

Privacy notice for scientific research
8.1.2025

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

1. Title, nature and duration of research

Title of research: WorkWell: Enhancing Well-being and Productivity in Multilocational Digitalized Work: INTERVIEWS AND INTERVENTIONS IN COMPANIES

Case study

Follow-up study

Duration of research: 1.9.2025-31.8.2028

Duration of data processing: with identification data until 10 years after the end of the research project and pseudonymised archiving as permanently as possible

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

3. Contact person regarding the research registry

Name: Teemu Laine
Address: Korkeakoulunkatu 7, 33720 Tampere, Finland
Phone number: +358 50 308 7049
E-mail address: teemu.laine@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

The Principal Investigator of WorkWell project is Anne Mäkikangas. Teemu Laine (co-PI of the WorkWell project) is responsible for the "Interviews and interventions in companies" part of the project. He is a person assigned by the Data Controller to oversee the implementation of the research project: see Section 3.

6. Researchers

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The research is carried out by a research consortium formed by the WORKWELL research project, which includes researchers from the Tampere University (Cost Management Center/Industrial Engineering and Management and Work Research Centre). There are also international partner universities in the project, the participation of which is separately agreed upon.

7. Content of research records

The personal data collected includes the name, age, gender, voice, image or video of the participants in the study, educational background, work history and experience, current and previous places of residence and work, possible positions of trust, as well as duties and title/position in organisation. Not all of these information might be collected from each participant.

8. Sources of personal data

The data is collected from the participants themselves or their organisation (other participants, documentation, communication such as emails), or from public sources (websites, news media, social media such as LinkedIn, etc.).

9. Purpose of processing personal data

The purpose of processing personal data is scientific research. The data will be used to fulfill the WorkWell project aims and objectives, including theses and publications of the project. The WorkWell project aims to comprehensively reform working life through practice-based approaches, moving toward a model of sustainable work. In this project, well-being and productivity at work are seen as interconnected goals. Achieving these goals requires a deeper understanding of the influencing factors and the bold development of practices that support them. The project focuses on a timely challenge: expert work that is multi-locational and permeated by digitalization. The results of the WorkWell project will help Finnish companies: 1) develop work practices and structures that enable work engagement and productivity, thereby enhancing organizational performance and growth, 2) create work arrangements that support long-term well-being and work ability throughout the entire career, and 3) concretely support competitiveness driven by digitalization and multi-locational work, generating value for Finnish companies globally. In addition to meeting these direct project objectives, research data can be used also for education.

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 culture

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

- No sensitive personal data will be processed during the research project

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For instance, questions related to well-being at work do not include in this study sensitive well-being information of the participants or other people, but the focus is on the organizations' practices and experiences related to them.

- 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

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 data collection for the project is coordinated by a research group at the Tampere University. This research group at the Tampere University also coordinates the processing of the accumulated data.

All requests related to this research (including requests to exercise the rights of data subjects referred to in Chapter III of the GDPR) should be sent to the contact person below: Teemu Laine, see section 3.

13. 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.
- Processing activities will be outsourced (for example to a subcontractor).

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The project's qualitative research data (meeting and interview materials) can be handed over to a selected partner of the Tampere University that provides a confidential research data transcription service and acts as a subcontractor for the research project. This disclosure is based on a valid data processing agreement between the Tampere University and the partner.

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 materials (e.g. paper documents):

- In a locked room
 In a locked cupboard
 Other, please specify:

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): The data is processed with direct and indirect identification data to facilitate the processing and analysis of the data, but in research

publications and teaching materials, the data is published in such a rough form that it is not possible to identify individual persons.

Protecting data in transit:

secure transmission, please specify: When transferring data to a selected partner of the Tampere University offering a confidential research data transcription service, a secure data connection provided by the partner in question is used.

file encryption, please specify:

other, please specify:

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: After the end of the project, the data will be archived with direct identifiers for further research for 10 years (until 2037) and pseudonymised as permanently as possible in the strongly protected information systems of the

Tampere University (such as the participating researchers' work-computers, Office 365, Outlook and Teams environments, and network drives). The code key for pseudonymised data is stored in a password-protected university information system protected by two-factor authentication. The code key can only be accessed by members of the research project and the research group of the Tampere University.

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

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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.