

Information sheet for research project “Music recommendations”

1. Introduction

Eindhoven University of Technology (TU/e) invites you to take part in this research project as part of a course in Recommender Systems. You receive this invitation because you are asked by a student in the course. For your participation you will not receive any compensation.

Joining this research project is your choice. Your participation is completely voluntary and does not pose any physical, legal or economic risks. You are not obliged to answer questions you are uncomfortable with, and you can withdraw from the research at any time without explaining why. Declining or withdrawing will not have negative impact for you.

Before you decide, please read the following information to understand what the project is about, what we expect from you and how we handle your personal data. After reading, you can sign up by completing the attached form.

If you have questions, feel free to contact us (contact details below). You can also discuss this information with people you trust.

2. Who are we?

This research project is conducted by:

Technische Universiteit Eindhoven (TU/e) De Groene Loper 3 5612 AE Eindhoven	Data controller
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How to contact us?

Martijn Willemsen (teacher)	m.c.willemsen@tue.nl
Privacy Operations	privacy@tue.nl
Data Protection Officer	dataprotectionofficer@tue.nl

3. What will taking part in the research project involve?

In the research project we will collect your personal data using the following methods:

- Presenting you a online questionnaire about your age, gender and musical expertise and your preferences for a set of music songs. We ask your email address to be able to communicate about the follow up survey.
- Follow-up survey in which you are asked to evaluate a playlist and answer some questions about it.

4. What personal data from you do we gather and process?

We collect and process the following personal data which is necessary for the project purpose:

Category and type	Personal data	Purpose	Retention period
Contact data (regular personal data)	e-mail	To communicate with you	3 months after data collection
All data	All personal data as mentioned hereabove	storage	5 years after data collection (anonymized)

Your data is retained only for the time period as specified in the table. Keeping your data for this period helps us to comply with scientific principles, such as producibility and verification.

After this period, your personal data will be deleted or anonymized to ensure it can no longer be linked to you. Unless you explicitly agree to the use of your identifiable information in publications (for example your quotes or your name).

5. Stopping your participation and your rights

If you end your participation in the research we will not use your data anymore from that moment on.

For questions, ending your participation or complaints, please contact the researcher via the contact details as provided in the table under section 2.

For concerns or questions about the handling of personal data, you can e-mail the data protection officer as indicated in the table under section 2. You can also file a complaint with the Dutch data protection authority: the Autoriteit Persoonsgegevens.

You have the right to request access, rectification, objection, erasure or adaptation of your data. Submit your request through team Privacy Operations via the contact details as provided in the table under section 2.

6. Legal basis for processing your personal data

The TU/e processes your personal data to conduct scientific research, which is the university's public task as stated in article 1.3 of the Dutch Wet Hoger onderwijs en Wetenschappelijk onderzoek. The TU/e always follows the applicable codes of conduct for research integrity and the scientific standards when conducting research.

7. Who has access to your personal data?

Only authorized employees involved in the research have access to your personal data if this is necessary for their tasks. The authorized employees will keep your personal data confidential.

Other parties/processors that have access to the data are listed in the table below:

Party/processor	Why access?	Category	Processing within the European Economic Area?
<i>SURF Research Drive / Microsoft (Netherlands)</i>	<i>Storage solution / survey tool</i>		<i>Yes</i>
<i>Webhosting TU Eindhoven</i>	<i>Survey tool</i>		<i>Yes</i>

TU/e has a suitable agreement with these parties to protect your personal data. We will not share your personal data with any other party, unless we are required to do so by law.

TU/e will process your personal data within the European Economic Area (EEA) by storing your data on a server inside the EEA. In addition, TU/e [and collaboration partner] has implemented appropriate technical and organizational measures to protect your personal data. These measures include using centrally managed and verified research- and storage tools.

*We have taken steps to ensure your data outside of the EEA is also adequately protected. These measures include [researcher fills in].

8. Future research

We might use anonymized data for new purposes such as research or education. We will ensure the data cannot be linked to you and we will not disclose anything that makes you identifiable].

This research has been assessed and approved by the ethical committee of Eindhoven University of Technology.

***** Scroll down for the form *****

Consent form for participation by an adult

By signing this form, I confirm:

1. I have enough information about the research project from the separate information sheet. I have read it and I had the chance to ask questions, which have been answered to my satisfaction.
2. I take part in this research project voluntarily. There is no explicit or implicit pressure for me to take part in this research project and I understand I can stop my participation at any moment, without explaining why. I do not have to answer any question I do not want to answer.
3. I know my personal data will be collected and used for the research, as explained to me in the information sheet.

Furthermore, I consent to the following parts of the research project:

4. I consent to my personal data, answers or quotes I gave during the research, to be used by the researcher in publications and/or in presentations – without including my name.

YES

NO

Continuing with the online survey pressing “I consent – continue” indicates signing the consent form

Consent form for participation of child

By signing this form, I confirm:

1. I have enough information about the research project from the separate information sheet. I have read it and I had the chance to ask questions, which have been answered to my satisfaction.
2. My child takes part in this research project voluntarily. There is no explicit or implicit pressure for me or my child, to take part in this research project. I understand I can stop participation at any moment, without explaining why. My child and I do not have to answer any question we do not want to answer.
3. I know my child's personal data will be collected and used for the research, as explained to me in the information sheet.

Furthermore, I consent to the following parts of the research project:

4. I consent to using the personal data of my child, [such as footage taken, audio taken, answers or quotes given during the research], to be used by the researcher in publications and/or in presentations – without including my child's name.

YES NO

5. I consent to mentioning the real name of my child in the publications and/or presentations with the [footage taken of my child, audio taken of my child, answers or quotes given by my child during the research], as described under 4.

YES NO

Name of child that takes part in research project:	Parent/caretaker 1:	Parent/caretaker 2:	Name of researcher:
	Signature:	Signature:	Signature:

Date of birth:	Date:	Date:	Date:
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[Signature:]

[Date:]