

Privacy notice Study experience questionnaire LearnWell HAMK

Purposes of processing personal data

Personal data is collected as part of a study experience questionnaire conducted by HAMK Edu. The aim of the study is to obtain new information about students' learning experiences and well-being related to studying. The personal data is used to identify different groups of students and to compare them with each other. As part of a longitudinal study, personal data will also be used to connect responses between different data collection points. Personal data will not be analysed or reported at the individual level.

Personal data is collected as part of the data collection conducted in the Microsoft Forms environment by logging in with one's HAMK user account or by participating in an interview (transcriptions). The owner of the collected data is HAMK. The collected personal data will be processed by the persons from HAMK Edu listed below. If a justified request is made by a party other than a HAMK researcher, the questionnaire and interview data may be offered for re-analysis or further analysis during the research. In this case, care will be taken to ensure that strong indirect identifiers (name, student number), other indirect identifiers and background variables in the data, to the extent that they compromise the anonymity of the respondent, are removed.

Duration of the study: 1.1.2024-28.3.2032

Contact person for matters related to the study

Sara Rönkkönen

Visamäentie 35B, 13100 Hämeenlinna

sara.ronkkonen@hamk.fi

+358503422134

Principal Investigator: Liisa Postareff / HAMK Edu, LearnWell

Researchers

- Sara Rönkkönen, HAMK Edu, LearnWell
- Merly Kosenkranus, HAMK Edu, LearnWell
- Viivi Virtanen, HAMK Edu, LearnWell
- Telle Hailikari, HAMK Edu, LearnWell
- Liisa Postareff, HAMK Edu, LearnWell
- Other future members of HAMK Edu LearnWell team.

Legal basis for processing

The processing of personal data is based on: Public interest, scientific research.

Personal data content and retention periods

Participation in the questionnaire study is done by filling in an online survey form. The form can be accessed when being logged in with HAMK user ID. Interview research is conducted in a face-to-face or online setting, with audio being recorded.

After the study:

The data is part of a longitudinal study, which collects data from students in their 1st and 2nd year of study and possibly at graduation. Both quantitative and qualitative data is collected with an online questionnaire. During the research project, data will also be collected through student interviews, which will be recorded and transcribed.

The questionnaire and interview data will be stored electronically with identification data at the HAMK Edu research unit of Häme University of Applied Sciences for a maximum of 10 years. After that, both data sets will be archived and the collected strong implicit identification data (name, student number) and other background variables, to the extent that they endanger the anonymity of the respondent, will be deleted. The preliminary data and interview data (transcripts) collected for the interviews will be destroyed no later than 6 months after the completion of the study. Recordings will not be kept.

The quantitative data collected in the project (questionnaire data without open responses) can be published without restriction, as participants will be asked for permission to publish the questionnaire data and the data will be anonymised before publication.

Data subjects

The data subjects include: The students who respond to the study experience questionnaire.

Sources of data

Personal data is obtained from the Peppi student register and from persons participating in the study.

Recipients of personal data

Possible external service providers (CSC, potential external transcriber Tutkimustie Oy, recording with a voice recorder or in Microsoft Teams environment).

Principles of data protection

A Manual material

-

B Data processed through automated data processing

The information is stored in the information system. Users have personal user IDs. Access to and use of the data in the system is restricted to those persons whose job grants them the rights to do so.

The lawful processing of data is ensured by the classification of data and by the use of a policy that complies with the rules on the data processing.

The data will be analysed containing pseudonymised identifiers of the students, as the identifiers will allow the identification and comparison of different groups of students, as well as a longitudinal study design in the future. This allows to answer the research questions, as well as row-level access restriction in the analysis reports where necessary.

Pseudonymised identifiers are needed to enable a personalised analysis of the student's own responses.

Controller

Häme University of Applied Sciences Ltd

Phone: +358 3 6461

E-mail: hamk@hamk.fi

P.O. Box 230, FI-13101 Hämeenlinna

Data Protection Officer

Kari Kataja

tietosuojavastaava@hamk.fi

Häme University of Applied Sciences Ltd, Data Protection Officer, P.O. Box 230, FI-13101 Hämeenlinna

Automated decision-making

No automated decision-making is performed on the recorded data.

Transfer of data outside the EU or EEA

Personal data is processed by Microsoft services. Microsoft may process personal data outside the EU/EEA area.

Rights of the data subject

The EU General Data Protection Regulation (2016/679) provides the data subject with the following rights:

Right to withdraw consent

The data subject shall have the right to withdraw his or her consent at any time. (Article 7)

Right of access by the data subject

The data subject shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed. The data subject shall have the right to access to the personal data concerning him or her. Where requests are manifestly unfounded or excessive, in particular because of their repetitive character, the data controller may charge a fee or refuse to act on the request. (Article 12 and Article 15)

Right to rectification

The data subject shall have the right to obtain from the data controller the rectification of inaccurate personal data concerning him or her contained in the register (Article 16). A request for rectification shall be submitted in writing. In some information systems, persons using the system can correct their own data.

Right to erasure

The data subject shall have the right to request the erasure of personal data concerning him or her where one of the following grounds applies (Article 17):

- the personal data is no longer necessary in relation to the purposes for which it was collected or otherwise processed;
- the data subject withdraws consent on which the processing is based and there is no other legal ground for the processing;
- the data subject objects to the processing, and there are no overriding legitimate grounds for the processing (Article 21);
- the personal data have been unlawfully processed;
- the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject.

However, the data subject does not have the right to delete the data in the studies if the deletion of the data is likely to prevent the processing concerns or to greatly impede it.

Right to restriction of processing

The data subject shall have the right to obtain restriction of processing where one of the following applies (Article 18):

- the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
- the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
- the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;
- the data subject has objected to processing pursuant to Article 21(1) pending the verification whether the legitimate grounds of the controller override those of the data subject.

Right to data portability

Where the processing is based on consent and carried out by automated means, the data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a data controller, in a machine-readable format. (Article 20)

Requests to exercise these rights are to be submitted:**Häme University of Applied Sciences Ltd**

Data Protection Officer

P.O. Box 230

FI-13101 Hämeenlinna, Finland

Right to lodge a complaint

The data subject shall have the right to lodge a complaint with the Office of the Data Protection Ombudsman, <https://tietosuoja.fi/>