Research

This privacy notices describes how we process your personal data in compliance with data protection legislation. In data protection legislation, the term “data subject” refers to the person whose personal data are processed. In this privacy notice, we refer to data subject as “you” and controller as “we”.

This privacy notice may be updated or edited if necessary. You will be notified of any significant changes as mandated by data protection legislation.

This privacy notice came into force on 14.4.2025.

1. Controller

The controller of the research project is:

Tampere University Foundation sr. (Tampere University)
Business ID: 2844561-8
Kalevantie 4 FI-33100 Tampere, Finland

The research project will be conducted by salaried employees of Tampere University Foundation (Tampere University).

The contact person for questions about data processing is **Raphael Sannholm, Marie Curie Research Fellow**, who can be reached at raphael.sannholm@tuni.fi, +46707522162. To call Tampere University's switchboard, dial +358 (0) 294 52 11.

If you have general questions about data protection at Tampere University, please email our Data Protection Officer at dpo@tuni.fi.

2. Scope and purpose of data processing

Name of the research project: **Translating Institutional Systems (TRAILS)**

This is a one-time research project that will last until **31.08.2027**.

We will process your personal data as part of a research project. The purpose of processing your personal data is to conduct the research project specified above.

The research project explores translators' teamwork in an EU institutional context. During this research project, personal data will be processed through data *collection, storage* and *transfer* between devices, as well as *managing* (e.g., pseudonymising), *transcribing* and *analysing* video and audio data.

The principal investigator (lead researcher) is responsible for overseeing the research project.

The research findings are intended to be published in relevant scientific journals.

3. Lawful basis for processing personal data

The lawful basis for processing your personal data is:

- a task carried out in the public interest or the exercise of official authority
 - scientific or historical research or compilation of statistics

For medical research, Section 6, Paragraph 2 of the Finnish Data Protection Act (1050/2018) will apply.

4. Sources and types of personal data

Depending on the circumstances, we may collect personal data either directly from you or from other sources. We will collect data from:

- you as the data subject

We will process the following types of personal data:

- General personal data: name, contact details, professional title, face and voice recordings.

We will process data on the following categories of data subjects:

- research participants

5. Transfer and disclosure of personal data

Under certain circumstances, your personal data may be transferred to a third country or an international organisation located outside the European Union (EU) or the European Economic Area (EEA). During such transfers, personal data will be appropriately protected by employing suitable transfer mechanisms (such as standard contractual clauses) and technical measures.

- Your personal data will not be transferred outside the EU/EEA.
- Your personal data will not be regularly disclosed to other controllers.

6. Protecting personal data

Your personal data will be protected using appropriate technical and organisational measures. We will protect your data through technical measures, including antivirus software, firewalls and regular software updates. Users who can access personal data are required to log in with a username and password or, in some cases, with multi-factor authentication.

We will also protect your data through organisational measures. Our staff are obligated to maintain confidentiality, and access to data is restricted. If necessary, we will implement additional safeguards to protect data, such as separate storage locations.

Any physical documents will be safeguarded by storing them in locked facilities.

Materials containing personal data will be:

- pseudonymised
- stored with personally identifiable information, which is necessary for the following reasons: to be able to perform analyses of the data.

During this research project, your data will also be protected through the following measures: pseudonymisation of personal information, storage in secure servers and folders protected by multi-factor authentication.

7. Retention period for personal data

We will retain your personal data for only as long as necessary, as determined on a case-by-case basis. The retention period also depends on the requirements set out in data protection legislation. We will adhere to our Data Management Plan and all applicable legislation when determining the retention period of personal data.

Your personal data will be retained as follows: 15 years at TAU servers in order to allow for future research based on the data. During these years, data with direct personal identifiers may possibly be used for research purposes by additional researchers.

After the research project has been completed, the research records containing personal data will be:

- destroyed (data that is not relevant for archival, such as fieldnotes, interview transcripts, and photographs)
- archived in the Language Bank of Finland with personally identifiable information (video data and transcripts) upon consent.

8. Profiling and automated decision-making

We will not use your personal data for profiling or automated decision-making.

9. Data subjects' rights and how to exercise them

Data protection legislation affords certain rights to data subjects, depending on the lawful basis for processing their personal data. Under certain circumstances, your rights may be restricted, for example, due to our legal obligations or if personal data are processed for scientific research, statistical or archiving purposes. If your rights have been restricted, we will implement appropriate and necessary technical and organisational measures to protect your privacy. As a data subject, you have the following rights which you can exercise by sending us a request.

Right of access

You have the right to request confirmation of whether we hold your personal data and to receive a copy of the data we hold.

Right to rectification

You have the right to request that any incorrect or incomplete personal data we hold about be revised or supplemented. You can also request to have any unnecessary personal data erased from our records.

Right to erasure

You have the right to request the erasure of your personal data from our records ("right to be forgotten") under certain circumstances.

Right to restrict processing

You may have the right to restrict the processing of your personal data in certain cases defined by law. For example, this right may apply if you believe the personal data we hold about you is incorrect or that your data are being processed in violation of data protection legislation, or if you have opposed the processing of your data.

Right to object

In certain circumstances, you have the right to object to the processing of personal data on grounds relating to your particular situation.

Right not to be subject to automated decision-making

You have the right not to be subject to decisions based solely on automated processing (such as profiling) that produce legal effects concerning you or otherwise similarly and significantly affect you. However, there are exceptions to this prohibition.

Right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint with a supervisory authority (Data Protection Ombudsman), if you believe that the processing of your personal data violates data protection legislation.

Office of the Data Protection Ombudsman

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Postal address: PO Box 800, FI-00531 Helsinki, Finland

Switchboard: +358 29 56 66700

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