

# CREATURES

## Information Sheet for Participants

You have been invited to participate in one of the research activities of the CreaTures project. Before you decide whether or not to take part, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully.

The project studies the role and impact of creative arts and design practices in supporting societal transformations towards sustainability (more information: [www.creatures-eu.org](http://www.creatures-eu.org)). The project is coordinated by Aalto University, School of Arts Design and Architecture and conducted with 10 other arts and research organizations around Europe. CreaTures receives funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 870759.

Participation in this research study is voluntary. If you do decide to take part you will be given this Information Sheet to keep and asked to sign a Participation Acknowledgement Form.

You can stop participating in the study at any time for any reason. If you stop, there will be no consequences, but it may not be possible to remove information gathered from you up to that point, so it may be used in our research findings. All data we collect, store, and use will be handled according to the applicable data protection legislation, and any personal information will be protected under General Data Protection Regulation (GDPR) or similar controls.

### How can you contribute?

You will be asked to participate in one or more following activities to collect data (the researcher in charge have informed you which of these activities apply to your participation):

- Interviews that will be conducted in person or online.
- Co-creation workshop(s) to understand the impact of creative practices, in person or online.
- Participant observation of your creative practice activities, in person or online.
- Workshops to inquire about your experience of one of the CreaTures project's artworks or events, in person or online.
- Participant observation of your experience of one of the CreaTures project's artworks or events, in person or online.

The duration and place of engagement has been specified in the invitation materials.

### Compensation for participation

Participants from outside of the CreaTures team will not receive reimbursement for taking part in the study. There will be no participation fee or other costs involved when taking part.

### Risks involved in participation

Participating in the study will not expose participants to more than minimal normal everyday risks.

### What data is collected, how is it collected and processed?

CreaTures researchers may collect data from these activities as paper notes, interview transcripts, audio recordings, photography, screen capture, and survey forms. Your permission for any (and all types of) data collection will be requested before activities begin and you will be asked to sign the project's Participation Acknowledgement Form to say what you agree with. It will be possible to agree to some and not all types of recording.

The collected data will then be transcribed for analysis. This includes making the data available to other researchers within the CreaTures project via a secure online server provided by Aalto University. In addition, some collected data may be included in CreaTures project outcomes including scientific publications, reports, conferences, and other media, such as the project's website. These will be available to the public.

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If you choose to participate in the study, we will ask you on the Participant Acknowledgement Form to choose a pseudonym (a fake name) or confirm that you are happy to be credited for your part in the research in your own name. From that point onwards, your data will be processed using that name or pseudonym. If you have chosen a pseudonym, if we publish any of your data, we will credit you under that pseudonym. If you choose your own, real, name, if we publish any of your data, we will credit you using your real name. (Using your own name means you will be identifiable to the CreaTures team and members of the public who read or view any of the project outputs.)

It is important that you understand that, even if you choose a pseudonym, you may still be identifiable in some circumstances. We will not be able to fully anonymise the data that we gather about you during this project. This is because the names and locations of the CreaTures partners and their artworks will be publicly available. If we publish data that you give us under a pseudonym, it may be possible to use other information to infer your identity. In addition, when you participate in group activities (e.g. co-creative workshops and group interviews), it will be possible for other participants to identify you. We will ask you on the Participation Acknowledgement Form if you are happy to participate, despite these factors.

## **Legal basis for processing personal data**

The processing of personal data in the CreaTures project is required for the performance of a task carried out in the public interest, namely scientific research and for academic expression. In addition, the purpose for processing of personal data is artistic expression and journalistic expression.

## **Sharing of Personal Data**

Aalto University, as a coordinator of the CreaTures project, may need to share research data with a third party. Sharing of personal data will be carried out in accordance with privacy legislation. Aalto University safeguards the rights and privacy of the individuals involved in the CreaTures project by agreements with third parties.

## **Transfer of Personal Data to Non-EU/EEA countries**

Some of CreaTures partners (organisations), namely the University of Sussex, Sniffer, Superflux, and Furtherfield, are located in the UK. Therefore, some data will be collected outside European Union. All textual and audio-visual materials and artefacts will be gathered into an existing secured database and server provided by Aalto IT services (complying with Aalto University regulations). All CreaTures partners, including those located outside European Union, will have access to data collected within the CreaTures project. The Aalto University's policy is to take special care when transferring personal data to countries outside of the European Union and the European Economic Area, particularly where those countries do not provide data protection regulation according to the standards set by the General Data Protection Regulation (GDPR). These transfers of personal data are conducted according to the GDPR standards by utilizing, for instance, standard contractual clauses or other appropriate safeguards. At present, the partners in the UK are operating with GDPR-equivalent protection for personal data.

## **Storage period of your data**

In scientific research, the aim is to store the research data so that the research results can be verified and previously collected data can be used for further scientific research on the same subject or for scientific research in other fields. In the CreaTures projects, we store the data for a period of 3 years after the end of the project. However, data published in CreaTures research articles and on the CreaTures website (e.g. photographs) will not be destroyed after the period of 3 years.

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## Your rights

According to the General Data Protection Regulation (GDPR), you have the right

- to obtain information on the processing of your personal data
- of access to your data
- to request rectification of your data
- to request restricting of the processing of your data
- to object to the processing of your data
- to erasure, if research data have been unlawfully processed and processing is no longer necessary for archiving purposes in the public interest, for scientific research purposes or statistical purposes, and the erasure of research data will not render impossible or seriously impair objectives of scientific research.

NOTE: In the event that the research study does not require, or no longer requires, the identification of a data subject, Aalto University shall not be obliged to acquire additional information in order to identify the data or the data subject for the sole purpose of fulfilling the rights of the data subject. If Aalto University cannot identify the data related to a data subject, the rights of access, rectification, objection, and erasure shall not apply. However, if the data subject provides additional information enabling his or her identification and the identification of the research data, the rights are not affected.

## The following protection measures have been enacted in this research

- The processing of personal data is based on a research plan
- The research has a responsible principle investigator (Professor Tuuli Mattelmäki [tuuli.mattelmaki@aalto.fi](mailto:tuuli.mattelmaki@aalto.fi))
- Ethical review of this processing has been made (on 28.04.2020, by Aalto University Research Committee, and the University of Sussex Sciences & Technology Cross-Schools Research Ethics Committee (C-REC) (ER/LH561/1).

Data is being processed for the purposes of scientific research, and the data is not used in decision-making related to you. To exercise your rights, you should contact the Data Protection Officer, or the research study contact person (info below).

## More information on the study and the exercising of your rights

The controller in this study is Aalto University. The contact person in matters related to the general research study is Dr. Markéta Dolejšová ([marketa.dolejsova@aalto.fi](mailto:marketa.dolejsova@aalto.fi)). The contact person at the University of Sussex is Prof. Ann Light ([Ann.Light@sussex.ac.uk](mailto:Ann.Light@sussex.ac.uk)).

For inquiries related to the processing of personal data, please contact the Aalto University's Data Protection Officer Anni Tuomela ([tietosuoja@aalto.fi](mailto:tietosuoja@aalto.fi) / +358-9-47001).

If participants see that their data has been processed in violation of the GDPR or data protection legislation, they have the right to lodge a complaint with the Aalto University's supervisory authority, the Data Protection Ombudsman (see more: [www.tietosuoja.fi](http://www.tietosuoja.fi)) or contact the university conducting the research.

The University of Sussex has insurance in place to cover its legal liabilities in respect of this study.