***Sample text: Information for Research Participants***

*We kindly ask you to participate in a research study related to a student thesis work conducted at Vaasa University of Applied Sciences. This privacy notice describes how your personal information will be processed in the thesis, your rights as study participant, and how you can influence the handling of your data.*

**PRIVACY NOTICE**

Information to be provided to participants under Articles 13-14 of the EU General Data Protection Regulation (2016/679).

1. Data Controller for the Thesis

Name and contact information of the Data Controller.

*Specify who the data controller is, i.e., who decides for what purpose and how personal data is collected and processed. In most cases, as a student, you are the data controller since you have chosen the thesis topic and planned how and for what purpose personal data will be collected. Exceptions may include thesis commissioned by companies or organizations, or theses conducted as part of research projects led by Vaasa University of Applied Sciences.*

*Remove personal contact information if adding the privacy notice to your final thesis.*

1. Author(s) of the Thesis

Name and contact information of the Author(s) of the thesis.

*Remove your own contact information if you include this privacy notice as part of your final thesis.*

1. Description of the Thesis and Purpose of Personal Data Processing

*Briefly and clearly explain the purpose for which personal data is collected and processed, such as describing your thesis and explaining why the collected data is necessary. The text should be understandable and accessible to the target audience.*

*Note that you can only use personal data for the purpose you described (purpose limitation).*

*Also, mention the thesis topic and the duration of the research/personal data processing.*

1. Legal Basis for Processing Personal Data

*Specify here the legal basis for processing personal data in compliance with the data protection regulation.*

Personal data is processed based on the following legal basis according to Article 6(1) of the General Data Protection Regulation:

[ ]  Consent of the research participant

[ ]  Performance of a task carried out in the public interest or in the exercise of official authority (scientific or historical research or statistical purposes)

*In the context of theses, personal data processing is generally based on consent.*

*For master's level theses, scientific research in the public interest could be the legal basis for processing. If you consider that a different legal basis than participant consent is more appropriate, discuss this with your supervisor first; they may seek advice from VAMK's Data Protection Officer if necessary.*

1. Categories of Processed Personal Data

*Specify the information collected, processed, and stored about participants/ data subjects. Personal identifiers (name, contact details, etc.) should be detailed, as well as other research-related information. Remember that you can only collect necessary personal data for your thesis.*

*If you are processing special (sensitive) personal data, discuss this with your supervisor first; they may consult Vaasa University of Applied Sciences' Data Protection Officer if needed. Processing of special personal data might require a Data Protection Impact Assessment, which assesses the risk posed by the processing of personal data to the participants.*

1. Data Sources

*Describe the sources from which the data is collected, such as questionnaires, interviews, etc.*

1. Transfer or Disclosure of Data to Third Parties

*In student theses, personal data is generally not disclosed; as a student, you are the only one handling it.*

*If you do disclose personal data to others, specify to whom and why. This might be relevant if the data is intended for further use after your own research. The possibility of further use should be considered during the data collection phase, and participants should be informed of the purpose for which data is collected.*

1. Transfer of Personal Data Outside the EU or EEA

*Ensure that data is not transferred to third countries outside the EU/EEA without the required protective measures according to the data protection regulation. Data might be transferred to third countries if cloud services are used for storage.*

1. Principles of Personal Data Protection

*Explain how the material containing personal data is protected to prevent unauthorized access. Describe how electronically stored material is secured (e.g., whether files are password-protected, anonymized, or pseudonymized during analysis).*

*Whenever possible, avoid handling data in paper form. If you are working with paper-based data, explain how it will be stored (e.g., in a locked cabinet in secured premises).*

1. Retention Period of Personal Data

*Specify how long personal data will be retained.*

*After the research, research material containing personal data should not be retained unnecessarily but should be securely disposed of to prevent it from falling into unauthorized hands.*

*If the data is intended for further use after the completion of your thesis, specify how long it will be used for that purpose and how it is protected (e.g., whether the data is anonymized).*

1. Rights of the Data Subject/Research Participant According to the Data Protection Regulation

Contact person for matters related to the rights of participants, whom they can contact, is: *Name and contact information of the person (usually the thesis author)*

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

* receive information about the processing
* view and verify their data
* request that their data be rectified
* demand that their data be erased (not applicable to statutory duties)
* demand limitations to the processing of their personal data
* oppose the processing of their personal data
* request that the personal data their have submitted be transferred from one controller to another
* withdraw their consent, if the processing of their personal data is based on consent
* avoid being subject to automated decision-making
* submit a complaint to the national Office of the Data Protection Ombudsman if current data protection legislation has been violated while processing their personal data.