Privacy notice:

Sustainable development and responsibility in university of applied sciences education

dd.mm.yyyy

## Purposes of processing personal data

The purpose of this privacy notice is to provide information required by the EU data protection regulation about processing personal data in Sam Student’s thesis study. It clarifies how data is used in the study, the sources of personal data, and the protection of the personal data.

The topic of the thesis study is sustainable development and responsibility as part of university of applied sciences-based studies. The thesis explores the views of second- and third-year students about sustainable development and responsibility during their studies. The results of the thesis study will be used in developing sustainability and responsibility in universities of applied sciences.

In the study, the research interviews are conducted either face-to-face or with the Microsoft Teams application. The interviews are transcribed from audio tape or Teams video recordings. The research material will be destroyed one year after the thesis is published. The thesis supervisor is Taylor Teacher [a link to the contact card at HAMK website].

Duration of the study: dd/mm/yyyy - dd/mm/yyyy

This is a one-time study.

## Contact person for matters related to the register

Sam Student

Hämeentie 1

FI-13100 Hämeenlinna, FINLAND

Phone: +358 (0)40 000000, Email: sam.student@student.hamk.fi

[remove your contact information before attaching the privacy notice document to the thesis publication]

## Person(s) conducting the study

Sam Student

## Legal basis for processing personal data

The basis for the processing of personal data is the data subject’s consent.

## Personal data content and register retention periods

The following data is collected from data subjects in the study:

* Age and gender (registration form)
* Degree programme (registration form)
* Student year group (registration form)
* Views and experiences (interview)
* Voice and/or video (interview, voice recorder or Microsoft Teams)
* Email addresses (registration form)

In principle, sensitive personal data is not collected in the study. Direct or indirect personal data is not combined with other data from other sources. However, the interview data may contain information through which the participants may be identifiable. The invitation to participate in the study includes a link to a registration form for signing up in the study with an email address. Participation is voluntary. After conducting the interviews, the information on the registration form including email addresses as well as any email correspondence between the interviewee and the author of the thesis, will be destroyed.

The research data is saved by the contact person for one year from the date of acceptance of the thesis, so that the results of the study can be verified if necessary. After that, the research data will be destroyed.

**6. Data subjects**

The data subjects include:

* Students of XX University of Applied Sciences participating in the interviews.

## 7. Data sources

The data is obtained from research participants.

## 8. Recipients of personal data

The recipients of personal data:

* The service used for conducting interviews is Microsoft Teams.
* The data is stored on HAMK Oy's network drive.

## 9. Principles of protectionThe following protection measures apply to personal data:

1. Manual material: The manual material of the study consists of the consent forms for the face-to-face interviews, which are kept securely in a locked cabinet.
2. Electronic material: Online interviews are conducted using Microsoft Teams. Face-to-face interviews are recorded with a voice recorder. User ID and a password are used for the digital services. Other processing that may be necessary is carried out using tools in accordance with HAMK's data classification instructions. The data collected is anonymised before analysis, if possible. Otherwise, direct and strong indirect personal data referring to the subjects will be deleted.

## 10. Controller

Sam Student

Hämeentie 1

FI-13100 Hämeenlinna, FINLAND

Phone: +358 (0)40 000000, Email: sam.student@student.hamk.fi

[remove your contact information before attaching the privacy notice document to the thesis publication]

## 11. Automated decision-making

No automated decision-making is performed on the recorded data.

**12. Transfer of data outside the EU or EEA**

No data is transferred outside the EU or EEA.

**13. Rights of the data subject**

The EU General Data Protection Regulation (2016/679) provides the data subject with the following rights:

**- Right to withdraw consent**

The data subject shall have the right to withdraw their consent at any time. Withdrawal of consent does not affect the legality of the data processing carried out before the withdrawal of consent. (Article 7)

**- Right of access by the data subject**

The data subject shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed. The data subject shall have the right to access to the personal data concerning him or her. Where requests are manifestly unfounded or excessive, in particular because of their repetitive character, the data controller may charge a fee or refuse to act on the request. (Article 12 and Article 15)

**- Right to rectification**

The data subject shall have the right to obtain from the data controller the rectification of inaccurate personal data concerning him or her contained in the register (Article 16). A request for rectification shall be submitted in writing. Persons in an employment relationship (with HAMK or HAMI) are able to do rectification suggestions concerning their recorded working hours, which are then approved by their supervisor or salary administration personnel.

**- Right to erasure**

The data subject shall have the right to request the erasure of personal data concerning him or her where one of the following grounds applies (Article 17):

* the personal data is no longer necessary in relation to the purposes for which it was collected or otherwise processed;
* the data subject withdraws consent on which the processing is based and there is no other legal ground for the processing;
* the data subject objects to the processing, and there are no overriding legitimate grounds for the processing (Article 21);
* the personal data have been unlawfully processed;
* the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject.

**- Right to restriction of processing**

The data subject shall have the right to obtain restriction of processing where one of the following applies (Article 18):

the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;

the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;

the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;

the data subject has objected to processing pursuant to Article 21(1) pending the verification whether the legitimate grounds of the controller override those of the data subject.

**- Right to data portability**

Where the processing is based on consent and carried out by automated means, the data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a data controller, in a machine-readable format. (Article 20)

**- Requests to exercise these rights are to be submitted:**

Sam Student

Hämeentie 1

FI-13100 Hämeenlinna, FINLAND

Phone: +358 (0)40 000000, Email: sam.student@student.hamk.fi

[remove your contact information before attaching the privacy notice document to the thesis publication]

**- Right to lodge a complaint**

The data subject shall have the right to lodge a complaint with [**the Office of the Data Protection Ombudsman**](https://tietosuoja.fi/en/notification-to-the-data-protection-ombudsman).