**Privacy Notice for the Capstone course**

You have been invited to participate in a research study. Participation in this study is voluntary. You can discontinue your participation in the study at any time. Should you discontinue your participation, you will not be subject to any negative consequences. This privacy notice describes the use of your data.

1. **What is being studied in this research study? What is the purpose of processing of your personal data?**

This research is part of the Capstone course at Aalto University School of Business. The purpose of the study and thus also the reason for processing your personal data is [briefly describe the project objectives in general]

This research is commissioned by the case company.

1. **Personal data will be collected from the following sources:**

Personal information is collected remotely through a video interview, email, telephone interview.

1. **What personal data is processed?**

All data related to an identified or identifiable person are personal data. Personal data is data that can be used to identify a person directly or indirectly, such as by combining an individual data item with some other piece of data that enables identification, are personal data.

Personal data processed in this study may include the name of the participant, email-address containing the real name of the participant, video, voice, title, gender, age, municipality of residence, organization, location of work, occupation and degree.

The material containing personal information is stored on the researcher's personal computer or on the Aalto OneDrive platform.

1. **How is personal data minimized in the study?**

The results of the interview are pseudonymized (e.g., Company A, Person 1). Results are reported anonymously.

1. **Legal basis for processing of personal data**

Legal basis for processing personal data is your consent.

1. **Sharing of Personal Data**

Third-party collaborators will not have access to your name or contact information.

1. **Transfer of Personal Data to Non-EU/EEA countries**

 Personal data is not transferred to non-EU/EAA countries.

1. **Storage period of your data and anonymisation**

The purpose of scientific research is to store data so that the research results can be verified.

Storage period for name and contact information is 2 weeks after the final presentation of the Capstone course, until date.

Storage period of research data containing personal data: 2 weeks after the final presentation of the Capstone course, until date.

Anonymised data is no longer personal data.

1. **The rights of the study participant in a scientific study**

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

* to obtain information on the processing of their personal data
* of access to their data
* to request rectification of their data
* to request restricting the processing of their data
* to object to the processing of their data
* right to erasure, if the grounds of article 17.1 of GDPR apply and if processing is no longer needed for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with [Article 89](https://www.privacy-regulation.eu/en/article-89-safeguards-and-derogations-relating-to-processing-for-archiving-purposes-the-public-interest-scientific-or-hi-GDPR.htm)(1) in so far as the right to erasure is not likely to render impossible or seriously impair the scientific research.

If the purposes for which a controller processes personal data do not or do no longer require the identification of a data subject by the controller, the controller shall not be obliged to maintain, acquire or process additional information in order to identify the data or the data subject for the sole purpose of complying with the GDPR. If the controller cannot identify the data related to a data subject, the rights of access, rectification, objection and erasure shall not apply, except if the data subject provides additional information enabling his or her identification and the identification of the research data that relates to data subject.

Data is being processed for the purposes of scientific research, and the data is not used in decision-making related to the participant.

To exercise his or her rights, the data subject should contact the Data Protection Officer of Aalto University, or the research study contact person.

1. **More information on the study and the exercising of your rights**

The controller of this study is Name of student (name one person in your team, e.g. project manager, here so that you can use the same document for all interviews)

The contact person in matters related to the research study:

 +358 telephone number and email@aalto.fi

Supervisor of the project is Iiris Saittakari, iiris.saittakari@aalto.fi

Department of Management studies

Aalto University School of Business

The research participant must contact Aalto University’s data protection officer if they have questions or demands related to the processing of personal data.

Data Protection Officer Anni Tuomela +358947001 dpo@aalto.fi

In this customer service portal, you can make requests personal data requests based on your rights [Home · Consent Management (aalto.fi)](https://datarequest.aalto.fi/en-US/) .

If the research participant sees that their data has been processed in violation of the General Data Protection Regulation or data protection legislation, the participant has the right to lodge a complaint with the supervisory authority, the Data Protection Ombudsman (see more: tietosuoja.fi).