**INFORMATION ON PROCESSING OF PERSONA DATA
NAME OF THE PROJECT OR THE THESIS** Date

Information to the participants in accordance with the EU General Data Protection Regulation (2016/679) articles 13-14.

1. **Data Controller**

Name the data controller, i.e. the person who or the organization which decides for what purpose the personal data are collected and how they are processed.

In most cases, you as a student are the data controller, as you have chosen the subject of the project or the thesis and planned how and for what purpose you collect the data. Exceptions can be e.g. theses ordered by a company or an organization or written within a Arcada’s research projects. If this is the case, discuss the data controller question with your supervisor, who can consult Arcada’s data protection officer when needed.

1. **Contact person**

Give the contact details (name, e-mail address, phone number) of the persons who the participants can contact with questions regarding the processing of their personal data. Always give the contact details of both the supervisor and yourself.

1. **Description of the project/thesis and the purpose of the processing of personal data**

Give a short and clear description of the purpose for which the personal data are collected and processed, e.g. by describing your project/thesis and why the data you are collecting are necessary for the project/thesis.

1. **Legal basis for processing personal data**

Give the legal basis to the collecting and processing of personal data in accordance with article 6 of the EU General Data Protection Regulation.

The alternatives are the participant’s consent, performance of a contract, compliance with a legal obligation, protection of vital interests, performance of a task carried out in public interest (including scientific research) or in the exercise of official authority and legitimate interests.

The most common legal basis in student projects and theses is the participants consent. In projects and theses on master level, public interest in the form of scientific research can sometimes be a suitable legal basis. If you think that any other legal basis than the participant’s consent is the most suitable, discuss the question with your supervisor, who can consult Arcada’s data protection officer when needed.

If you process sensitive personal data (see section 5 below), you also have to state a legal basis for the processing of these data in accordance with article 9 of the EU General Data Protection Regulation.

1. **Categories of personal data and the duration of storage**

List the categories of personal data of the participants that you collect and process, e.g. name, e-mail address, gender, age.

If you process sensitive personal data (race or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health, data concerning sex life or sexual orientation), discuss the question with your supervisor, who can consult Arcada’s data protection officer when needed.

State for how long the personal data are stored. If the personal data is not destroyed but instead archived, describe where and for how long.

1. **Data sources**

Describe from which sources you have received the personal data, both the contact details of the participant and the information you collect from the participants.

1. **Disclosure of personal data**

In student projects and theses, personal data is usually not disclosed as only you work with the data you have collected. If personal data are disclosed to others, name to whom the data are disclosed and for what purpose.

If personal data is transferred outside the EU and the EES, discuss the question with your supervisor, who can consult Arcada’s data protection officer when needed.

1. **Principles for the protection of personal data**

Describe how material that includes personal data is protected from unauthorized access. Describe how material in electronic format is stored (on whose computer, is the computer protected with a password, are the files password protected, is the data anonymised or pseudonymised at the analyzing phase etc.) and how material in paper format is stored (in locked cabins in locked rooms etc.)

1. **Automated decision-making**

Automated decision-making, .ie. decisions based solely on automated processing which produce legal effects or similarly significant effects on the research subject, is usually not used in student projects and theses. If this is the case, state ”No automated decisions are made”.

1. **The participant’s rights**

The participant has the following rights:

* right to obtain information about the processing of personal data
* right of access to the data
* right to rectification of the data
* right to erasure of the data
* right to withdraw his/her consent
* right to restriction of processing of the data
* right to data portability
* right to allow automated decision-making (including profiling) with his/her specific consent
* right to file a complaint with the Office of the Data Protection Ombudsman, if he/she is of the opinion that data protection legislation in force at the time of processing the personal data has not been complied with.

The participant can exercise his/her rights by contacting the contact person(s) named in section 2.

If you use another legal basis for processing than the participant’s consent, check the applicable rights of the research participant on the website of the Office of the Data Protection Ombudsman: <https://tietosuoja.fi/en/what-rights-do-data-subjects-have-in-different-situations>.