

To the participants of the data collection

Information for Research Participants

You have been invited to participate in a research study. By attending the workshops and/or individual interviews you agree to participate in research. Participation in this study is voluntary and 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.

The researchers follow the guidelines for the responsible conduct of research (the RCR guidelines), published by the Finnish National Board on Research Integrity TENK.

1 What is being studied

The subject of the project is to improve knowledge of doctoral education and to enhance research-based development work. The project concentrates on the School of Engineering (data collected in the ENG workshops and other activities) and on all Aalto (data collected from supervision courses) and further defines its good practices. This study aims to produce and harvest information on the doctoral thesis process, taking into account all participants. The project is jointly funded by Aalto University School of Engineering, Water and Environmental Engineering Research Group, and MVTT (Maa- ja vesitekniikan tuki ry).

2 Personal data processing

Data collection is designed and conducted by an Academic Coordinator, Ph.D. Maija Taka.

- a. The personal data is collected by 1) individual interviews; 2) small group workshops. The interviews and workshops will be organized in person or Zoom online meetings and the workshops' whiteboards are created on the Miro website
- b. The Doctoral Supervision course data is collected by participants' written assignments and course feedback
- c. Interviews are held in-person or online (in Zoom), recorded, and transcribed.

3 Processing of necessary personal data and removal of the direct identifiers from the data

The personal data to be collected includes voice/image data and written notes and assignments, the role of a participant in the doctoral education process (professor/advisor/doctoral student/alumni), and their unit (Aalto School and Department). The individuals cannot be identified from the data, and the identity of the individual research participant will not be disclosed in a scientific publication or other research results to be published.

4 Legal basis for the processing of personal data

- The legal basis is scientific research, a task in the public interest
- The processing of personal data is based on the data subject's consent or explicit consent

5 Sharing personal data

a) How is personal data processed in the study?

Interview and workshop recordings are labeled with the date and time rather than a name, transcribed interviews are labeled by type, for example, "Alum1_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. The Zoom recordings will be transcribed with Speech2Text software within the research group. Any personal data not necessary for conducting the research and not a point of interest, such data is deleted in the transcription phase.

b) What is the purpose of the processing?

The purpose of the research study is to identify the best existing practices and resources on supervision and the potential of piloting new practices in Aalto community. Further, the aim is to improve the students' and supervisors' processes and ensure diverse learning, development, and wellbeing. With a mixed-method approach, the data provide knowledge to support doctoral supervision development in staff teaching, research group culture, and other contexts. These analyses will be rerun with new Aalto data and partner universities' data sets.

c) Effects to data subjects

Any personal data collected and processed is used to understand the participants' relationship to doctoral education. This relationship will be known only to the responsible researcher. If the participant's relationship is described for the output of the study, it will be generalized, such as, "The participant was a supervising professor in the school of Engineering". The groups (for example a department) with less than five respondents will not be reported separately.

Aalto University will not share personal data with a third party. The research data, that contains no personal identifiers will be merged with similar data sets from partner universities, for example, Chalmers University in Sweden.

6 International data transfers

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

7 Storage period of your data

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 edited, aiming to ensure that participants are not directly identifiable to the researchers. This will be completed in a month after the data collection event and is stored on the researcher's hard drive and in personal OneDrive.

Audio recordings of interviews are deleted when the audio recordings are transcribed in text format. Research data containing personal data will be deleted if there have not been any scientific publications produced from the data in five (5) years.

8 Rights of the research participant

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 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.

9 Contact details of the controller

Person in charge of the research study

The contact person in matters related to the research study:
Academic coordinator **Maija Taka** (majja.taka@aalto.fi, tel. +358-50 515 0810)

Data Protection Officer

If the research participant has questions or requests related to data protection or the processing of personal data, the research participant should contact the Data Protection Officer of Aalto University: tel. +358 9 47001 (exchange), dpo@aalto.fi .

In this data request service, you can request the exercise of your rights under GDPR from Aalto University as the controller <https://datarequest.aalto.fi/en-US/>.

If a participant of the research study feels that his or her personal data has been processed in violation of data protection legislation, the participant has the right to lodge a complaint with the supervisory authority, the Data Protection Ombudsman's office (read more: <http://www.tietosuoja.fi>).