



Notice on the Processing of Personal Data

Data Controllers

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Data Protection Officers

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Purpose and Description of Personal Data Processing

The description of personal data processing relates to the project *Laterna valottaa työyhteisön merkitystä*

Research

This joint project by Aalto University, Haaga-Helia University of Applied Sciences, and Häme University of Applied Sciences examines how the digital transformation shapes work communities and members' experiences of community and ways of working. The main funder of the project is Business Finland.

During the project, research interviews will be conducted with employees and managers, and field notes and workshop recordings will be collected.

The interviews will be recorded using audio recorders or video-conferencing tools and subsequently transcribed. AI-assisted tools approved by the higher education institutions will be used for transcription. Pseudonymized transcripts will be stored during the project on a shared Teams platform maintained by Haaga-Helia, to which access is restricted to the researchers involved in this project.



The researchers will process the pseudonymized data using analysis tools in secure environments provided by the higher education institutions. The audio recordings will be destroyed after transcription. After the project, the pseudonymized transcripts will be stored on secure servers designated by each higher education institution.

Workshop recordings and field notes will be stored during the project on a Teams channel maintained by Haaga-Helia. Interview videos will be destroyed after the project. Pseudonymized transcripts and field notes will be stored on the secure servers of each higher education institution.

Both interview and workshop transcripts as well as field notes will be pseudonymized so that company and location names are replaced with letter codes, personal names are altered to make them unidentifiable, and any other information that could identify individuals (e.g. job titles) is removed. Participants' consent forms will be stored during the project on the team's Teams channel and, after the project, on the secure servers of each higher education institution.

These materials will be used to answer research questions:

1. What kinds of potentials and obstacles does the use of digital technologies create for the functioning of work communities, and how can these be managed and developed?
2. What positive and negative effects do these changes have on key organizational and community needs, such as productivity, coordination, and sense of community?
3. What effects do these changes have on employees' work-related meanings, identities, and fulfillment of psychological basic needs?

The legal basis for processing is scientific research in the public interest.

Disclosure of Personal Data to Third Parties

No disclosure to third parties.

Transfer of Personal Data Outside EU/EEA

No transfer to third parties.

Retention Period

1 September 2025 – 28 February 2033.



Principles of Personal Data Protection

We process personal data in accordance with data protection principles:

- Lawfully, appropriately, and transparently for the data subject
- Collected solely for a specific and legitimate purpose for this study
- Only data necessary for the purpose is collected
- Inaccurate or incorrect personal data is deleted or rectified promptly
- Data is retained in a form identifying the data subject only as long as necessary for processing purposes
- All data is processed confidentially and securely.

Data Subject's Rights

Under the EU General Data Protection Regulation (GDPR), the data subject has the following rights: Right to access their own personal data

- Right to withdraw consent at any time without giving a reason; this does not affect the lawfulness of processing prior to withdrawal
- Right to rectification of inaccurate or incomplete data without undue delay
- Right to erasure of personal data without undue delay if:
 - Data is no longer necessary for the purposes for which it was collected
 - The data subject withdraws consent and there is no other legal basis
 - Processing is unlawful.
 - Erasure is required by EU or national law
- Right to restrict processing if:
 - The accuracy of the data is contested
 - Processing is unlawful and the data subject opposes deletion
 - The controller no longer needs the data, but the data subject requires it for legal claims
- Right to receive their data in a structured, commonly used, and machine-readable format and transmit it to another controller without hindrance, provided processing is carried out automatically
- Right to lodge a complaint with the Data Protection Ombudsman if the data subject believes their rights under GDPR are violated (instructions at tietosuoja.fi)

Consent can be withdrawn by notifying the project contact person in writing at Johanna.Vuori@haaga-helia.fi. Other rights-related requests should be submitted to the controller primarily via the online form on Haaga-Helia's website (www.haaga-helia.fi/en/privacy-policy)



Consent to the Processing of Personal Data (Research)

I give my consent to the processing of my personal data in accordance with the information notice attached to the research project Laterna – Illuminating the Significance of the Work Community.

The content of the above-mentioned information notice has been explained to me. I have had the opportunity to ask questions, and I have received sufficient answers to all my questions concerning the processing of personal data.

I understand that giving consent is voluntary. I am aware that I may withdraw this consent at any time without giving a reason. I understand, however, that the withdrawal of consent does not affect the lawfulness of processing carried out on the basis of consent prior to its withdrawal.

Consent may be withdrawn by notifying the project contact person in writing at Johanna.Vuori@haaga-helia.fi.

By my signature, I confirm that I give my consent to the following processing activities relating to my personal data:

- Collection and storage of data
- Organization, structuring, alignment, combination, and modification of data
- Restriction and erasure of data
- Destruction of data

Name

Date

Signature