Data Protection Information and Consent

for the collection of personal data in interviews

Dear participant!

Relating to my *bachelor or master study programme* ……………………………………………………..… at Salzburg University of Applied Sciences I am currently writing my *bachelor or master thesis*.

In context of this scientific thesis, personal data will be collected and processed. Therefore, you will find the relevant information in the following text, that I, as data controller, am obliged to provide in accordance with the General Data Protection Regulation (GDPR).

Your participation in the interview is voluntary and free of charge. You can withdraw at any time without giving reasons. However, if the data processing is not desired, you cannot participate in the interview.

1. **Data Controller**

interviewer, author of the thesis and data controller acc. to Art. 4 (7) GDPR:

student’s name

………………………….……………

contact details

……………………………................

1. **Subject of the bachelor or master thesis**

title of the thesis:

…………………………………………

description (short abstract):

………………………………………….

1. **Description and purpose of the data processing**

In the context of this thesis, personal data are collected and processed in order to *[state the purpose for which personal data are processed, e.g. evaluation of interviews for the analysis of xxx; for the optimisation of xxx;]*.

Data will be *[describe how the data will be handled, e.g. recording of the interview using a dictation machine, transcription of sound data, pseudonymisation/anonymisation, publication of name + function in the work in case of expert interviews]*.

1. **What data are collected or processed?**

*[option 1: personal data are only collected during the interview].*

All data collected during the interview with you will be further processed for the thesis. Data are collected exclusively from you.

*[option 2: personal data are collected during the interview and from other sources (e.g. internet research).*

In the context of this thesis, data collected in the interview with you will be processed, as well as the following data from the sources listed:

*- [e.g. telephone number and address from publicly accessible sources = internet, telephone book].*

***[concerns option 2: list of common data categories:***

***Personal data, in particular***

*- name*

*- address*

*- telephone number*

*- e-mail address*

*- age*

*- marital status*

*- profession*

***Special categories of personal data, information on***

*- Racial and ethnic origin*

*- Political opinion*

*- Religious or philosophical beliefs*

*- Trade union membership*

*- Genetic data*

*- Biometric data*

*- Health data*

*- Data concerning sexual life or sexual orientation*

***Recordings, namely***

*- video recordings*

*- image recordings (photographs)*

*- sound recordings*

*After filling in the specific categories of data, please delete these examples].*

1. **Legal Basis**

The legal basis for the data processing is your consent in accordance with Art. 6 (1) lit a or Art. 9 (2) lit a GDPR in the case of special categories of personal data. You have the right to withdraw your consent at any time, which does not affect the lawfulness of the processing before.

1. **Data transfer and/or transfer to third country/international organisation**

*[option 1:]* Personal data will not be transferred to third parties.

*[option 2:]* Your personal data will be transferred to the following recipients:

*[list here recipients or third countries outside the EU/EEA area or international organisation to which personal data are transferred.*

*e.g.:*

*- to Salzburg University of Applied Sciences, in particular to the supervisor of the thesis].*

1. **Publications**

According to § 19 (3) FHG, positively assessed master and diploma theses shall be published by handing them over to the library of the University of Applied Sciences. Bachelor theses may also be published or their contents used for academic publications.

*[option 1: no personal data contained in the final thesis].*

The final thesis only contains anonymised data, which means that no conclusions can be drawn about individual persons in the case of publication.

*[option 2: for expert interviews]*

Due to their importance, your personal data will be published in the thesis and can be used for scientific publications.

1. **Storage period**

Unless your personal data is anonymised after collection, it will be stored for as long as it is necessary to fulfil the intended purpose or for legal retention periods. Research data may be retained for 10 years to demonstrate compliance with good scientific practice.

1. **Data Subject Rights**

In context with this data processing you have the following rights:

* + You can **withdraw your consent** at any time by getting in touch with the contact person listed.
  + Right to **request access**, **rectification**, **erasure**, **restriction of processing**, **objection** and **data** **portability** which you can exercise by getting in touch with the contact person listed above.
  + If you are of the opinion, that your personal data are not processed in accordance with the relevant data protection law, you have the **right to lodge a complaint** with the Austrian Data Protection Authority (Barichgasse 40-42, 1030 Wien, Phone: +43 1 52 152-0, E-mail: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at)).

1. **Declaration of Consent**

I hereby consent to the processing of personal data collected within the scope of the bachelor or master thesis by the data controller for the stated scientific purposes in the manner described. If I have specified special categories of personal data, these are expressly included in the declaration of consent.

**Note**: Your consent is voluntary. You can refuse to give your consent without any disadvantages. You have the right to withdraw your consent at any time, which does not affect the lawfulness of the processing before.

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name of the interviewee

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