

Aalto University

# **A framework for designing an interdisciplinary circular economy course for water education**

## **Privacy Notice**

This privacy notice describes how your personal data will be used in the research study as a participating individual in the study's workshop. You have also been provided with document called "Participant Information Sheet - Workshop", 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 research study aims to develop a framework for designing circular economy courses at higher education institutions, through the holistic understanding of relevant stakeholders' perspectives and pedagogical strategies. In detail, the research study will determine the most applied teaching strategies and methodologies in education for circular economy, the most effective tools for circular economy competencies transfer, and how to implement interdisciplinarity. Therefore, the workshop invites educators interested in or experienced with courses centring on interdisciplinary topics such as circular economy.

During the workshop, personal data will be collected and processed for the purpose of answering research questions and producing scientific research.

This research is funded by Profi6 T3 Co-innovating circular systems program, funded by the Research Council of Finland, and Aalto University.

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

Below is a list of all personal data collected from the workshop and processed in the research study:

- Information shared by the participants throughout the workshop activities
- Observation notes made by the researchers during the workshop activities
- Participants names for the "Consent to participate" forms
- Participants names and emails for the workshop's registration, that will be done through Aalto's webmail service

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

Data belonging to special categories of personal data or other specially protected personal data **will not be processed** in the research study.

In the case that a participant accidentally shares information belonging to special categories, it will be removed from the collected data.

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

From the participant: Online event registration, workshop event, "Consent to participate" form

From a data register: NA

Other: NA

The research methods are described to you more in detail in the "Participant Information Sheet - Workshop" document.

### **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. Your direct identifiers, such as your name will be replaced, for example, with a random identifier.

Identity of the individual research participant will not be disclosed in a scientific publication or other research results to be published.

### **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**

Personal data processed in the study will not be shared with third parties.

### **6. International data transfers**

Research data containing personal data will not be transferred outside the European Union/ European Economic Area or to international organizations.

### **7. Storage and protection of personal data**

**Protection of manual material:** Consent to participate forms, and any material in paper produced during the workshop will be stored, for example, in a locked cabinet in the coordinating research's office.

**Information processed in IT systems:** 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**

### **Deletion during and after the study**

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 within (5) of the data collection event.

## **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 one of the coordinating researchers of the study: Dr. Veronica Baldasso, +393319371121, [veronica.baldasso@aalto.fi](mailto:veronica.baldasso@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> ).