**[Delete yellow parts before the privacy notice is given to data subjects. If the options include OR part, fill in one of the choices and delete the other. No yellow parts should remain after filling the entire form.]**

**Information for participants of the research project “[ Insert the heading of the research project** **]”**

You are taking part in a scientific study conducted at the University of Turku. This notice describes how your personal data will be processed in the study.

**1. Data Controller**

University of Turku

OR

Researcher: [Name]

Contact person in matters concerning the project:

Name: [Name of contact person]

Address: [Address]

Tel.: [Pn. number]

E-mail: [E-mail]

**2. Description of the study and the purposes of processing personal data**

[Fill in here what kind of research is done and what aims research contains. This can be considered as a shortened version of research plan. Fill in also what personal data is required for research and how such personal data is used in research.]

**3. Principal investigator or research group**

Name: [Name]

Address: [Address]

Tel.: [Pn. number]

E-mail: [E-mail]

**4. Contact details of the Data Protection Officer**

The Data Protection Officer of the University of Turku is available at contact address: dpo@utu.fi.

**5. Persons processing personal data in the study**

Fill in all the persons who participate in the processing of personal data. If you are not yet aware of all the persons involved with the project, please inform in this all the persons as accurately as possible and if you can, also fill as accurately as possible all the persons that might be involved or all the categories involved (e.g. students participating in the project and how they will be selected).

**6. Name, nature and duration of the study**

Name of the study: [Enter the name of the research]

Duration of the processing of personal data: [Fill in further information about the duration of the study; please notice that GDPR starts from the minimization principle and as such unlimited duration for retaining personal data should not be chosen]

**7. Lawful basis of processing**

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

[ ]  data subject’s consent;

[ ]  processing is based for the performance of a contract;

[ ]  compliance with a legal obligation to which the controller is subject;

[ ]  processing is necessary in order to protect the vital interest of the data subject;

[ ]  performance of a task carried out in the public interest or in the exercise of official authority vested in the controller:

 [ ]  scientific or historical research purposes or statistical purposes;

 [ ]  archiving of research materials or cultural heritage materials;

[ ]  legitimate interest pursued by the controller or by a third party.

**8. Personal data included in the research materials**

Fill in what kind of personal data is gathered during the research and in what way this personal data is collected. Fill also what kinds of protective measures are taken to ensure subjects’ rights (eg. pseudonymization).

**9. Sensitive personal data**

There is no sensitive personal data will be processed in the study.

OR

Following categories of sensitive personal data will be processed in the study:

[List of all the sensitive personal data; eg. data regarding health, ethnic background, sexual orientation]

Sensitive personal data is processed on the following basis, which is based on Article 9(2) of the General Data Protection Regulation:

[ ]  data subject’s consent;

[ ]  processing is necessary in order to protect the vital interest of the data subject;

[ ]  performance of a task carried out in the public interest or in the exercise of official authority vested in the controller:

 [ ]  scientific or historical research purposes or statistical purposes;

 [ ]  archiving of research materials or cultural heritage materials.

**10.Sources of personal data**

[Fill in where the personal data is gathered from. If data exists in another place, fill in where this is received from. Fill also, if no direct personal data is gathered but the entirety of data can form a personal data indirectly by combining different sources of information or taking into consideration all the answers involved; eg. a survey in which no direct personal data is asked but the data in whole can lead to a single person even if no single answer could not contain personal information].

**11. Transfer and disclosure of the personal data to third parties**

The personal data will not be transferred to other recipients outside the University of Turku/research group/researcher.

OR

The personal data will be transferred to following recipients outside the University of Turku/research group/researcher:

[Fill in list for parties to whom the personal data is transferred]

**12. Transfer or disclosure of personal data to countries outside the EU/European**

**Economic Area**

Personal data will not be transferred outside the EU/ European Economic Area.

OR

Personal data will be transferred to following countries outside the EU/ European Economic Area:

[List of countries to which data is transferred to]

Transfer outside the EU/ European Economic Area is executed with following procedure:

[ ]  Transfer is directed to a country that is approved by EU Commission as having and adequate level of data protection.

[ ]  Transfer is done by using the Standard Contractual Clauses (SCC) approved by the EU Commission.

[ ]  Other means: [Fill in the means]

**13. Automated decisions**

No automated decisions are made.

Safeguards to protect the personal data:

[ ] The data is confidential.

[ ]  Protection of manual material:

 [Fill in what protective measures are taken for manual material]

[ ]  Personal data processed in IT systems:

 [Fill in what IT protective measures are taken; eg. passwords]

[ ]  other: [Please specify]

Processing of direct identifiers:

[ ]  Direct identifiers will be removed in the analysis phase

[ ]  The material to be analyzed includes direct identifiers.

 Reason: [Fill reasons].

**14. Processing of personal data after the completion of the study**

The research material will be deleted.

OR

The research material will be archived:

[ ] without identifiers

[ ] with identifiers

Where will the material be archived and for how long: Place; XX years/months or the date

**15. Your rights as a data subject, and exceptions to these rights**

[Fill in to whom a subject can contact for more details about their rights according to GDPR]

**Exceptions to data subject rights**

Under the General Data Protection Regulation and the Finnish Data Protection Act, certain exceptions to the rights of data subjects can be made when personal data is processed in scientific research and fulfilling the rights would render impossible or seriously impair the achievement of the objectives of the processing (in this case, scientific research).

The need to make exceptions to the rights of data subjects will always be assessed on a case by case basis. It is likely that exceptions to the following rights will be necessary in this study:

[ ]  Right of access (GDPR Article 15)

[ ]  Right to rectification (GDPR Article 16)

[ ]  Right to erasure (GDPR Article 17)

[ ]  Right to restriction of processing (GDPR Article 18)

[ ]  Right to data portability (GDPR Article 20)

[ ]  Right to object (GDPR Article 21)

Reasons and the extend for the exceptions: [Enter here and explain why exceptions are necessary and if the exceptions are limited in some way (e.g. right to erasure is maintained on some part of the data).]

**Right to lodge a complaint**

You have the right to lodge a complaint with the Data Protection Ombudsman if you think your personal data has been processed in violation of applicable data protection laws.

Contact details of Data Protection Ombudsman:

Office of the Data Protection Ombudsman

Visiting address: Lintulahdenkuja 4, 00530 Helsinki

Postal address: P.O. Box 800, 00531 Helsinki, Finland

E-mail: tietosuoja(at)om.fi

Switchboard: +358 (0)29 566 6700