

Privacy and GDPR Compliance Checklist

AI Integration in SMEs: Effects on Employee Performance and Satisfaction

1. *Do you process personal data?*

- Yes, we collect personal data in the form of industry, employment and job roles. While this data is not personally identifiable on its own, it may still be considered personal data under GDPR as it can relate to individuals. No sensitive personal data (such as age, sex, or ethnicity) is collected.

2. *What is the aim of processing data?*

- We are collecting this data to assess how the integration of third-party AI tools impacts employee job performance and satisfaction within small and medium-sized enterprises (SMEs). This research aims to provide insights into how AI tools influence operational efficiency, employee productivity, job security and overall job satisfaction. The data will be used solely for this research purpose and will not be shared with or used for any other external research without explicit consent from participants.

3. *What is the basis of the processing?*

- We collect personal data on the basis of explicit consent. Respondents are provided with a consent form that clearly outlines the purpose of data collection, how their data will be used, and their rights under data protection laws. This includes their right to withdraw consent and discontinue participation at any time, without any consequences. The data is processed solely for the purposes stated in the consent form and will not be used for any other purposes without obtaining additional consent.
- We also process data under the legitimate interest of conducting research aimed at understanding the impact of AI tools on employee performance and satisfaction in SMEs. This research supports business development and operational improvements, which will benefit both the organization and employees. However, we ensure that this processing does not infringe on the rights and freedoms of the respondents.

4. *How do you estimate the risk of processing personal data?*

- The personal data we collect is considered low-risk because it does not include sensitive categories such as health data, financial information, or race/ethnicity. The data primarily consists of job roles, industry of employment, company size, respondent's skills and their perceptions in the AI implementation in the workplace, which are less likely to pose significant risks to individuals' rights and freedoms under GDPR. Additionally, the dataset is small, meaning only a limited amount of data is being processed, which reduces the potential impact in the event of a breach.

5. *Describe in your research proposal how you process personal data in accordance with the GDPR.*

- We have dedicated a section on our project proposal to describe how we process the personal data in accordance with the GDPR.
- All personal data collected from respondents is processed anonymously, this ensures that individual participants cannot be identified from the dataset. No external parties or third-party organizations will receive access to this data, unless explicitly stated in a consent agreement.
- All participants are informed in detail about the purpose of data collection, how their data will be used, their rights under GDPR, and the data protection measures implemented.
- All personal data is stored in a secure encrypted server such as Github, which has been approved by BUAs. External platforms such as Wetransfer and Google Drive will not be used.
- Access to personal data is strictly limited to research team members and supervisors.
- The research does not involve collaboration with external partners; however, if it did, participants would be informed on the consent form.