

1. NAME OF REGISTER	My Everyday Life Survey: Data collection of experiential knowledge in Northern Ostrobothnia
2. CONTROLLER	Name Northern Ostrobothnia Hospital District
	Street address Aapistie 7A, 2. krs
	Postal address PL 10, 90029 OYS
	Telephone exchange 08 315 2011
3. PERSON IN CHARGE	Pasi Parkkila, Director of Development
4. CONTACT PERSON	Sanna Salmela, Special Designer
5. DATA PROTECTION OFFICER	Northern Ostrobothnia Hospital District Data Protection Officer, tietosuoja@ppshp.fi 08-315 2011 (standard)
6. PURPOSES AND LEGAL BASIS OF PROCESSING	<p>Promoting the wellbeing, i.e. the good everyday life of municipal residents is one of the law-based tasks of the municipalities of Northern Ostrobothnia. However, data on the municipal residents' own wellbeing experience is incomplete so the Northern Ostrobothnia Hospital District and the municipalities in the region have conducted two related surveys to collect experience-based data on Northern Ostrobothnians' everyday life:</p> <ul style="list-style-type: none"> • My Everyday Life: a survey aimed at municipal residents • Our Everyday Life: a survey aimed at organizations' and associations' representatives. <p>Experience-based data will be collected in cooperation with municipalities with at least four-year intervals as of 2021. Data will be collected via an e-survey (e.g. Webropol) and in part via a paper survey. The municipalities will be in charge of the details related to collecting data on their respective territories and to reporting on the results.</p> <p>The hospital district, the municipalities, the joint municipal authorities, the regional wellbeing theme networks, and other actors of the regional wellbeing community will process the results of the data collection for the following purposes:</p> <ul style="list-style-type: none"> • To be able to plan, execute, develop, and assess work done in the municipalities, in the area, and in the region to promote the wellbeing of Northern Ostrobothnians • To compare results with other municipalities • To be informed about changes in perceived wellbeing over time • To use data in research and studies <p>The legal basis is the consent of a data subject: when a person answers the survey and ticks the Privacy Notice box, s/he consents to the use of the data.</p>



<p>7. DATA CONTENT</p>	<p>The register will contain the following personal data:</p> <ul style="list-style-type: none"> • Municipality of residence • Age (divided in approximately six categories) • Gender • Life situation (divided in approximately 12 categories e.g. student, salary earner, and unemployed) • Presence of a long-term illness, symptom, or disability (yes, physical; yes, psychic; yes, disability; no) • Own assessment of the difficulty caused by the sickness, symptom, or disability on a scale from 1 to 5 • Name and telephone number if voluntarily given (not yet in the 2021 survey but possibly in later surveys by those who wish to take part in a prize raffle) <p>The register will also contain texts written by respondents themselves on the basis of which it may be possible to identify them directly or indirectly e.g. by combining data.</p> <p>The register will not contain client and patient data.</p>
<p>8. DATA SOURCES</p>	<p>Data will be collected from those residents of municipalities in Northern Ostrobothnia who volunteer to answer the survey.</p> <p>Controllers outside the Northern Ostrobothnia Hospital District will not be used as data sources.</p>
<p>9. DATA PROCESSING AND PROTECTION</p>	<p>The hospital district will be in charge of data processing and protection on a regional level. The data will be collected into an electronic survey tool used by the hospital district (e.g. Webropol). Data from paper survey forms will also be entered as part of the electronic survey tool. After this, the paper forms will be disposed of as data protection waste.</p> <p>The municipalities will be in charge of collecting and storing the paper survey forms filled by residents in such a way that respondents' data protection is not endangered.</p> <p>After the end of the data collecting period, the hospital district will send to the municipalities the municipality-specific materials regarding their respective residents in Excel, Word and/or PowerPoint format. Concerning the quantitative questions, these materials will be anonymized as the answers will not be displayed on a respondent-specific basis and thus cannot be combined in a way that would allow identification of respondents. A respondent may, however, have entered in the open fields data that might enable identification. It has been agreed with the municipalities that each municipality shall designate a person or persons to read the original open-ended answers and to aggregate them so that individuals can no longer be identified. The hospital district will provide guidance to the persons designated by the municipalities for this work. After that, the responsibility will pass to the municipalities.</p>

	<p>After the disclosure of the materials, the data will be kept in Webropol for three months for purposes of reporting and use. During this period, the data will be stored in the data system of the hospital district in Excel, PowerPoint, Word, CVS, and SPSS formats. After storage, the materials will be deleted from Webropol.</p> <p>The CVS and SPSS materials enable studying the answers provided by individual respondents but permission to process these materials is only given by specific agreement (e.g. a research permit for a student, a researcher, or a municipality). The agreement will ensure that the processor of personal data processes data in a way that does not endanger the data protection of a given respondent.</p> <p>If a survey collects the name and telephone number of a respondent in view of a prize raffle, these answers will be separated from the other answers to the survey and will not be stored together with the other answers. These data will only be used for the prize raffle.</p> <p>Other actors making use of the data (see point 10) will also be subject to the aforementioned practice.</p>
<p>10. DATA RECIPIENTS OR DATA RECIPIENT GROUPS</p>	<p>Personal data will be disclosed outside the Northern Ostrobothnia Hospital District as follows:</p> <ul style="list-style-type: none"> • to municipalities • to joint municipal social care and health authorities or their equivalents • to leaders of regional wellbeing theme networks (only to the extent of results related to their themes) • to other trusted actors of the regional wellbeing community • to holders of a research permit for research purposes.
<p>11. STORAGE AND STORING TIME OF DATA</p>	<p>The data will be stored for as long as is justified as regards planning, execution, development, and evaluation of work to promote wellbeing.</p> <p>Personal data will be stored electronically in the data system of the hospital district beyond third-party access. Data will be deleted from the Webropol application three months after the end of data collecting.</p>
<p>12. DATA TRANSFER BEYOND THE EU OR EEA</p>	<p>Personal data will not be transferred beyond the EU or EEA.</p>
<p>13. RIGHTS OF DATA SUBJECT</p>	<p>Data subjects have the right to</p> <ul style="list-style-type: none"> • access their data • correct data • have their data deleted (the right to be forgotten) • restrict the processing of data • transfer data from a system to another.

	The identifiers used in the survey restrict, however, identification of respondents so enforcement of rights will be assessed on a case-by-case basis: if a respondent can be linked to certain answers with reasonable means, the rights of the data subject will be enforced.
14. DATE OF WRITING OF PRIVACY NOTICE	April 30,2021

