

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

KalejdoSPRÅK

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.

Responsible unit for the processing that is described in this document:

Faculty of Education and Welfare Studies

Contact person: Marina Bendtsen, pedagogy, marina.bendtsen@abo.fi, +358 505760904

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

Why do we process your personal data?

We collect data on the teachers' teachings and the pupils' reflections and reactions to it, as well as pupils' products. This is done for research purposes, i.e. to evaluate and develop language teaching in collaboration with the teachers. We collect name information to coordinate the data collection.

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

Consent to that the personal data is processed: Consent means that you are consulted and answer yes (by written or oral statement) to that your personal data is processed for a specific purpose. You give your consent completely voluntary after that you have been informed about how your personal data is processed (i.e. collected, stored, shared, archived, etc.). When consent is the only legal basis for processing your personal data, you have the right to withdraw your consent at any time. You can notify that you have

regretted your consent by sending an e-mail to registrator@abo.fi. The processing completed before you withdrew consent is not affected.

Public interest or official authority: 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 legal basis for processing personal data is the consent of the guardian(s) for the pupils' (under 15 years of age) and public interest for the guardians as it is necessary to process the data to conduct the research project.

Which personal data is processed and by whom?

We process the following personal data from the pupils participating in the research: name, school, voice, products as well as reflections and reactions during the lessons. In addition, the name of one guardian is collected in connection with the guardians being asked for written consent for the pupil to participate in the research. In addition to this, information about grade, class and the school's location is collected from the school's teachers and/or principal.

The personal data is processed within Åbo Akademi's research group for the KalejdoSPRÅK project:

Project leader Marina Bendtsen,
Project researcher Liselott Forsman,
Project assistant Sandra Bäck

During the project, the research group can be supplemented with other researchers at Åbo Akademi and at other universities, with students who write their bachelor's and master's theses at Åbo Akademi (the teacher training courses) and with project employees who help with transcribing interviews, meetings and other material. A separate agreement is in such cases drawn up between the writers/person who transcribes and the project management. The student/person who transcribes gets access to only the part of material and information that is necessary for the thesis work/transcribing. Only pseudonymised data will be shared with researchers outside Åbo Akademi within the framework of continued research on the same theme.

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

Personal data such as the student's and guardians' names are collected via the consent forms or from the teachers/principals.

Personal data relating to audio recording, written feedback, students' products and researcher's observation notes that include students' reactions to the teaching are collected via the data collection realised within the project: audio recordings of interviews and oral feedback, collection of written feedback and students' products, observation notes collected during observations of the lessons.

The forms for consent to participate in the study and consent to process personal data are collected electronically via Microsoft Forms or on paper. The paper forms are scanned into electronic format and destroyed after scanning. The personal data can be collected in an electronic list to facilitate coordination of the data collection. The audio recordings of the oral feedback as well as the individual interviews/group

interviews are transcribed and pseudonymised (coding, fictitious names). All material is stored electronically and securely according to Åbo Akademi University's instructions for storing and handling information (on the university's secure network disks, encrypted and password-protected hard disk or encrypted memory medium stored in a locked space). Only authorised individuals have access to the material via passwords or assigned rights. The storage period for the personal data is 5 years after the end of the project, until 2030.

Selected parts of the data can be presented in teacher education and in-service training as well as at scientific conferences and in publications. If necessary, written transcriptions of audio recordings are used. The presentations are processed so that individuals cannot be recognised in the presentation.

All personal data, including recordings and transcriptions of these, are destroyed when the storage period has expired, until 2030, through a data-erasing software.

Is your personal data transferred to a third party (outside Åbo Akademi University) for processing?

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

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

Yes, personal data (pseudonymised) may be transferred outside Åbo Akademi University.

Observation notes, transcriptions of interviews and oral feedback, written feedback and pictures of the students' products can be transferred to researchers at other universities for research purposes. All data is pseudonymised. The data is transferred via encrypted e-mail.

Is your personal data transferred outside EU/EEA?

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

Personal data may be transferred temporarily outside EU/EES as the guardians' consent is collected using an electronic form via Microsoft Forms. Åbo Akademi University has an agreement with Microsoft, and Microsoft is certified under the EU-US Data Privacy Framework, which ensures adequate protection for the personal data.

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

Åbo Akademi University is responsible for taking appropriate technical and organisational 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
tietosuoja.fi