**FINAL THESIS**

**DATA PROTECTION NOTIFICATION model**

**EU’s General Data Protection Regulation (2016/679),**

**Articles 13 and 14**

**Date:**

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Fill in this form using instructions below and send it together with your research plan to

[marjo-riitta.jarvinen@lut.fi](mailto:marjo-riitta.jarvinen@lut.fi)

***Why is the personal data collected? / Purpose of personal data processing***

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*This section describes the thesis for which the data is processed. Introduce the thesis topic briefly and specify the object of research.*

***What data are we collecting? / Content of data filing system***

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*This section describes the data or types of data on data subjects that are collected and stored. Example: “We are collecting the following data on you: name, gender, height...”*

***Why are we collecting data? Legal basis of personal data processing***

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*The collection of personal data for final theses is usually based on the data subject's consent.*

***From where do we collect the data? Data sources***

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*This section describes the sources from which the data is received and on what grounds. Example: “We only collect data from the data subjects themselves.” If you receive data from other sources, you must mention this. Example: “We collect data from data subjects and the xxx patient databased based on consent.” If you are collecting data from sources other than the data subjects, you must mention whether these sources are public-access or whether their use requires express consent.*

**Will we disclose the data to anyone? / Data transfer and disclosure beyond the research group**

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*This section explains whether the personal data is disclosed or transferred to other members of the university community besides the author(s) of the final thesis. You must mention what data is disclosed, to whom and why. This section also describes the possible transfer of data from the data controller to an external data processor.*

**Where will data be transferred? / Data transfer and disclosure beyond the EU or EEA**

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*This section describes whether personal data is transferred beyond the EU or EEA. Example: “The data will not be transferred beyond the EU or EEA.” Note: If research data is stored on external service platforms, e.g. Google Drive, data is likely to be transferred beyond the EEA. Therefore, it is important to mention whether data collected for the thesis is stored on external service providers’ servers, which are not located in the European Economic Area.*

**Security of the collected data / Safeguarding of the data file**

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*This section describes how the collected data is protected. Explain the safeguards for manual data, e.g. “The collected data is stored in a locked cabinet, and only the authors of the thesis have access to it.” In addition, explain the safeguards in information systems, e.g. “The data is processed on the university's secure servers and may only be accessed by xx.”*

*Remember that you may not disclose details that compromise information security. Describe the safeguards only at a general level.*

*This section also relates when direct identifiers will be removed from the collected data; that is, when the data will be anonymised. If the material is analysed including direct identifiers, this section must give grounds for why direct identifiers are needed in the analysis.*

**How long will the data be stored? / Processing of research material after the project ends**

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*This section relates how long the collected data will be stored. If the collected data is archived, this section must also mention whether the data is archived with or without personal identifiers. In addition, explain where the material is archived and for how long.*

**What type of decision-making takes place? / Automated decision-making**

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*This section relates whether the personal data processing involves automated decision-making. Example: “No automated decision-making takes place in the data processing.”*

**Your rights / Rights of the data subject**

Data subjects have the right to withdraw their consent if the data processing is based on consent. Data collected before the data subject withdraws his/her consent may be used as a part of the research data.

Data subjects have the right to lodge a complaint with the Data Protection Ombudsman if the subjects consider that the data processing regarding them is in breach of data processing legislation in force.

Data subjects have the following rights under the EU’s General Data Protection Regulation:

1. Right of access to data concerning the data subject
2. Right to rectification of data
3. Right to erasure of data. The right to erasure shall not apply if the processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes if the right to erasure prevents or significantly hinders the data processing.
4. Right to restriction of processing
5. Right to data portability to another data controller.

**Data filing system**

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*Mention the following:*

* *Name of data file*
* *Non-recurring or follow-up research*
* *Duration of research*
* *Duration of data storage*

**Data controller and contact person**

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*Give the name and contact information of the data controller and contact person (may be one and the same).*

**Researchers**

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*This section lists the persons who during the research project have the right to process information in the data filing system (researchers and others).*