Aalto University

Developing Professional Networking Skills

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 is a qualitative research study. It examines how doctoral researchers build professional networking skills in interactive workshops. The study is carried out in connection with a series of professional networking workshops for doctoral researchers at Aalto University. During the workshops, participants complete a short questionnaire and reflective questions, and a small number of participants may take part in a short follow-up interview. The questionnaire responses, the researcher’s notes and teaching diary, and any interview responses are used as research material. You are given more information about the study in the Participant Information Sheet.

This research is funded by Aalto University.

2. What personal data is processed in the research study

- Signed consent forms, which include the participant’s name, email and signature, used to record consent and to invite some participants to a follow-up interview
- The short questionnaire and reflective questions completed at the end of the workshops
- The researcher’s own notes and a reflective teaching diary describing impressions from the workshops
- Background details, namely the participant’s research field and stage of doctoral studies, used to compare groups
- Interview responses from participants who take part in a follow-up interview. Follow-up interviews are held online and are audio and video recorded. The recording is deleted once it has been transcribed, and only the written transcript and the researcher’s notes are kept.

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.

Personal data is collected from the following sources:

From the participant, through the short questionnaire and reflective questions completed at the end of the workshops and, for some participants, a follow-up interview.

Other: the researcher's own observations and notes made during the workshops.

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

The research data is analysed in pseudonymised form. Your direct identifiers, such as your name, are replaced with a code, and the data is not analysed in directly identifiable form, such as video footage where your face is visible or unedited audio. Pseudonymisation and data minimisation are carried out as follows:

- The follow-up interview is conducted online and audio and video recorded. The recording is transcribed in written form, and the original audio and video recording is deleted immediately once the transcription is completed. Only the written transcript is kept for analysis.
- If you reveal directly identifiable information during the interview, based on which your identity could be deduced, such as your place of work or exact position, that information is deleted at the transcription or write-up phase.
- If you reveal personal data that is not necessary for conducting the research and is not a point of interest, such data is not recorded in the research material or is deleted at the transcription or write-up phase.
- Background details, such as your department and role, are recorded in broad categories rather than exact detail, to make identification more difficult.

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

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

5. Sharing personal data

Research data containing your personal data is shared with the following parties:

Your personal data is not shared outside the research.
The research is carried out by the researcher alone. The data is not shared outside the research, and no other parties receive your personal data.

6. International data transfers

[X]: 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: Signed consent forms and paper worksheets are kept in a locked cabinet on Aalto University premises, accessible only to the researcher.

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

Consent forms with name and contact information will be deleted by 31 December 2028.
Audio and video recordings of interviews, if any interviews take place, are deleted once the recordings are transcribed in text format, at the latest two (2) months after the interview.
At transcription, all direct and indirect identifiers are removed from the interview text, so the transcript is anonymous and is no longer personal data.
The researcher's reflective notebook contains only the researcher's own observations and reflections and does not contain personal data.
Research data containing personal data will be deleted by 31 December 2028.
Code key data, i.e. information that can be used to link data to an identified person, will be deleted by 31 December 2028.

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

[X] 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: Angela Suorsa, +358 50 431 4558, angela.suorsa@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).