

Aalto University

Exponential Work Privacy Notice

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

The study charts the well-being culture of organisations and aims to identify its effects on employees' experiences and performance at work. Personal data is processed for the purpose of conducting the Exponential Work survey and the materials are only used for scientific research. The study is carried out by Aalto University's Department of Industrial Engineering and Management and funded by the Marcus Wallenberg Foundation.

2. What personal data is processed in the research study

Personal data used to select and reach respondents:

- the person's employer (company or public sector)
- the person's name
- e-mail address
- job function/title
- age
- sex
- the name of the supervisor
- names of subordinates
- Questionnaire answer

Email address processing: The survey includes two surveys. After answering both survey surveys, the respondent will receive a personal well-being report by email to the email address provided by him/herself. The personal report is sent from Aalto's email service, which automatically removes the sent message and the attached report from the files. The personal report includes a summary of the respondent's personal results and advice on how to improve their well-being and performance in the future.

Special categories of personal data (sensitive personal data)

Special categories of personal data or other data subject to special protection will not be processed in the research.

Personal data is collected from the following sources:

- Personal data used to reach the respondent (first name, last name, email address) is collected from the human resources department of the participating organisation.
- Response material, names of supervisor and subordinates, job function/title, age and gender: survey responses reported by the respondent.

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. The research data is processed during analysis phase of the research in a manner, that you are not directly identifiable to the researchers. Your direct identifiers, such as your name has been replaced, for example, with a random identifier.

Personal data is processed at Aalto University only by personnel assigned to this research. The information collected in the investigation will be treated as strictly confidential. The survey data is collected by the research coordinator of the research group, who delivers the data to researchers without personal identification data. The data is processed in such a way that the respondent cannot be identified from ready-made statistical data.

The study is a longitudinal study in which the responses of respondents who participated before the Covid-19 pandemic are combined with post-pandemic data to allow researchers to analyse the effects of the pandemic in a before and after setting. In combining pre-covid and post-covid data, the respondent's email address is used as an identifier, which has been stored in a separate document separately from the data that the researchers are processing. The merge is done by a data coordinator. The data and email addresses are stored in different folders on Aalto's secure server, and researchers only have access to pseudonymised material.

It is not possible to identify the identity of the respondents from the research, scientific publication or other published research results.

4. Legal basis for the processing of personal data

☒ The processing of personal data is based on scientific research carried out in the public interest

5. Sharing personal data

Personal data processed in research will not be disclosed to third parties.

6. International data transfers

Data containing personal data in a research project will not be transferred outside the European Union or the European Economic Area or to international organisations.

7. Storage and protection of personal data

Your personal data is processed and preserved in secure IT systems, which are approved by Aalto University and suitable for personal data. Access to all computers and IT systems are protected by 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.

8. Retention and deletion of personal data

Research data containing personal data is retained for research data to be used for further scientific research in the same scientific discipline or in 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 able 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: assistant professor Niina Nurmi, p. 050-577 1693, niina.nurmi@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 .

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>).