

Declaration of consent for participation in the focus group “Online studies, online buddies: thoughts on the “new normal” online routines”

Thank you for your willingness to participate in the focus group. Your contribution is essential for research about patterns and consequences of online routines. Please read the following information carefully before you participate in the study.

General study information

Course and duration of the study

The study aims to understand the patterns and consequences of online routines, including online meetings in general and online education in particular. As part of the focus group discussion held online via Zoom, we ask you about your personal views and appreciate an active debate with other participants. Furthermore, you will receive a short demographic questionnaire. The study will take place on 03.07.2020.

Type of data collected

Within the scope of the study, we collect your demographic data (e.g., age, gender), e-mail address, information about your study program, your experience and behavior in times of the Coronavirus Pandemic, as well as information about your personal feelings and your attitudes. We do not intend to collect any special categories of personal data; however, since focus group interviews imply open questions, if occasionally among other things, health data, is mentioned, it will be collected.

To enable transcription and using the knowledge gained in the focus group, the online Zoom meeting will be recorded. The recording will be made accessible to the members of the Chair of Business Informatics, esp. Social Media and Society of the University of Potsdam. The recording includes questions you might ask or answers you might give during the meeting as well as chat contributions. If you participate not only with audio, your video stream will also be recorded. Therefore, we ask for your consent to the recording of this meeting. Before using the data for research purposes, your personal information (audio and video streams as well as chat contributions) will be removed or made anonymous. If you do not want to give your consent, we kindly ask you in the interest of the other students not to participate in the live online meeting.

To compensate for your participation efforts, a remuneration form contains last name, first name, account details, address, e-mail, and phone number.

Study procedure

To participate in the study, we ask you to participate in the focus group discussion and answer a short individual demographic questionnaire afterward.

Study incentives

You will receive a 10 Euro compensation for participating in the study.

Voluntariness

Your participation in this study is voluntary. You are not to expect any disadvantages if you decide not to participate in this study. The same applies if you decide to revoke your consent at a later time. This is possible at any time during your study participation. You do not have to justify a possible revocation of consent or withdrawal from the study. In the case of a revocation, the already collected questionnaire data will be used in any subsequent data analyses. You are allowed to ask any questions concerning the study at any time.

Risks

We are not aware of any risks that could result from your participation in the study. However, some of the questions may cause discomfort for you. You can, therefore, withdraw from the study at any time.

Publication of the data

The results and data of this study may be published in a scientific paper. The publication will exclusively contain data in an anonymous form, without the possibility of attributing individual data to a specific person.

Contact

Please contact us if you have any questions about your participation:

Olga Abramova

University of Potsdam, Chair for Business Informatics, esp. Social Media and Society

Karl-Marx-Straße 67

14482 Potsdam

oabramov@uni-potsdam.de

Information on data protection

We process your personal data in compliance with the applicable data protection regulations, in particular the EU General Data Protection Regulation (GDPR) and the Brandenburg Data Protection Act (BbgDSG).

The data controller is

University of Potsdam
Represented by the president, Prof. Oliver Günther, Ph.D.
Am Neuen Palais 10
14469 Potsdam
Telephone: +49 331 977-0
Telefax: +49 331-97 21 63
www.uni-potsdam.de

Purpose of the processing

Your data will be collected and processed within the research project “Understanding Online Routines in Times of Coronavirus Pandemic” conducted by researchers from the University of Potsdam. The data is pseudonymized for analysis, i.e., without any connection to your e-mail address and only in connection with an internal number.

Lawfulness of processing

The legal basis for data processing is your consent. Since the study may collect, among other things, health data, consent is required for the processing of special categories of personal data in accordance with Art. 9 Para. 2 lit. a DSGVO.

Withdrawal of consent

You have the right to withdraw your consent at any time and without reason. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

Duration of data processing

Your personal data will be deleted by removing the audio and video streams from the recording and making chat posts anonymous. This is done within a period of 30 days. After this period, any back-up copies of the original recording will also be deleted.

Once the data collection is completed and Zoom recordings are transcribed, all data records will be merged using the internal number. It will then no longer be possible to assign your personality to the data collected in the focus groups and a demographic questionnaire. Once this is done, the data will be completely anonymized. From this point on, it is no longer possible to assert your rights, as your individual data record cannot be identified anymore.

If you would like to receive compensation for your participation efforts, your remuneration form will be processed and stored according to the Dezernat 4 “Haushalt und Beschaffung” regulations (for ten years).

Recipients of your data

Your personal data will be forwarded to the following recipients within the University of Potsdam: Members the Chair of Business Informatics, esp. Social Media and Society of the University of Potsdam.

If you would like to receive compensation for your participation efforts, your remuneration form will be forwarded to the Chair assistant, Ms. Delia Gartenschläger, and then to the Dezernat 4 “Haushalt und Beschaffung”.

Your rights

You have the right to obtain from the controller confirmation as to whether or not your personal data is being processed, and, if that is the case, access to the personal data and additional information (right of access). You also have the right to obtain from the controller without undue delay the rectification of inaccurate personal data. If the legal requirements of Art. 17 or 18 GDPR are met, you are entitled to the erasure of your personal data or to a restriction of processing. Please note that restricted processing of the data may not be possible in every instance. You have the right to receive your personal data in a structured, standard and machine-readable format or to request the transfer to another controller (right to data portability, Art. 20 GDPR). Furthermore, you may object to the processing of your personal data under the conditions set forth in Art. 21 GDPR.

In order to exercise your rights, we kindly request that you contact:

Olga Abramova
University of Potsdam, Chair for Business Informatics, esp. Social Media and Society
Karl-Marx-Straße 67
14482 Potsdam
oabramov@uni-potsdam.de

Access to your personal data can be requested from the Chief Information Officer (University of Potsdam, Karl-Liebknecht-Str. 24-25, 14476 Potsdam). The corresponding form can be found on his website: <https://www.uni-potsdam.de/de/praesidialbereich/praesident-vizepraesidenten/cio.html>.

You can contact the university's data protection officer if you have questions regarding data protection:

Dr. Marek Kneis
Am Neuen Palais 10
14469 Potsdam
Telefon: +49 331 977-124409
Telefax: +49 331 977- 701821
E-Mail: datenschutz@uni-potsdam.de

If you think that the processing of your personal data infringes the GDPR, then you have the right to lodge a complaint with the supervisory authority for data protection.

Declaration of consent

I have read and understood the above-mentioned participation information and the attached information on data protection.

I have been informed about the study and the study procedure. Any questions about the study, have been answered thoroughly and to my satisfaction by Ms. Olga Abramova.

I consent to the recording of my stream (audio/video/chat) of the Zoom meeting for the focus group on 03.07.2020.

I agree that all personal information of the participants, especially audio and video streams, will be removed from the recording before the start of the analysis, chat contributions will be made anonymous.

I am also assured that the interview will be only cited in sections to ensure that the overall context of events in the interviews with my stories does not make me recognizable as a person.

I am of legal age, had sufficient time to make a decision, and am willing to participate in the above-mentioned study. I know that participation in the study is voluntary, and I can terminate my participation at any time without giving reasons.

I consent to participation in the study and the associated processing of my personal data (including information about my psychological well-being, and if occasionally mentioned in an open question, among other things, health data).

Date, Place

Name, Surname

Signature (Participant)

03.07.2020, Berlin

Olga Abramova

Date, Place

Name, Surname

Signature (Moderator)