

1. Title, nature and duration of research

Title of research: Safe Food Industry (Safe-FI)

Case study

Duration of research: 1.9.2022-28.2.2025

Duration of data processing: Until 31.12.2025

2. Data controller

Research will be conducted in an employment contract with the Tampere University, indicating the University to be the data controller.

Tampere University Foundation sr
33014 Tampere University
Kalevantie 4, 33100 Tampere
Business ID: 2844561-8

3. Contact person regarding the research registry

Name Noora Nenonen

Address The Centre for Safety Management and Engineering, P.O. Box 541, FI-33014 Tampere University

Phone number +358408490352

E-mail address noora.nenonen(at)tuni.fi

4. Contact information of the Data Protection Officer

dpo@tuni.fi

5. Principal investigator or research group

Name Noora Nenonen

Address The Centre for Safety Management and Engineering, P.O. Box 541, FI-33014 Tampere University

Phone number +358408490352

E-mail address noora.nenonen(at)tuni.fi

6. Researchers

Research activities are carried out by the The Centre for Safety Management and Engineering, Faculty of Management and Business, Tampere University

7. Content of research records

Personal data collected from research contact persons and persons participating in workshops include name, company, job title and office/unit, as well as contact details from contact persons. Data collected from interviewees include name, company, job title or position in the com-

pany, office/unit, contact information, work experience in the company and voice. In the questionnaire, company, person's position in the company, work experience in the company in years, language and office/unit are collected as a background information.

8. Sources of personal data

The contact details of the contact persons will be asked of them when registering for the project. The data of the people interviewed and participating in the workshops comes from the contact persons, except for work experience and voice. Other information is provided by the individuals themselves in connection with their participation in the study.

9. Purpose of processing personal data

The purpose of processing personal data is scientific research: Name data and contact information are used for communication and collaboration purposes. Other data are used as background data for the analysis of the data.

10. Lawful basis for processing personal data

The lawful basis for processing under the EU's General Data Protection Regulation, Article 6 Paragraph 1, and the Personal Data Act, Section 4:

- Public interest or the exercise of official authority
 - Scientific or historical research purposes or statistical purposes
 - Archiving of materials relating to research or cultural
- Consent
 - How consent can be cancelled:
- Legal obligation of the data controlled
 - Regulations:
- Legitimate interests of the Data Controller or a third party
 - Please specify the legitimate interests:
- Other, please specify:

11. Sensitive personal data (special categories of data and criminal records)

- No sensitive personal data will be processed during the research project
- The following types of sensitive personal data will be processed during the research project:
 - Racial or ethnic origin
 - Political opinions
 - Religious or political beliefs
 - Trade union membership
 - Genetic data
 - Biometric data to uniquely identify a person
 - Health data
 - Data concerning a natural person's sex life or sexual orientation

Will personal data concerning criminal convictions and offences be processed during the research project?

- No
- Yes

12. Transfer or disclosure of data to external parties

Personal data will be regularly transferred or disclosed to parties other than the members of the research group.

The interview recordings will be delivered for transcription to Tutkimustie Oy. Recordings contain a person's voice as well as background information. Tutkimustie Oy is committed to ensuring information security and confidentiality, and the work is carried out by Tutkimustie's own competent employees who are bound by confidentiality obligations from customer material.

13. Transfer or disclosure of data outside the EU/EEA

Will data stored in the research records be transferred to a country or an international organisation that is located outside the EU/EEA?

No

Yes, please specify:

Description of the measures taken to protect data:

14. Automated decision-making

Decisions will not be made by automated means.

15. Data protection principles

Protection of manual materials (e.g. paper documents):

In a locked room

In a locked cupboard

Other, please specify: Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.

Protection of digital materials (e.g. information systems and equipment):

usernames

password

multi-factor authentication (MFA)

access management (IP address)

collection of log data

physical access control

other, please specify

Processing of data that directly identifies an individual:

Directly identifiable data will be removed during the analysis stage

The materials will be pseudonymised

The materials will be analysed without removing directly identifiable data, because (please provide the reasons for retaining personally identifiable data): Kirjoita tekstiä napsauttamalla tai napauttamalla tätä.

Protecting data in transit:

secure transmission, please specify:

file encryption, please specify:

other, please specify:

16. Processing of personal data after the research project has been concluded

- The research records will be destroyed
- The research records will be anonymised and archived without personally identifiable data
- The research records will be archived without anonymisation

The research data will be archived on the servers of Tampere University and stored until the planned research publications are completed, however, the survey data for a maximum of ten years and other data for a maximum of five years from the end of the research. Before archiving, direct personal data is removed from the material.

17. Data subjects' rights and possible restriction thereof

Data subjects have the following rights under the EU's General Data Protection Regulation (GDPR):

- Right of access
 - o Data subjects are entitled to find out what information the University holds about them or to receive confirmation that their personal data is not processed by the University.
- Right to rectification
 - o Data subjects have the right to have any incorrect, inaccurate or incomplete personal details held by the University revised or supplemented without undue delay. In addition, data subjects are entitled to have any unnecessary personal data deleted from the University's systems.
- Right to erasure
 - o In exceptional circumstances, data subjects have the right to have their personal data erased from the Data Controller's records ('right to be forgotten').
- Right to restrict processing:
 - o In certain circumstances, data subjects have the right to request the University to restrict processing their personal data until the accuracy of their data, or the basis for processing their data, has been appropriately reviewed and potentially revised or supplemented.
- Right to object
 - o In certain circumstances, data subjects may at any time object to the processing of their personal data for compelling personal reasons.
- Right to data portability
 - o Data subjects have the right to obtain a copy of the personal data that they have submitted to the University in a commonly used, machine-readable format and transfer the data to another Data Controller.
- Right to lodge a complaint with a supervisory authority
 - o Data subjects have the right to lodge a complaint with a supervisory authority in their permanent place of residence or place of work, if they consider the processing of their personal data to violate the provisions of the GDPR (EU 2016/679). In addition, data subjects may follow other administrative procedures to appeal against a decision made by a supervisory authority or seek a judicial remedy.

Contact information:

Office of the Data Protection Ombudsman

Street address: Ratapihantie 9, 6th floor, 00520 Helsinki, Finland

Postal address: PO Box 800, FI-00521 Helsinki, Finland

Switchboard: tel. +358 29 56 66700

Fax: +358 29 56 66735

Email address: tietosuoja@om.fi

The Data Controller follows a GDPR-compliant procedure for responding to subject access requests.