

## The Anatomy of Safe Space – Privacy Notice

This privacy notice describes how your personal data will be used in the research study as a participating individual. You have also been provided with the "Participant Information Sheet" document, which explains in more detail how the study is carried out.

### 1. What is being studied in this research study and the purpose of processing personal data

This study uses a phenomenological framework and ethnographic methods to explore the material and immaterial elements that build up safe spaces and the rhythm of security and fear at the sites under study. The starting point of the research is Helsinki Central Station, from where the research expands to other places of fear and safety that repeatedly emerged in the interviews. The ethnographic methods of the study include the coordinating researcher's (Iris Andersson) own observations of the sites through writing, drawing, painting, and photography, as well as questionnaires and interviews with the respondents. For more information on the research, please read the "Information sheet to the respondent" document.

The research started at Aalto University during a one-year substitute university teacher position in the academic year 2022–2023. So far, the Asko Foundation and the Arts Promotion Centre Finland have funded the research, and additional funding is being applied.

### 2. What personal data is processed in the research study

#### The observation in the sites under study

- Observations do not contain personal data.
- Handwritten field notes. (These are personal observations without old identification and may include visual and auditory observations relevant to the study, as well as observations on the gender, age, and ethnicity of the person).
- Photographs. (These are taken with a long exposure time, making it impossible to identify the persons. The pictures will be reviewed within one month of the date of the description. If there are identifiable people in the photos, the photos will be blurred or removed altogether.)

#### The survey

- The survey asks for gender, year of birth, place of birth and current residence using multiple choice.
- Those interested in continuing research with interviews will be asked for their contact information, including name, email address, and phone number.

#### The interviews

- Signed consent to participate with full name.

- Year of birth, gender, place of birth and current residence (accurate year of birth, place of birth and place of residence will allow individuals to relate their experiences to world events)
- A video recording of the interview and a transcript of the recording. The interviews contain spatial information about the interviewee's places of safety and fear. They may also contain personal data listed as sensitive if the interviewee chooses to share it. These include sexual orientation or religion, for example, which can have a significant impact on the person's experience. However, the interviewee is not directly asked these questions.
- Notes and observations on interviewees' gestures and positioning in the interview space.
- The interviewer is asked about the occupation or education. The occupation will be mentioned in the results if it is of particular relevance to the person's experience of the space. For example, an architect or security professional's education and/or profession significantly impacts how space is perceived and experienced.

### **Special categories of personal data (sensitive personal data)**

In addition, the following special categories of personal data are processed:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Data concerning sexual orientation or person's sex life

### **Personal data is collected from the following sources:**

From the participant: survey and interviews (Part B). More sensitive personal data may appear in the interviews. The questionnaire uses multiple selections to ask for place of birth, which does not directly imply race or ethnicity.

Other: observations at Helsinki Central Station and other locations repeatedly mentioned in the interviews do not contain direct identifiers. The study may draw on data and results from different studies.

The "Participant Information Sheet" document describes the research methods in more detail.

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

The research study only processes personal data that is necessary for the purpose and execution of the study.

Target observations do not include direct identifiers. The survey and interviews contain direct identifiers, from which the names are converted to random identifiers at the beginning of the analysis. At the beginning of the analysis phase, the survey data will be treated in an identifier format (excluding names), using unedited video or audio recordings of the interviews. The research explores experience and emotion, whereby facial gestures, body

movements and positioning in space, and tone of voice play a role. This is essential to the research.

The data will then be converted into a pseudonymised format. Random identifiers replace direct identifiers. The interview data (video or audio recordings) are transcribed, and any directly identifiable information in the interview responses is removed if it is irrelevant to the study. Relevant personal data for the study include gender and year of birth and, in some cases, occupation, sexual orientation, or ethnic background, if relevant to the experience of safety and fear.

If, for example, during an interview, the respondent reveals directly identifying information about him or herself from which their identity can be inferred, such as the name of the place of work and position in the workplace concerned, such information will be deleted at the transcription stage.

