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Data Privacy Declaration for the Study „Shared Mental Models in Virtual Teams“

Dear Ladies and Gentlemen,

We thank you for your willingness to participate in the study “Shared Mental Models in Virtual Teams” of the Karlsruhe Institute of Technology (KIT).

The study “Shared Mental Models in Virtual Teams” is concerned with the following topics:

In the context of an online study, we aim to investigate the role of shared mental models in virtual teams. For this purpose, video, audio, survey-based data, your decisions, and log data (time stamps) are collected and used.

With the document at hand, we want to ensure that you are well informed about the processing of your personal data within the scope of the study and your rights associated with your data within GDPR regulations.

1. Personal Data

Within the scope of your participation in the above study, we will be processing the personal data of the participants. According to Art. 4 No. 1 of the General Data Protection Regulation (GDPR), ‘personal data’ means any information relating to an identified or identifiable natural person.

Within “Shared Mental Models in Virtual Teams“, these are the following pieces of information concerning you:

- Prolific ID and individual participation code (note that this will only be used to pay you and ensure you
- participate only once)
- Payment resulting from this study
- Video, Audio, and Log data (time stamps)
- Questions on personal preferences and judgments
- Work experience on Prolific
- Demographic data, particularly gender, age, ethnicity, education

2. Person Responsible

Responsible for the data processing within the meaning of the GDPR as well as other data protection regulations is:

Karlsruhe Institute of Technology (KIT)
Kaiserstraße 12
76131 Karlsruhe
Germany
Phone: +49 721 608-0
Fax: +49 721 608-44290
E-mail: info@kit.edu

The Karlsruhe Institute of Technology is a corporation governed by public law. It is represented by Prof. Dr. Oliver Kraft (on behalf of the KIT president).

The Data Protection Commissioner of KIT is

Ass. jur. Marina Bitmann
House address: Kaiserstr. 12
Building 10.11 room 233
76131 Karlsruhe
Postal address: Postfach 6980
76049 Karlsruhe
Phone: 0721/608-41057
Fax: 0721/608-41059
Mail: dsb@kit.edu

3. Purpose of data processing

KIT processes your personal data solely for specified, unambiguous, and legitimate purposes. The purpose of the data processing in the present is to carry out the study “Shared mental models in virtual teams”.

4. Legal basis for data processing

The legal basis for the processing of your personal data is your consent in accordance with Art. 6, par. 1, clause 1 (a) GDPR.

Consent is granted voluntarily. Consent can be revoked at any time with the effect for the future. Effect for the future means that a withdrawal of consent does not affect the legality of the processing carried out on the basis of the consent until the revocation.

If consent is refused or revoked, there are no disadvantages.

5. Description of data processing

After you have given your consent to participate, the study will start and you will be asked to fill out short questionnaires, take part in a video meeting, and make a series of decisions. We will also ask you to enter your Prolific ID. The Prolific ID will only be used for payment and to verify your participation. It will be deleted 10 years after completion of the study.

During the study, video and audio data, survey-based data, your decisions, and log data (time stamps) will be collected and used. The survey-based data concerns demographic information as well as the analysis of relevant constructs. The data collection is performed with the experimental software oTree, which is hosted via KIT-internal servers (on bwCloud hosted by the Scientific Computing Center (SCC)). For the video conference, a KIT locally hosted Jitsi instance is used. All mentioned data will exclusively be collected on KIT-owned servers or bwCloud hosted by SCC.

All data collected during the study will be treated, stored, further processed, and evaluated strictly confidentially and will only be shared with the research partners at KIT. The Prolific ID will be deleted from the dataset 10 years after the completion of the study. Each individual observation in the dataset will be given a randomized ID number. This ensures that no conclusions about you are possible.

The table containing the Prolific ID, the payment, the individual participation code, as well as the declaration of consent will be deleted 10 years after completion of the study so that no assignment to your person is possible anymore. The Prolific ID and the individual participation code are removed from the research data after we processed your payment. You have the option to opt-in to the usage of your video and audio data for research presentations with a scientific audience. If you opt-in your video and audio data will be kept. If no additional opt-in is obtained, video and audio data will be stored only for a period of ten years after completion of the study. Upon request, personal data will be made available to journal editors and reviewers to verify our statements. From the video and audio data, a pseudonymized transcript will be generated. This pseudonymized data as well as the anonymized research data will be kept for research and may be published in a report or journal article or presented to interested parties, including possibly, but not exclusively, members of editorial boards or scientific committees.

The results of the study are published exclusively in anonymous and/or aggregated form.

Participation in the study is voluntary. You will not be at a disadvantage if you do not decide to participate in the study. Even if you have signed the declaration of consent, you can cancel your participation at any time, with or without giving reasons. If you wish, the collected data will be deleted in full or in part. This is only possible until the deletion of your Participant ID from the research data. Subsequently, the data can no longer be assigned to individual persons.

6. Recipient

In principle, your personal data will not be transmitted to third parties.

If it is exceptionally necessary for external service providers to process personal data for us on behalf of us, these are carefully selected by us and contractually obliged. The service providers concerned work exclusively according to our instructions. We ensure this through strict contractual regulations, technical and organisational measures and additional controls.

There is no transfer of personal data to third countries outside the EU or the EEA or to an international organisation. Automated decision-making, including profiling, is not performed.

7. Data storage

The Participant ID as well as the declaration of consent will be deleted 10 years after completion of the study. The anonymized research data will be kept for research for an unlimited period of time and might be published in a report or journal article. Personal data (including video and audio) will, after completion of the study, be stored for a period of ten years, unless an additional opt-in to video and audio usage for research talks is given. The pseudonymized transcript generated from the video and audio data will be kept for research for an unlimited period of time.

8. Your rights

You also have the following rights concerning your personal data:

- Right to confirm whether data concerning you is being processed and to obtain information about the processed data, to further information about the data processing and to copies of the data (Art. 15 GDPR),
- Right to correct or complete inaccurate or incomplete data (Art. 16 GDPR),
- Right of immediate deletion of data concerning you (Art. 17 GDPR),
- Right to restrict processing (Art. 18 GDPR),
- Right to receive the data concerning you or provided by you and to transfer this data to other controllers (Art. 20 GDPR).

You also have the right to lodge a complaint with a supervisory authority about the processing of the personal data concerning you by Karlsruhe Institute of Technology (KIT) (Art. 77 GDPR). The Supervisory authority within the meaning of Art. 51 (1) GDPR of KIT is in line with § 25 No.1 LDSG (Landesdatenschutzgesetz)

The State Commissioner for Data Protection and Freedom of Information Baden-Württemberg
(Landesbeauftragter für den Datenschutz und die Informationsfreiheit Baden-Württemberg)

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