



Information about personal data processing in the University of Helsinki research project *Language Regulation in Academia*

The research project *Language Regulation in Academia* involves the processing of personal data. The purpose of this notice is to provide information on the personal data that is processed, the source of the data and how the data is used in the study. For more information on the rights of data subjects and how you can affect the processing of your personal data, please see the end of this notice.

1. Data Controller

University of Helsinki
Address: P.O. Box 3 (Fabianinkatu 33), 00014 University of Helsinki, Finland

2. Contact person and principal investigator

Contact person in matters concerning the project:

Name: Researchers in the *Language Regulation in Academia* project Anna Solin, Niina Hynninen and Hanna-Mari Pienimäki
Faculty/department/unit: Faculty of Arts / Department of Languages
Address: P.O. Box 24 (Unioninkatu 40), 00014 University of Helsinki, Finland
E-mail: anna.solin@helsinki.fi, niina.hynninen@helsinki.fi and hanna-mari.pienimaki@helsinki.fi

Principal investigator: see above

3. Contact details of the Data Protection Officer

The Data Protection Officer of the University of Helsinki is Lotta Ylä-Sulkava. You can reach her at tietosuoja@helsinki.fi.

4. Description of the study and the purposes of processing personal data

The personal data are processed for the purposes of the *Language Regulation in Academia* research project, and potentially in other research projects related to language studies. The *Language Regulation in Academia* research project is concerned with, in particular, language perceptions, text production processes, as well as who intervenes in language use in the

university context, what forms this intervention takes, and what kind of language use is construed as acceptable.

5. Who is carrying out the research?

The research is conducted in the University of Helsinki, Faculty of Arts, Department of Languages. Researchers from other universities may participate in the research, and research data that includes personal data may be disclosed to them for purposes of conducting the research.

6. Personal data included in the research data

The following types of direct and indirect identifiers concerning the study participants are collected in the project (not all information listed below are collected from all study participants):

Direct identifiers: name, contact information, voice, photo / video image, work history.

Indirect identifiers: language skills, work samples, selected research publications and possible other texts related to research or academic work, perceptions and views expressed by study participants.

7. Sources of personal data

The personal data are collected in the following ways (not all methods concern all study participants):

Interviews, observation, audio recording, video recording, photographing, collection of different versions of selected documents from study participants and from public and semi-public sources (e.g. intranet of the study participant's organisation, research publication platforms, public websites and social media), email communication.

In addition, upon agreement, supplementary research data owned by other academic institutions may be disclosed to the project. These data may be collected, for instance, in the following ways:

In addition to the methods listed above, collection of different versions of student texts and teaching materials as well as any other materials produced to support teaching from study participants and from public and semi-public sources (e.g. e-thesis archives).

8. Sensitive personal data

No data considered as special category data under Article 9 of the General Data Protection Regulation will be processed in the study.

9. Duration of processing

The researchers mentioned in section 2, as well as other members of the project and researchers to whom data have been disclosed may continue to process the personal data for their research purposes also after the project has ended and also in other research related to language studies. The personal data will be processed until the *Language Regulation in Academia* project as well as other studies which use personal information collected in this project have ended. After this, the information is archived as explained in sections 11 and 15.

If personal data collected in this research project are disclosed to another research project, the purposes of this other project determine how personal data are processed in it, and research participants will be informed according to the General Data Protection Regulation.

10. 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:

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

participant's consent

compliance with a legal obligation to which the controller is subject

legitimate interests pursued by the controller or by a third party
description of the legitimate interest:

If processing is based on the consent of the participant, the participant has the right to withdraw their consent at any time. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

11. Recipients of the personal data

In the course of the research project, the personal data may be used by the project researchers and research assistants. At their discretion, the project researchers may also use research data that includes personal data (e.g. audio recordings) for teaching purposes, provided that the possibility for identification is minimised so that the people in the teaching situation cannot recognise the participants by using means that they are likely to have at their disposal. In addition, thesis/dissertation writers may process personal data collected in the project if this is necessary for the purposes of their study.

Academic collaborators may take part in the research project and be disclosed research data owned by the University of Helsinki that include personal data as described in this privacy notice. The disclosure of personal data for this purpose is based on enabling scientific research with the collaborators and processing the data for research purposes.

In addition, personal data processed in this project may later be processed in other projects related to language studies and they may also be disclosed to another data controller for the

purposes of linguistic research, for instance through the Finnish Social Science Data Archive or The Language Bank of Finland (however with the University of Helsinki as the disclosing part).

Under an obligation of confidentiality, personal data may be transferred to companies providing transcription services. The companies function as data handlers for the University of Helsinki.

12. Transfer of personal data to countries outside the EU/European Economic Area

No personal data will be transferred to recipients outside the European Economic Area.

13. Automated decisions

No automated decisions with significant effects on the participants are made in the study.

14. Safeguards to protect the personal data

The personal data are processed and stored in such a way that only persons who need the data for research purposes can access them.

Personal data processed in IT systems:

username password logging access control encryption
 other:

How data in physical format (e.g. paper) is protected: storage in lockable cabinets in lockable rooms

Processing of direct identifiers:

The data is collected without direct identifiers
 Direct identifiers will be removed in the analysis phase
 The material to be analysed includes direct identifiers. Reason: The data analysis is only possible with direct identifiers.

15. Retention of personal data after the completion of the study

The research material will be deleted
 The research material will be archived:
 without identifiers with identifiers

Where will the material be archived and for how long: With permission from the study participants, those parts of the data that can be anonymized will be archived permanently in the Finnish Social Science Data Archive, The Language Bank of Finland or similar archiving service.

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

The contact person in matters concerning the rights of the participant are the persons mentioned in section 2 of this notice.

Rights of data subjects

According to the General Data Protection Regulation (GDPR), data subjects have the right

- of access to their data
- to rectification of their data
- to the erasure of their data and to be forgotten
- to restrict the processing of their data
- to data portability
- to object to the processing of their data
- not to be subject to a decision based solely on automated processing.

Not all of these rights can be exercised in all situations, depending on factors such as the basis for the processing of personal data.

For more information on the rights of data subjects in different situations, please see the Data Protection Ombudsman's website: <https://tietosuoja.fi/en/what-rights-do-data-subjects-have-in-different-situations>

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 necessity of exceptions to the rights of data subjects will always be assessed on a case by case basis.

Right to lodge a complaint

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

Contact details:

Data Protection Ombudsman's Office (Tietosuojavaikuttamistoimisto)

Address: Ratapihantie 9, 6th floor, 00520 Helsinki

Postal address: B.O. Box 800, 00521 Helsinki

Tel. (switchboard): 029 56 66700

Fax: 029 56 66735

E-mail: tietosuoja(at)om.fi