Suppose the interviewee discloses sensitive information during the interview, and the processing of such information is unnecessary and is not in any way of interest to the research. In that case, such information will be deleted at the transcription stage.

No photographs of the interviewees will be taken, but pictures will be taken in general at the places of observation. With the interviewee's permission, interviews may be recorded or videotaped.

Identification of a person will not be possible in the scientific publication of the study or any other published research results. Publications may include your year of birth, gender, nationality and/or occupation or other spatial information if relevant to the interviewee's farm experience and thus to the study.

#### **4. Legal basis for the processing of personal data**

- The legal basis is scientific research, a task in the public interest.

#### **5. Sharing personal data**

Survey A does not contain personal data.

The data in part B of the survey (questionnaire and interviews) may be disclosed to third parties on the grounds below.

VR Group will receive the survey results and interviews concerning Helsinki Central Station. The information shared does not allow one to identify the person.

The study will be published as a monograph in Finnish and translated into English. The possibility of an article or articles in English is included. Research data containing personal data may be disclosed to a third party, such as a scientific publication, for the peer review process or any other purpose necessary to validate or publish scientific research results. However, the research data is mainly in Finnish, making it unlikely to be requested by a potential international journal.

**Processors:** The study does not use external contractors for transcription or data analysis.

## 6. International data transfers

During the execution and analysis phase of the research, research data containing personal data will not be transferred to non-EU / EEA countries or international organisations. However, as part of the scientific publishing process, it might be necessary to transfer the data outside the EU/EAA for publishers or peer reviewers to verify research results, as such parties may be located outside the EU/EAA area. However, it is exceptional that the scientific publication process would require transferring data regarded as personal data.

## 7. Storage and protection of personal data

**Protection of manual material:** Paper forms for participant consent are kept in a locker.

**Information processed in IT systems:** Your personal data is processed and preserved in secure IT systems, which Aalto University approves and is suitable for personal data. Access to all computers and IT systems is protected by a username and strong personal password. Access to IT systems containing personal data is technically restricted in a manner that only researchers participating in the study and persons necessary for the implementation of the study have access to your personal data.

**The research data is archived:** Part B of the research data can be archived in the University of Tampere FSD Database. Only transcribed, fully anonymised, and described material will be deposited in the database if this is possible and meaningful based on the research data obtained. Fully anonymised data will not be considered personal data.

## 8. Retention and deletion of personal data

### Deletion during and after the study

The original raw files of a photograph are kept for a maximum of one month, when they are selected and edited for data storage. Identification of people will not be possible in the final pictures, that will become part of the illustration of the dissertation.

Signed forms for consent to participate and video recordings will be kept as long as the data are used for research.

Research data containing personal data is retained to be used for further scientific research in the same scientific discipline or other disciplines that support this research study. Research data containing personal data is deleted after five (5) years since the last publication where this research data has been used and exploited.

## 9. Rights of the research participant

According to the General Data Protection Regulation (GDPR), a data subject has the right to:

- receive information on the processing of their personal data
- right to access the personal data collected and processed
- right to rectification of inaccurate personal data
- request that the processing of personal data be restricted
- object the processing of personal data
- right to erasure of personal data if the conditions of Article 17(1) of the Data Protection Regulation are met and processing is no longer necessary for archiving purposes in the public interest or for scientific research or statistical purposes in accordance with Article 89(1)

If the research purpose does not require, or no longer requires the identification of the data subject, the controller shall not be obliged to obtain further information so that the data or the data subject may be identified only for purposes to enable the data subject to exercise his/her rights. If the controller is unable to link the data to a particular data subject, the data subject does not have the right to access or correct the personal data, object the processing, or delete the personal data. However, if the data subject provides additional information that allows their identification from the research data, the rights will not be restricted.

## 10. Contact details of the controller

The controller of this research study is Aalto University Foundation sr., operating as Aalto University.

### Person in charge of the research study

Questions regarding the conduct of the research study may be addressed to the person in charge of the study: Iris Andersson, 0440900210, [iris.andersson@aalto.fi](mailto:iris.andersson@aalto.fi)

### 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](mailto: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> ).