



## Information sheet with regards to data processing for BuildERS - (Privacy Notice)

In accordance with EU General Data Protection Regulation (2016/679, "GDPR") and applicable national legislation.

### ***Name and duration of the research***

**Name of the research: BuildERS - BUILDING EUROPEAN COMMUNITIES' RESILIENCE AND SOCIAL CAPITAL**

**Duration of the research: May 2019 – May 2022**

### ***Controller(s), data protection officer(s) and contact person(s)***

The data protection officer (DPO) who is in charge to provide you more information about how the data is stored, used and deleted in the project course. Not all the participating organizations have nominated the DPO, but you can also contact the person who is responsible of the research to get help to your questions. All the contact information are below.

#### **VTT Technical Research Centre of Finland Ltd. Finland**

Data protection officer (DPO)

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#### **German Red Cross, Germany**

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#### **Autonomous Province of Trento, Italy**

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**Georg Mason Research Foundation, USA**

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### ***Joint controller responsibilities***

In the BuildERS project, all partners form a joint controllership basing on: Where the Controllers defined in previous section process the same personal data and jointly determine the purposes and means of processing, these Controllers are joint controllers.

The joint controllers shall ensure that the personal data they collect in the BuildERS project will be stored in secure and reliable way. They ensure that no data without pseudonymisation will be delivered from them to other project partners use. The pseudonymised data will be stored and analysed in restricted area in Microsoft Teams workspace managed by the project coordinator, VTT. When the data is totally anonymised, it shall be shared in the BuildERS workspace (Microsoft Teams) also for the other partners use during the project.

A data subject may exercise his/her rights concerning processing of personal data by contacting the before mentioned DPOs or contact persons (see previous chapter). This contact person shall transfer the matter to other concerned Controllers, as needed.

### ***Categories of personal data and purpose and legal basis of data processing***

This study consists of next separate types of research:



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 833496



- Interviews
- Survey – conducted by QuenchTec application
- Workshops – face-to-face, or conducted by HowSpace application
- Social media studies
- Mobile location studies

All studies collect different types of personal data, and they have also their own purposes and legal basis of data processing (see table x)



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Type of study	Collected personal data	Purpose of personal data processing is to ensure that project's aims and results will be achieved by:	Legal basis of processing <sup>1</sup>	Data Sources for personal data	WP leader, Data controller and data processing partners
Interviews	Name, e-mail, organization, work status	- interviewing authorities and NGO's actors about their actions in crises situations	Scientific or historical research purposes or statistical purposes under legislative safeguard measures <sup>2</sup> .	data subjects	<b>WP2; UTA &amp; PUC</b> SU, TOI, UTR, EKU, <b>WP4.2: UTR</b> PAT, TOi, DRK <b>WP4.5 EKU</b> DRK <b>W4.6 GMRF</b>
Survey – conducted by QuenchTec application	Sex, Age, country of birth, minority or not, residence status	- interviewing different types of people who have been in vulnerable circumstances or situations to analyze their resilience capacities	Data subject's consent,	Data subjects	<b>WP3: UTA, SAL, TOI</b> PUC, SU, EKU, UTR, PAT, UiS, ERB, DRK, PAT, GEO, VTT

<sup>1</sup> GDPR Art. 6.

<sup>2</sup> GDPR Art. 9(2)(j) and Art. 89(1).





Workshops – face-to-face, or conducted by HowSpace application On-line Colloquiums via Go-to-meeting	Name, organisation, e-mail	- enabling BuildERS project activities and engagement of individual persons and communities in co-design and co-creation	Scientific or historical research purposes or statistical purposes under legislative safeguard measures.	Data subjects, Project partners  Colloquiums; call via project partners, snowball collection, registration via internet	<b>WP6 PUC</b>  Online colloquiums: <b>WP6 VTT</b>
Type of study	Collected personal data	Purpose of personal data processing is to ensure that project’s aims and results will be achieved by:	Legal basis of processing <sup>3</sup>	Data Sources for personal data	<b>WP and Register owner</b> and data processing partners
Social media studies		- analyzing the use of social media as an life-saving tool in disasters and crises	Scientific or historical research purposes or statistical purposes under legislative safeguard measures.	Data will be gathered from various social media services to be used to reply to the specified research questions of the research plan.	<b>WP2 VTT</b> UTA, US, UiS, UTR, GEO
Mobile location studies	Pseudonymised mobile data flow	- analyzing the movements of people to ensure their safety in crises situations in test cases	Scientific or historical research purposes or statistical purposes under legislative safeguard measures.	Mobile data is pseudonymised (pseudonymous ID is used).	<b>WP4 POS</b> UI

<sup>3</sup> GDPR Art. 6.







Life action role play (LARP) in Finland	Name, e-mail address	Contacting participant for LARP case study and guide their play	Scientific or historical research purposes or statistical purposes under legislative safeguard measures.	PUC's student registers	<b>WP4 PUC</b> VTT
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## **Data sources**

**Personal data** is received from the data subjects from a survey, interviews, stakeholder workshops, online co-creation, research colloquium and case study exercises. Permission to process personal data is obtained via informed consent form regarding the interviews of the vulnerable groups and persons. Interviews, workshops, tabletop exercises and research colloquiums may be voice recorded. Photographs are used for dissemination purposes only if a written or oral consent is provided. No person unable to give informed consent as well as minors and children will take part in research activities.

**Statistical census data** will be used in an encrypted format and transferred to a secure system with restricted access to ensure privacy and confidentiality. In addition, special training on confidentiality for the involved staff is provided. Authorization by the corresponding census data owner authorities will be obtained.

