

Aalto University

Optimal ventilation control for improving indoor air quality and analyze how different levels of air quality affect people: Privacy Notice

This privacy notice describes how your personal data will be used in the research study as a participating individual. You have also been provided with document called “Participant Information Sheet”, which explains in more detail how the study is carried out.

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

This research study examines how optimal automatic HVAC control improves indoor air quality and how different levels of air quality affect people in the room.
This research is funded by Aalto University.

2. What personal data is processed in the research study

- Age
- Gender
- Name and email address
- Decision-making performance by taking tests on computers
- Signature

Special categories of personal data (sensitive personal data)

☒ Data belonging to special categories of personal data or other specially protected personal data **will not be processed** in the research study.

Personal data is collected from the following sources:

From the participant: Age, gender, decision-making performance, name, and email

From a data register: None

Other: None

The research methods are described to you more in detail in the “Participant Information Sheet” -document.

3. Processing of necessary personal data and removal of the direct identifiers from the data

The research study only processes personal data that is necessary for the purpose and execution of the study. The research data is processed during analysis phase of the research in a manner, that you are not directly identifiable to the researchers. Your direct identifiers, such as your name has been replaced, for example, with a random identifier.

We will collect the gender and age of the participants. Also, people's decision-making performance by taking tests on computers. Participants' contact information (name and email) will also be used for contacting participants. Participants' signatures in the consent forms.

These data are important for analyzing the CO₂ concentration's influence on people's decision-making performance. No unnecessary personal data is collected. The contact information of participants will be deleted after the tests. The consent forms will be destroyed five years after the experiment.

Identity of the individual research participant will not be disclosed in a scientific publication or other research results to be published.

4. Legal basis for the processing of personal data

- ☒ The legal basis is scientific research, a task in the public interest
- ☐ The processing of personal data is based on the data subject's consent or explicit consent

5. Sharing personal data

Personal data processed in the study will not be shared with third parties.

6. International data transfers

During the execution and analysis phase of research, research data containing personal data will not be transferred to non-EU / EEA countries or international organizations. However, as part of the scientific publishing process, it might be necessary to transfer the data outside EU/EEA for publishers or peer reviewers for verification of research results, as such parties may be located outside EU/EEA area. However, it is exceptional that scientific publication process would require transferring data regarded as personal data.

7. Storage and protection of personal data

Protection of manual material: The consent forms will be stored in the office room of the research group, where only related personnel have access.

Information processed in IT systems: Your personal data is processed and preserved in secure IT systems, which are approved by Aalto University and suitable for personal data. Access to all computers and IT systems are protected by username and strong personal password. Access to IT systems containing personal data is technically restricted in a manner,

that only researchers participating in the study and persons necessary for the implementation of the study have access to your personal data.

The research data is archived: On the data repository Zenodo.

8. Retention and deletion of personal data

Deletion during and after the study

Research data containing personal data is retained for research data to be used for further scientific research in the same scientific discipline or in other disciplines that support this research study. Research data containing personal data is deleted after five (5) years since the last publication where this research data has been used and exploited. The contact information of participants will be deleted after tests are done.

9. Rights of the research participant

According to the General Data Protection Regulation (GDPR), a data subject has the right to:

- receive information on the processing of their personal data
- right to access the personal data collected and processed
- right to rectification of inaccurate personal data
- request that the processing of personal data be restricted
- object the processing of personal data
- right to erasure of personal data if the conditions of Article 17(1) of the Data Protection Regulation are met and processing is no longer necessary for archiving purposes in the public interest or for scientific research or statistical purposes in accordance with Article 89(1)

If the research purpose does not require, or no longer requires the identification of the data subject, the controller shall not be obliged to obtain further information so that the data or the data subject may be identified only for purposes to enable the data subject to exercise his/her rights. If the controller is unable to link the data to a particular data subject, the data subject does not have the right to access or correct the personal data, object the processing, or delete the personal data. However, if the data subject provides additional information that allows their identification from the research data, the rights will not be restricted.

10. Contact details of the controller

The controller of this research study is Aalto University Foundation sr., operating as Aalto University.

Person in charge of the research study

Questions regarding the conduct of the research study may be addressed to the person in charge of the study: Yinda Xu, +358 504712336 and Yinda.xu@aalto.fi.

Data Protection Officer

If the research participant has questions or requests related to data protection or the processing of personal data, the research participant should contact the Data Protection Officer of Aalto University: tel. +358 9 47001 (exchange), dpo@aalto.fi .

In this data request service, you can request the exercise of your rights under GDPR from Aalto University as the controller <https://datarequest.aalto.fi/en-US/>.

If a participant of the research study feels that his or her personal data has been processed in violation of data protection legislation, the participant has the right to lodge a complaint with the supervisory authority, the Data Protection Ombudsman's office (read more: <http://www.tietosuoja.fi>).