

1. Title, nature and duration of research

Title of research: Working from Home

Case study

Duration of research: 12 months (October 1st 2020-30th September 2021)

Duration of data processing: 5 years- until October 1st 2025.

2. Data controller

Registry is jointly controlled with three data controllers:

- Tampere University Foundation sr; 33014 Tampere University; Kalevantie 4, 33100 Tampere; Business ID: 2844561-8
- Aalto University Foundation sr
- Polytech University Milan.

Among the above controllers, the the persons maintaining the registry are:

- Tampere University, Faculty of the Built Environment research group (Sofie Pelsmakers, Tapio Kaasalainen, Suvi Nenonen, Jenni Poutanen)
- Aalto University, Department of Built Environment, Vitalija Danivska
- Polytech University Milan, Department of Architecture, Built Environment and Construction Engineering, Chiara Tagliaro

3. Contact person regarding the research registry

Name Sofie Pelsmakers

Address Tampere University, School of Architecture, Korkeakoulunkatu 7, 33720 Tampere

Phone number +358 50 447 8491

E-mail address sofie.pelsmakers@tuni.fi

4. Contact information of the Data Protection Officer

dpo@tuni.fi

5. Principal investigator or research group

The Principal Investigator is a person assigned by the Data Controller to oversee the implementation of the research project.

Name: Sofie Pelsmakers

Address: Tampere University, School of Architecture, Korkeakoulunkatu 7, 33720 Tampere

Phone number: +358 50 447 8491

E-mail address: sofie.pelsmakers@tuni.fi

6. Researchers

ASUTUT Sustainable Housing Design research group, Tampere University
Danivska Vitalija, Aalto University School of Engineering Department of Built Environment
Chiara Tagliaro, Polytechnic University of Milan

7. Content of research records

In the research, the following potentially identifying personal data is gathered: place of employment, role in the place of employment, starting year in current role in the company, gender, age, living alone or with a partner. No directly identifying information is gathered, and should such be entered in any free form field, will be immediately removed from the registry at the beginning of the analysis phase.

8. Sources of personal data

Online survey filled personally by the respondents, on a voluntary basis.

9. Purpose of processing personal data

The organisations listed in Section 1 serve as Joint Controllers that jointly determine the purposes and means of processing personal data.

The goal of the research is to investigate how the Covid-19 pandemic has affected the ways of working and the usage of space, at work and at home. Of particular interest is the understanding how homeworking has affected the productivity of employees and organizational performance. There is no directly identifiable personal data collected. The survey concerns both academics in Finland, and employees at private companies.

In private companies, the company receives a separate survey link that enables researchers to provide organization specific but generic feedback and a benchmark to other companies in terms of working from home. To avoid any identifiable personal data that could lead to identification of a respondent, no feedback will be shared back to the companies with less than 10 respondents; all reporting will be anonymized and generalized so that no single individual can be identified.

In the academic survey, no separate feedback is provided for individuals or at the university level.

Survey results will give the understanding on how remote work has affected both personal and organisational performance and how living spaces should be adapted to better suit the changed needs of people. Similar survey is also shared in Italy and potentially other countries, and the goal is to compare the results from a cross-country perspective too.

10. Lawful basis for processing personal data

The lawful basis for processing under the EU's General Data Protection Regulation, Article 6 Paragraph 1, and the Personal Data Act, Section 4:

- Public interest
- Scientific research purposes or statistical purposes

11. Sensitive personal data

No sensitive personal data will be processed during the research project.

No personal data concerning criminal convictions and offences will be processed during the research project.

12. Regarding a collaborative research project: the parties and their responsibilities

Please provide a brief description of the respective responsibilities of the Joint Controllers: indicate their areas of responsibility and the types of personal data that they will process during the project:

Tampere University, Aalto University and Polytechnic University of Milan will hold the main data and collect the data and store it securely for the project duration. All data will be stored on password protected computers and will not be shared with third parties. Each partner has equal responsibility.

Research subjects will be advised to send all requests relating to the research (including subject access requests referred to in Section III of the GDPR) to the contact person identified here: Sofie Pelsmakers (contact information in section 3). If necessary, this contact person will forward requests to the other organisations that serve as Joint Controllers.

13. Transfer or disclosure of data to external parties

Personal data will not be transferred or disclosed to parties other than the members of the research group.

14. Transfer or disclosure of data outside the EU/EEA

Data stored in the research records will not be transferred to a country or an international organisation that is located outside the EU/EEA.

15. Automated decision-making

Decisions will not be made by automated means.

16. Data protection principles

Protection of manual materials (e.g. paper documents):

- In a locked room
- In a locked cupboard

Protection of digital materials (e.g. information systems and equipment):

- usernames
- password

Processing of data that directly identifies an individual:

- Directly identifiable data will be removed during the analysis stage

Protecting data in transit:

secure transmission:

Digital data will only be transferred online using services with traffic encryption. If transmission using physical media (e.g. an usb stick) is required, the files will be encrypted and password protected.

17. Processing of personal data after the research project has been concluded

Where will the research materials be stored and for how long:

During the research the data will be stored on the computer of the person indicated in section 3 'Contact person regarding the research registry', for the time it takes to publish all scientific publications using the data that are started during the project period, as indicated in section 1 'Title, nature and duration of research'. After this the research records will be anonymised and archived without personally identifiable data

18. Data subjects' rights and possible restriction thereof

Data subjects have the following rights under the EU's General Data Protection Regulation (GDPR):

- Right of access
 - o Data subjects are entitled to find out what information the University holds about them or to receive confirmation that their personal data is not processed by the University.
- Right to rectification
 - o Data subjects have the right to have any incorrect, inaccurate or incomplete personal details held by the University revised or supplemented without undue delay. In addition, data subjects are entitled to have any unnecessary personal data deleted from the University's systems.
- Right to erasure
 - o In exceptional circumstances, data subjects have the right to have their personal data erased from the Data Controller's records ('right to be forgotten').

EU General Data Protection Regulation (EU
2016/679), art. 12, 13, 14

- Right to restrict processing:
 - o In certain circumstances, data subjects have the right to request the University to restrict processing their personal data until the accuracy of their data, or the basis for processing their data, has been appropriately reviewed and potentially revised or supplemented.
- Right to object
 - o In certain circumstances, data subjects may at any time object to the processing of their personal data for compelling personal reasons.
- Right to data portability
 - o Data subjects have the right to obtain a copy of the personal data that they have submitted to the University in a commonly used, machine-readable format and transfer the data to another Data Controller.
- Right to lodge a complaint with a supervisory authority
 - o Data subjects have the right to lodge a complaint with a supervisory authority in their permanent place of residence or place of work, if they consider the processing of their personal data to violate the provisions of the GDPR (EU 2016/679). In addition, data subjects may follow other administrative procedures to appeal against a decision made by a supervisory authority or seek a judicial remedy.

Contact information:

Office of the Data Protection Ombudsman

Street address: Ratapihantie 9, 6th floor, 00520 Helsinki, Finland

Postal address: PO Box 800, FI-00521 Helsinki, Finland

Switchboard: tel. +358 29 56 66700

Fax: +358 29 56 66735

Email address: tietosuoja@om.fi

The Data Controller follows a GDPR-compliant procedure for responding to subject access requests.