

Privacy notice

MANIFOLD MORE - LEVERAGE TO THE PROFESSIONAL CAREERS OF IMMIGRANT BACKGROUND WOMEN project

The goal of the interviews conducted during the project is to identify the factors that prevent highly educated women with an immigrant background from finding employment and making use of their skills in expert workplaces.

This data will be used to develop a model to support

- the ability of women with an immigrant background to facilitate their finding employment and making use of their skills themselves and
- the capacity of workplaces to develop practices that foster equality and strengthen the status of women with an immigrant background in the workplace as well as improve the way employees' skills are utilised.

Collection, processing, archiving and reporting of research data

The research includes interviews conducted at expert workplaces in order to gather data for the research and development activities. This data is primarily only used in the research project in question and for reaching its goals.

All data gathered during the research is treated as highly confidential and it will only be available to and used by the research team in anonymised format. Researchers are bound by legal obligation of confidentiality in matters related to individual respondents. The collected data is only saved electronically by the Finnish Institute of Occupational Health. The researchers in the team will process the materials as files saved on a computer. The files will not contain any personal data of the respondents. The information systems of the Finnish Institute of Occupational Health are protected by firewalls and access to them requires a user ID and password issued by the ICT Services team. Only people who have been granted the required user privileges have access to the data. The project co-ordinator Barbara Bergbom will store the participants' contact information, consent documents and other manually gathered data in her office. The office is locked and located in a building equipped with an access monitoring system.

The data is processed in a way that does not allow identifying any individual respondents. Names and other identifiers in the data are removed and replaced with identification codes.

The research project ends on 30 September 2022. The data will be used for the duration of the research project and, if necessary, after the project has been concluded until the end of 2023. The data will then be archived by the Finnish Institute of Occupational Health with identification codes.

Rights of the participants

Participation in the study is voluntary. The participants have the right to receive a copy of their data included in the study register that is created, excluding any such data that the Finnish Institute of Occupational Health cannot identify as regarding the participant. The participant also has the right to request the rectification of inaccurate or erroneous information. In addition, the participant can withdraw their consent at any stage of the research, in which case the gathered personal data will no longer be used for research purposes but only archived.

The participant has the right to lodge a complaint considering the processing of personal data with the competent data protection authority (the Data Protection Ombudsman).

Collection, processing, reporting and archiving of data required by the European Social Fund

The project is funded by the European Social Fund (ESF), which requires that certain data are collected from all who participate in the project. The data required by ESF will be collected by the Finnish Institute of Occupational Health from those who participate in the Manifold more research project as well from those who take part in the videos that will be produced as part of the project. The data will be handed over to the EURA-system of ESF.

More information about ESF's data collection and handling: [PRIVACY STATEMENT ESR](#). Because of the Covid-19-pandemic participation in the Manifold More -project takes place remotely since 12th of March 2020. Therefore the data required by ESF is collected electronically and without signatures. Only basic information is gathered and sensitive information such as social security number is not collected. All data are collected and stored in a data-protected and secure manner.

Privacy policy

The party responsible for the personal data file is the Finnish Institute of Occupational Health (Topeliuksenkatu 41 b, FI-00250 Helsinki, Finland, switchboard +358 (0)30 4741).

The person in charge of the project on behalf of the Finnish Institute of Occupational Health is Leading Expert Barbara Bergbom: tel. +358 (0)43 824 3765 or e-mail barbara.bergbom@ttl.fi.

The Data Protection Officer of the Finnish Institute of Occupational Health: tel. +358 (0)30 474 2429 or e-mail tsv@ttl.fi.

The privacy policy of the Finnish Institute of Occupational Health can be found at our website: www.ttl.fi/en/privacy-notice