

To the participants of the Majakka project

Information for Research Participants in Majakka Doctoral Education Project

You have been invited to participate in a research study. By attending our workshop(s) and/or individual interviews you agree to participate in a research. Participation in this study is voluntary. You can discontinue your participation in the study at any time. Should you discontinue your participation, you will not be subject to any negative consequences, but information gathered from you up until the point of cessation of your participation may be used in the study according to this Privacy Notice and the applicable data protection legislation.

1. The subject of the project is to improve doctoral education. The project concentrates on Water and Development Research Group and further defining its good practices. The goal of this study is to design a concept the doctoral thesis process, taking into account all participants. The project is funded by MVTT (Maa- ja Vesitekniikan tuki ry; Land and Water technology support association)
2. The personal data is collected by 1) individual interviews (3.5hours or recorded voice audio); 2) small group workshops (3x2 hours of recorded voice audio and jointly built digital white boards). The interviews and workshops will be organized in Zoom online meetings and the workshops' white boards are created in Miro website.
3. The data collection is designed and conducted by designer Elizabeth Akins. Majakka project manager Maija Taka assists Akins in the data collection in the workshops.

4. What personal data is processed?

The personal data to be collected includes voice/image data and the role of a participant in the doctoral education process (professor/advisor/doctoral student/alumni). The individuals' answers will be anonymised; thus, individuals cannot be identified from the data.

5. a) How is personal data processed in the study?

Interview recordings are labelled with the date and time rather than a name, transcribed interviews are labelled by type, for example, "Alumni1_080720." Online workshop data collected includes .pdf downloads of finished Miro boards from the workshops, audio recordings of the Zoom discussions, and notes taken by the workshop facilitators. There are no personal identifiers recorded.

b) What is the purpose of processing?

Purpose of the research study is to define the best practices of the Majakka project within the context of the Water Development Research group. These best practices will then be iterated upon, improved, and illustrated in order to share the findings.

c) Effects to data subjects

Any personal data collected and processed is used to understand the participants' relationship to the Majakka project. This relationship will be known only to the researcher. If the participant's relationship is described for the output of the study, it will be generalized, such as, "The participant was a PhD student in the Water Development Research Group."

d) Legal basis for processing personal data

The processing of personal data is required for the performance of a task carried out in the public interest, namely scientific research and for academic expression.

6. Sharing of Personal Data

Aalto will not share personal data with a third party.

7. Transfer of Personal Data to Non-EU/EEA countries

Aalto will not transfer personal data to any country outside of the European Union and the European Economic Area.

8. Storage period of your data and anonymization

The criteria for defining storage of research data containing personal is based on good scientific practice. In scientific research the aim is to store the research data so that the research results can be verified and previously collected data can be used for further scientific research on the same subject or for scientific research in other fields.

All personal data will be anonymized by 31.12.2020 and is stored on the researcher's personal desktop, Google drive, and OneDrive.

9. The rights of the study participant in a scientific study

According to the General Data Protection Regulation (GDPR), data subjects have the right

- to obtain information on the processing of their personal data
- of access to their data
- to request rectification of their data
- to request restrict the processing of their data
- to object to the processing of their data
- right to erasure, if research data have been unlawfully processed and processing is no longer necessary for archiving purposes in the public interest, scientific research purposes or statistical purposes and erasure of research data will not render impossible or seriously impair objectives of scientific research.

In the event, that the research study does not require, or no longer requires, the identification of a data subject, Aalto University shall not be obliged to acquire additional information in order to identify the data or the data subject for the sole purpose of fulfilling the rights of the data subject. If Aalto University cannot identify the data related to a data subject, the rights of access, rectification, objection and erasure shall not apply. However, if the data subject provides additional information enabling his or her identification and the identification of the research data, the rights are not affected.

10. More information on the study and the exercising of your rights

The contact person in matters related to the research study:

Designer, research assistant **Elizabeth Akins** (Elizabeth.Akins@aalto.fi)

Project manager, postdoctoral researcher **Maija Taka** (Maija.Taka@aalto.fi)

The research participant must contact Aalto University's data protection officer if they have questions or demands related to the processing of personal data.

Data Protection Officer: Phone number: 0947001; Email: tietosuoja@aalto.fi

If the research participant sees that their data has been processed in violation of the General Data Protection Regulation or data protection legislation, the participant has the right to lodge a complaint with the supervisory authority, the Data Protection Ombudsman (see more: tietosuoja.fi).