

ÅBO AKADEMI UNIVERSITY

www.abo.fi

PRIVACY NOTICE

According to the EU General Data Protection Regulation GDPR (EU 679/2016), Art. 13-14

The notice concerns:

Scientific research

Research project: Meningsfull interaktion på finska (MIF 2.0)

Data controller

Åbo Akademi University
Tuomiokirkontori 3
20500 Turku
Finland

Åbo Akademi University is controller for the personal data collected and processed in the university's activities – in teaching, guidance, research, administration, and cooperation, internally and externally.

Department of Education at the Faculty of Human and Social Sciences (FHS)

Contact person: Katri Hansell, Associate Professor, FHS, katri.hansell@abo.fi, +358 505125456

Data Protection Officer at Åbo Akademi University: dataskydd@abo.fi, +358 2 215 31 (switchboard).

For what purpose do you use the personal data?

Overall purpose:

The purpose of processing the personal data is to conduct scientific research with the aim of documenting and examining the language-enriched programme Kielistigen in Nykarleby, covering early childhood education, pre-primary education, basic education (grades 1–6) and the transition to grades 7–9. The documenting applies to teachers and administration within the city's education sector related to Kielistigen, children and students who participate in the program Kielistigen as well as their guardians.

The data collection includes observations (participant observations, photos, video and audio recordings), surveys and interviews (individual or group interview) and written assignments (e.g. students' written assignments, teachers planning, documentation, material and reflections). Not all participants take part in all parts of the data collection. The aim with processing the personal data is to conduct scientific follow-up of Kielistigen which is used as a foundation for the development of the program.

The personal data is processed only for the purposes described above. Essential measures are taken to ensure that information about the data subjects is not disclosed to unauthorized parties.

What is the legal basis for processing personal data?

According to GDPR there must always be a legal basis for processing personal data. The legal basis for processing your personal data is:

Public interest or official authority (Art. 6 1 e)

Åbo Akademi University has statutory tasks of public interest and the right to exercise official authority according to the Universities Act. Scientific and historical research is an example of a statutory task of public interest.

The personal data being processed is not sensitive to such a degree that it would be necessary to use consent as the legal basis.

Which personal data is processed and by whom?

Not all personal data is collected from all participants. The data being collected depends on which part of the data collection the participants are involved in. Information about participation in the various parts will be provided separately.

Teachers and administration

Depending on which part of the data collection you participate in, we process one or more of the following: name, voice, image, employer and job title. The information comes from the participants and the employer.

Children/students

Depending on which part of the data collection you participate in, we process one or more of the following: name, voice, image, child group or class. The information comes from the participants and their guardians or from the school/teacher.

Guardians

Depending on which part of the data collection you participate in, we process one or more of the following: name, voice, image, place of residence, information about the child's age and participation in Kielistigen. The information comes from the participants.

The personal data is processed by the MIF-research team at Åbo Akademi University:

Project leader, Associate Professor Katri Hansell

Professor Siv Björklund

University lecturer Sofie Tjärü

Research Assistant, M.Ed. Emilia Kujala

Doctoral Researcher Minna Pärkkä

Doctoral Researcher Maria Kvist

The research team can be expanded with other researchers and students writing their bachelor's and master's thesis at the Department of Education. These individuals will only have access to the material and information necessary for their tasks or sub-studies.

From where do you collect personal data and how is the data processed?

The participants state their name for the different parts of the data collection when they fill out a form giving their informed consent to participate in the data collection. The forms regarding informed consent to participate in the data collection are collected and scanned to electronic format. The paper forms are destroyed after scanning. The personal data may be collected in an electronic list to coordinate the data collection.

The teachers' employer or the children's education unit is indicated by the fact that the project concerns the Kielistigen program in Nykarleby.

Voices are collected via audio recordings that can be recorded using a dictaphone, video camera or during remote meetings and interviews (Zoom/Teams) using a computer. Images are collected via video recordings using a video camera or recordings of remote meetings. The data files are transferred directly from the camera to storage locations (university's server/external hard drive) using a data cable. When using remote meetings (Zoom/Teams), data files may temporarily be stored in cloud services in the program but are then transferred to storage locations (university's server/external hard drive). The recordings are transcribed to relevant parts and pseudonymized (coding, fictive names). Transcription is carried out by individuals employed by Åbo Akademi University, in some cases using remote meeting software (the texting function in Microsoft Teams) or software recommended by Åbo Akademi University (e.g. Buzz Transcribe, Microsoft Word).

All material is stored electronically and securely according to Åbo Akademi University's guidelines for storing and handling information (on the university's secure network drives, encrypted and password protected hard drives or encrypted and locked storage medium/media). Only authorized individuals have access to the material via passwords or assigned rights.

Selected parts of pseudonymized data, i.e., written transcriptions may be presented at scientific conferences and in publications.

Direct personal data is stored for research purposes five years after the project period (until the end of year 2031) after which they are destroyed using data destruction software. The transcripts are pseudonymous for as long as the other personal data is stored. Once all personal data has been deleted, the transcripts become anonymous. Transcripts may be presented and published even before other personal data has been deleted.

Is personal data transferred for processing outside Åbo Akademi University?

No, personal data will not be transferred for processing outside Åbo Akademi University.

Is the personal data transferred outside Åbo Akademi University for the needs of a third party?

No, personal data will not be transferred outside Åbo Akademi University.

Is personal data transferred outside EU/EEA?

Personal data may be transferred temporarily outside EU/EEA due to the tool being used.

Information about what the transfer entails, incl. protective measures: During the remote meetings that are recorded, voice and image can temporarily be transferred by the program used for the video meeting. Otherwise, no personal data is transferred, processed or stored outside the EU/EEA.

What rights do you have when Åbo Akademi University processes your personal data?

Åbo Akademi University is responsible for taking appropriate technical and organizational measures to protect personal data against unauthorized or illegal processing and against damage to or loss of personal data. Personal data must always be processed in a fair and transparent manner in accordance with applicable data protection regulations

According to the EU General Data Protection Regulation GDPR, you have the right to

- get transparent information on how your personal data is processed and how you can exercise your rights (Art. 12)
- get access to your personal data at Åbo Akademi University and information on the processing of data (Art. 15)
- have your personal data corrected (Art. 16). *Note that employees and students at Åbo Akademi University can in most cases correct their own data according to the instructions on the intranet.*
- have your data erased ("the right to be forgotten") in certain situations (Art. 17)
- restrict the processing of your personal data in certain situations (Art. 18)
- have your personal data transferred between systems in certain situations (Art. 20)
- object to the processing of your personal data in certain situations (Art. 21)
- not be subject to automated decision-making, with certain exceptions (Art. 22)

You have also the right to be informed of a personal data breach involving a high risk for your personal data (Art. 34).

When the purpose of the processing is scientific research, statistics or archival purposes, the rights may be restricted by the Data Protection Act (1050/2018). Restrictions on rights always require special protective measures.

If you have questions about your rights, you can contact the responsible contact person (see above) or the ÅAU Data Protection Officer (dataskydd@abo.fi). See also the overall information on the processing of

personal data on the ÅAU website (www.abo.fi/en/processing-of-personal-data-at-abo-akademi-university).

You have the right to lodge a complaint with the data protection authority if you believe that the processing of your personal data is an infringement of the General Data Protection Regulation (GDPR).

Contact information to the data protection authority:

Office of the Data Protection Ombudsman

PL 800

00531 Helsinki

+358 29 566 6700 (switchboard)

tietosuoja@om.fi

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