# 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 26.10.2026.

## 1. Controller

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 professor Anne Mäkikangas, who can be reached at anne.makikangas@tuni.fi, +358504377137. 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:** WorkWell - Enhancing Well-being and Productivity in Multilocational Digitalized Work (project duration: 1.9.2025-31.8.2028). This privacy notice applies to the sub-study “Well-Functioning Team: A Daily Survey Study” conducted as part of the project.

The study examines team well-being and productivity in multi-locational work settings. This survey study is a one-week (Monday-Friday) follow-up study in which questionnaire responses are collected once per day. In addition, the study includes a background survey to be completed before the study week. The surveys will be conducted during autumn 2026. During the study, all data will be handled confidentially by the research team using secure data management tools provided by Tampere University.

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. No direct personal identifiers will be stored alongside the research data.

The principal investigator Anne Mäkikangas is responsible for overseeing the research project. The study is conducted by a consortium of researchers within the WorkWell research project, including

researchers from the Work Research Centre and the Cost Management Center. The survey data will be managed by the research team at the Work Research Centre, consisting of principal investigator Anne Mäkikangas and researchers Tiia Kekola and Sanna Markkula. The data may be processed by individuals under contract with Tampere University under the supervision of the principal investigator.

The research findings, reported in aggregate form so that individual research participants cannot be identified, are intended to the published in relevant scientific journals. The results will also be utilized to develop practical methods for supporting Finnish organizations in the successful implementation of multi-locational knowledge work.

## 3. Lawful basis for processing personal data

The lawful basis for processing your personal data is scientific or historical research or compilation of statistics.

## 4. Sources and types of personal data

Personal data will primarily be obtained directly from you. We will receive information about your work email address and your team from your employer for the purpose of delivering the study invitation.

We will process the following types of personal data:

☒ General personal data: 1) Indirect identifiers (e.g., gender, age, education, job position, employer's industry sector, and the organization through which you received the study invitation), as well as your email address and team affiliation. Your email address and team affiliation will not be stored together with the research data.

☒ Special category data (sensitive personal data): Health data, specifically self-reported symptoms of burnout.

## 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).

☒ Generally, your personal data will not be transferred outside the EU/EEA. However, for the purposes of conducting the study, certain parts of the research data may be shared with research collaborators. When personal data are transferred, an adequate level of data protection will be ensured through appropriate transfer mechanisms (e.g., Standard Contractual Clauses) and technical safeguards. Research collaborators will be required to process the data in accordance with the practices described in this privacy notice. Any such collaboration will be carried out under the supervision of

the principal investigator. Any data transfers will be limited to indirect personal data; email addresses and team affiliation information will not be disclosed outside the research team.

☒ Personal data are not routinely disclosed to other data controllers. In some cases, your personal data may be processed by data processors with whom we have signed appropriate data processing agreements. During data collection, personal data will be processed temporarily by Webropol, the provider of the survey platform. The data will subsequently be transferred from the system to Tampere University's secure data storage solutions for longer-term retention.

## 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.

☒ Material will be pseudonymised after collection. This means that email addresses and team affiliation information will be removed from the research data and stored in a separate file. Both the research dataset and the file containing email addresses and team affiliation information will include unique study codes that enable the linkage of responses across different survey phases and teams.

During this research project, your data will also be protected through the following measures: The research data will be stored in encrypted form within Tampere University's data storage solutions. Data transfers will be conducted using secure connections and systems provided by the university.

## 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 de-termining the retention period of personal data.

Your personal data will be retained as follows: Email addresses will be retained for the duration of the study to facilitate the longitudinal data collection and the distribution of survey summaries. They will be deleted once the final follow-up phase has been completed. Indirect personal data (e.g., gender, age, and education) and pseudonymized team information will be retained as part of the research

dataset throughout the duration of the research project (until 31 August 2028) and for five years after the completion of the project for the purposes of scientific research and publication.

After the retention period has ended (31 August 2033), the research records containing personal data will be destroyed in their entirety.

## 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 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
Street address: Lintulahdenkuja 4, FI-00530 Helsinki, Finland
Postal address: PO Box 800, FI-00531 Helsinki, Finland
Switchboard: +358 29 56 66700
Fax: +358 29 56 66735
Email address: tietosuoja@om.fi