



Information for the participants of *DigiSTEAM – Digital Learning in STEAM Pedagogy for the Equity of Education*, funded by Team Finland Knowledge Programme (TFK 2023), project code 194/220/2023

1. Data Controller

Contact information:
University of Helsinki
Address: P.O. Box 3 (Fabianinkatu 33),
00014 University of Helsinki, Finland
tel. 02941 911

Contact person and principal investigator

Contact person in matters concerning the project:

Principal Investigator
Anna Kouhia
P.O. box 8 (Siltavuorenpenger 10),
00014 Helsingin yliopisto,
anna.kouhia@helsinki.fi

2. Contact details of the Data Protection Officer

To contact the Data Protection Officer of the University of Helsinki, send an email to:
tietosuoja@helsinki.fi

3. Description of the study

The aim of the project is to promote educational equality through digital pedagogy in STEAM education, to create, share, and evaluate good practices in STEAM education, and to disseminate information within teacher education in Finland and South Africa.

Research permits are obtained from study participants, informing participants about individual sub-studies conducted as Master's theses, with a signed consent form. The active phase of DigiSTEAM project lasts from academic years 2023 to 2025, but research collaboration on these themes is intended to continue beyond the proposed timeframe (2028). The research

will be reported in a manner that does not allow the identification of respondents from the reports.

4. Who are the parties involved in the processing and what are their responsibilities?

The University of Helsinki (UH) processes data for research purposes. University of Helsinki serves as the coordinator of the DigiSTEAM project, with responsibilities in monitoring and reporting of the project and establishing the platform for digital STEAM learning. UH is also responsible for project management, reporting and publications.

University of Eastern Finland (UEF) has a role as a project partner HEI. UEF project responsibilities cover liability in planning, advertising and practical implementation of the UEF coordinated workshops.

Stellenbosch University (SU) has a role as a project partner university. SU shares knowledge on STEAM education, lifelong learning and in-service training in SA context. SU project responsibilities cover the recruitment of the students and team members, implementation of the SU coordinated workshops, and practicalities of mobility implementation on their behalf.

The data collected in the Project may be shared with Project contributors (University of Eastern Finland and Stellenbosch University) for study purposes. All project partners have responsibilities for securing the anonymity of their data for sharing.

5. Why do we process your personal data and what is the lawful basis for processing?

The purpose for the processing of your personal data is research.

Legal basis for the processing of personal data:

- Consent of the research subject
- Compliance with the controller's legal obligation
- Performance of a task carried out in the public interest/exercise of official authority vested in the controller
 - Scientific or historical research or statistical purposes
 - Archiving research and cultural heritage materials
 - Performance of a task in the public interest by an authority
- Pursuance of the legitimate interests of the controller or a third party:
 - Specify the legitimate interest:
 - Execution of a contract in which the data subject

6. Personal data

Participants are asked for their name, gender, age, and if necessary, contact information. In study interventions, their actions and voices may be recorded, and their works and outputs (such as drawings, prototypes) may be photographed. The research material may contain the

names of the participants; direct identifiers will be removed and the data anonymized in the analysis phase. Research is reported anonymously.

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.

The University of Helsinki may process the following personal data:

- name
- gender
- age
- contact information
- details of participants' field of study or professional expertise

7. 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.

If a participant discloses sensitive personal data (such as health information), such information will be removed during the transcription phase of the data and will not be used in the research.

8. Sources of personal data

Personal data may be collected for the research from the following sources:

- From participants directly involved in the research via
 - Interviews
 - Video recordings
 - Electronic survey (e.g. Webropol, Redcap, Forms, or equivalent)
 - Survey form to be sent by mail
 - Other methods, namely: Photography, drawings, notes, self-evaluation forms, design fictions prototypes, and applications developed in workshops / interventions / design cases
- The participant is not obliged to provide the necessary personal data; participation is voluntary

9. Transfer or disclosure of data outside the University of Helsinki

Research data may be transferred or disclosure to scientific purposes to individuals within the Project's research group, such as researchers, research assistants and students contributing the project, and in the latter case, shared with their graduate supervisors (only if necessary). If transferred, the data are either minimized or pseudonymized. Usage and data protection agreements are made with individuals handling the data outside the Project.

10. Duration of processing

The active phase of the research and data collection 2023-2025.
Data anonymization and reporting of results 2024-2028.
Processing period of personal data, until 31.12.2028.

Processing of personal data after the completion of the study:

- Research data containing personal information will be destroyed.
- Research data containing personal information will be archived
 - anonymously
 - with personal information.

11. International transfers of personal data

Research data gathered for Master's theses is processed in Finland, but information may be transferred in a minimized or pseudonymized form among Finnish and South-African Project contributors. The project involves active collaboration with an international project group. In such cases, European Commission's standard data protection clauses are employed for data transfer, and a Transfer Impact Assessment (TIA) is conducted as an additional measure. If the receiving country has received an EU decision ensuring adequate data protection, it can be used as the basis for transfer.

12. What rights do you have?

The contact details in matters concerning the rights of the participant is the contact point mentioned in section 1 of this notice.

Right to withdraw your consent

When the processing is based on your consent, you have the right to withdraw your consent any time. The withdrawal of your consent does not affect the lawfulness of processing based on consent before the withdrawal.

Right to access

You have the right to know whether we process your personal data and what data we process about you. You have also the right to request for the access to that data.

Right to rectification

You have the right to request for the rectification of inaccurate personal data concerning you. You also have the right to have incomplete personal data completed.

Right to erasure and right to be forgotten

You have the right to request for the erasure of your data from our systems. The data will be erased in the following cases:

- a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed

- b) You withdraw your consent on which the processing was based and there is no other legal ground for the processing
- c) You object for the processing and there are no overriding legitimate grounds for the processing
- d) The personal data have been unlawfully processed
- e) 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

You do not have the right to erasure, if the processing is necessary:

- a) For compliance with a legal obligation which requires processing by law
- b) For the performance of a task carried out in the public interest or in the exercise of official authority
- c) For archiving purposes in the public interest, scientific or historical research purposes or statistical purposes if the erasure is likely to render impossible or seriously impair the achievement of the objectives of that processing
- d) For the establishment, exercise or defense of legal claims

Right to restriction of processing

You have the right to request for the restriction of processing. This means that we store the data but do not process it in any other way.

You have this right when:

- a) The accuracy of the personal data is contested by you. Then the processing will be restricted until the accuracy of the data is verified.
- b) The processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead
- c) We no longer need the data for the purposes of the processing, but you need the data for the establishment, exercise or defense of legal claims
- d) You have objected to processing that is based on legitimate interest. Then the processing will be restricted for the time it is verified whether the legitimate ground for the controller override those of the data subject.

Right to data portability

When the processing is done by automatically means and the processing is based on your consent or a contract between you and the University, you have the right to have your data that you have provided, in a structured, commonly used and machine-readable format and have the right to transmit this data to another controller.].

When it is technically feasible, you have the right to have the data transmitted directly to the other controller.

Right to lodge a complaint with a supervisory authority

You can always contact us if you have any questions or concerns about the processing of your personal data. However, you have also 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:

Office of the Data Protection Ombudsman

Visiting address: Ratapihantie 9, 6. krs, 00520 Helsinki

Postal address: PL 800, 00521 Helsinki

Switchboard: 029 56 66700

E-mail: tietosuoja@om.fi