



Aalto University

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Sustainable Campus Management 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 document called “Participant Information Sheet”, 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 investigates sustainable campus management practices, with the aim of developing evidence-based recommendations that support economic, environmental, and social sustainability. The study will draw on multiple data sources, including financial data, environmental performance data, and user feedback data, where available and relevant. Financial and environmental data will be obtained from ACRE’s existing data systems, such as energy management platforms. User feedback will be collected through participatory research methods, including questionnaires, focus group interviews, and workshops. Questionnaires will be administered using digital tools such as Mentimeter, Webropol, and the soft-GIS platform Maptionnaire.

The objectives of the study are to:

- Assess the key sustainability dimensions relevant to campus management
- Analyse the interrelationships between different sustainability dimensions
- Develop evidence-based recommendations for sustainable campus management

The research is conducted by Aalto University (Faculty of Built Environment) and Aalto University Campus & Real Estate (ACRE) on the Aalto University Campus. Aalto University and ACRE act as joint controllers for the information provided by the participants who receive this privacy notice.

This research is funded by Aalto University.

2. What personal data is processed in the research study

Questionnaires

There are three types of questionnaires. Soft-GIS platform Maptionnaire questionnaire to collect location specific data on digital map platform. Mentimeter questionnaire to be briefed at the site location and continued online. Webropol questionnaire for collecting user satisfaction data. In the questionnaires, no personal data will be collected. All questionnaires include open text answers.

Focus groups

Participants’ names and contact details are collected to agree and schedule a research occasion. Before starting the data collection in the research occasion, the consent of the participant is collected either on paper or electronically. In the research occasion, the participant’s role and position in the organization, the participant’s role in the researched

space, and the given answers and contents given by the participants are collected. The given answers and the contents are recorded and/or videotaped, and transcribed for analysis.

Workshops

Participants' names and contact details are collected to agree and schedule a research occasion. Before starting the data collection in the research occasion, the consent of the participant is collected either on paper or electronically. In the research occasion, the participant's role and position in the organization, the participant's role in the researched space, and the given answers and contents given by the participants are collected. The given answers and the contents are recorded, videotaped, and/or photographed and transcribed for analysis.

Consent forms

Participants' names and signatures are collected in the consent form in the research occasion.

Special categories of personal data (sensitive personal data)

The research study will not process data belonging to special categories of personal data or other specially protected personal data.

In this research, data is not combined from other personal data registers.

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. In case the research participant reveals sensitive personal data and processing of such personal data is not necessary for conducting the research and is not a point of interest, such data is deleted in the transcription phase. A rough classification of survey data is used on the case study level. Citations in the publications with names are only used when the participants have approved the specific citations before the publication is published. Regarding potential photos, faces, and other direct identifiers are removed or blurred, in case such information is not relevant to the research.

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. The participating researcher at University of Helsinki will not have access to the personal data.

Independent controllers:

Research data which consists of your personal data may be transferred to a third party, such as a scientific publication, for a peer-review process, or for another purpose, which is mandatory for scientific publishing or validation of the research results.

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 may also be transferred to other universities or research organizations if it is necessary for the implementation of the research.

Processors:

Research data will be provided to for example partners providing transcribing and analyzing services for research data.

6. International data transfers

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

7. Storage and protection of personal data

Protection of manual material: Paper consent forms are kept in a locked and monitored locker in Satu Kankaala's locker at ACRE's office the Aalto University campus.

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 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 controllers of this research study are Aalto University Foundation sr. and Aalto Campus & Real Estate.

People in charge of the research study

Questions regarding the conduct of the research study may be addressed to the people in charge of the study: Satu Kankaala (Aalto University, +358400535919) and Tuuli Jylhä (Aalto University, +358504793302)

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>).