All **mobile data** that is used in the project, resides at the mobile network operator's premise in Indonesia. Mobile data is pseudonymised (pseudonymous ID is used). The data will be aggregated and anonymized before results are transferred out of the office of the Mobile Network Operator in Indonesia.

**Data regarding social media**, will be gathered from various social media services to be used to reply to the specified research questions of the research plan. It is not always possible to ask for consent regarding the use of existing public social data, but social media is a very important communication channel in crises. The purpose of the study is to promote public good and safety, and therefore it is necessary to use and analyse also this kind of data. When collecting data from private social media groups, the group members will be informed of the purpose and those who do not want their data to be used are asked to contact the research and their data will be removed from the data. The results will be published without identifying user data in both cases.

Before collecting **geospatial data**, authorization by the corresponding data owners will be obtained. Informed consent will be collected from the participants in real time tracking if this will be used. As with the census data, risk assessments pursuant to the GDPR is carried out and the Data Protection Authority is consulted if an impact assessment shows that the envisaged processing would result in a high risk to data subjects, and the project is measures do not lower the risk to a minimum.

## **Recipients or categories of recipients**

Personal data is collected and stored by BuildERS -project partners identified in the Horizon2020 Grant Agreement, No 833496.



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For the subcontractor in the Finnish case study (WP 4) the participants names, phone numbers and email address are collected from PUC's student registers to enable (2-step) secure login into online platform called Trasim.

## Transfers outside the European Union or the European Economic Area

Personal data is not transferred outside the European Union and the European Economic Area.

## Automated decision making

BuildERS -project does not carry any automated decision making.

## Retention period of personal data after the research

Personal data is destroyed 3-6 month after the research when the EU review of the project is done. Personal data regarding the Survey in WP3 will is not available after the respondent has sent his/her answer into the database. The used application for information collection is QuenhTec that uses Microsoft cloud services.

## Protection principles

In performance of research, research data is pseudonymised right after the collection of the data, and anonymized after the data is analysed.

Manually processed personal data is protected with a restricted access to Data Controllers premises.

Personal data processed in the main data stored Microsoft Teams managed by VTT is protected with user name, password, multi-factor authentication (MFA), user monitoring (log) and access control.

## Rights of the data subjects

As a participant of the BuildERS study (i.e data subjects) you will have the following general rights, where however can be some restrictions or exemptions that are considered for each case separately. **The rights are available below. If you feel unsure, you can contact DPO or research contact person, and ask more about them.**

### Right to withdraw consent



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If the processing is based on consent, the data subjects have the right to withdraw their consent on which the processing is based on. This shall not affect the lawfulness of processing based on consent before its withdrawal.

#### **Right of access**

The data subjects have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her is being processed and access to his or her personal data and information concerning the processing of his or her personal data.

#### **Right to rectification**

The data subjects have the right to obtain from the controller rectification of inaccurate personal data concerning him or her. The data subjects have the right to have incomplete personal data completed.

#### **Right to erasure**

The data subjects have the right to obtain from the controller the erasure of personal data concerning him or her i.a. if (i) the personal data is no longer necessary in relation to the purposes for which they were collected or otherwise processed; (ii) the data subject withdraws consent on which the processing is based and where there is no other legal ground for processing; (iii) the personal data have been unlawfully processed; (iv) the personal data have to be erased for compliance with a legal obligation in European Union or national law.

#### **Right to restriction of processing**

The data subjects have the right to obtain from the controller restriction of processing.

#### **Right to object**

The data subjects have the right to object to processing of personal data concerning him or her.

#### **Right to data portability**

Where the processing is based on the data subject's consent and carried out by automated means, the data subjects have the right to receive the personal data concerning him or her, which he or she has provided to the Controller.

#### **Right to lodge a complaint with a supervisory authority**

The data subjects have a right to lodge a complaint with a supervisory authority if the data subject considers that the processing of personal data breaches the data subject's rights pursuant to applicable law.

**In Austria:** Österreichische Datenschutzbehörde, Hohenstaufengasse 3, 1010 Wien, [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at)

**In Belgium:** Autorité de la protection des données (APD-GBA), Rue de la Presse 35, 1000 Bruxelles, Belgium, [contact@apd-gba.be](mailto:contact@apd-gba.be)





**In Czech Republic:** The Office for Personal Data Protection, Úřad pro ochranu osobních údajů  
Pplk. Sochora 27, 170 00 Prague 7, [posta@uoou.cz](mailto:posta@uoou.cz)

**In Estonia:** Estonian Data Protection Inspectorate (Andmekaitse Inspektsioon), Tatari 39, 10134 Tallin,  
Estonia, [info@aki.ee](mailto:info@aki.ee)

**In Finland:** Finnish Data Protection Ombudsman, Ratapihantie 9, 00520 Helsinki, P.O. Box 800, 00521  
Helsinki, Finland, [tietosuoja@om.fi](mailto:tietosuoja@om.fi)

**In Germany:** Die Bundesbeauftragte für den Datenschutz und die Informationsfreiheit, Husarenstraße  
30, 53117 Bonn, Germany, [poststelle@bfdi.bund.de](mailto:poststelle@bfdi.bund.de)

**In Greece:** Hellenic Data Protection Authority, Kifisias Av. 1-3, PC 11523, Ampelokipi Athens,  
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**In Hungary:** Hungarian National Authority for Data Protection and Freedom of Information, Szilágyi  
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