



Aalto University

Technical Innovation in Costume Practice

Ethics Approval Number D/1784/03.04/2025

– Co-design workshop participants –

This privacy notice describes how your personal data will be used in the research study as a participating individual. You have also been provided with document called “Participant Information Sheet”, which explains in more detail how the study is carried out.

Research stakeholders

<i>Party</i>	<i>Role</i>
Madeline Taylor	Marie Curie Postdoctoral Research Fellow / Researcher investigator
Sofia Pantouvaki	Professor / Supervisor
Aalto University	Ethics approval and guidance
European Union via Horizon Europe	Funding body

1. What is being studied in this research study and the purpose of processing personal data

This research study examines live performance costume professionals’ experiences with and responses to new design and manufacturing technologies, specifically virtual patternmaking software and 3D printing. It investigates the value of these tools for costume practice, how people are implementing them in their workflow, and what the barriers and facilitators are for their adoption.

This research is funded by the European Union via a Marie Skłodowska Curie Postdoctoral Fellowship.

2. What personal data is processed in the research study?

Personal data collected during the co-design workshops will include:

- Name and contact details (email address or phone number) for organising participation and other research communication (e.g. sharing findings afterward)
- Video / audio recordings of some workshop conversations showing participants faces
- Transcriptions of workshop conversation, which may include
 - Opinions of technologies and professional experiences
 - Professional title and work experience in the field in years
 - Details of work experience (e.g. productions worked on, type of work done)
 - Location data (city, state or country where work has been carried out)
 - Current and past employer name/s or area (e.g. dance, theatre)
- Written comments, in the form of opinions and notes on workshop activities and tasks
- Images of creative works, in the form of doodles, diagrams or sketches made during the workshop
- Findings or notes made by the researcher about their comments and contributions to the conversation
- Consent form including name and signature

Special categories of personal data (sensitive personal data)

☒ Data belonging to special categories of personal data or other specially protected personal data **will not be processed** in the research study.

Personal data is collected from the following sources: Directly from the participant, from the researcher's observations

The research methods for collecting this data are described to you more in detail in the "Participant Information Sheet" document.

3. Processing of necessary personal data and removal of the direct identifiers from the data

The research study only processes personal data that is necessary for the purpose and execution of the study.

Workshop data will be processed and analysed in an identifiable form, as the data analysis will involve analysis of video recordings in which participants are visible and recognisable. To minimise the collection of personal data:

- Contact details and consent forms will be kept separate from research data and will not be made public
- In case the research participant reveals sensitive or special category personal data, such data will be deleted in the transcription phase.
- Personal data such as workplace or location data will not be published without consent
- Recordings of the workshops will not be published/made public
- Images made in the workshop will not be published/made public without explicit written consent.
- The identity of the individual research participant will not be disclosed in a scientific publication or other published research results without explicit written consent. Note that participants can request to be pseudonymous for publication. However, as recognising the professional expertise of costumers is one motivation for the research, this pseudonymous position will not be by default.

4. Legal Basis for the processing of personal data

☒ The processing of personal data is based on scientific research, a task in the public interest

5. Sharing personal data

Research data containing your personal data is shared with the following parties:

Independent controllers: The Researcher, Madeline Taylor will be an Independent Controller following the end of the postdoctoral project.

Further, research data which consists of your personal data, may be transferred to a third party, such as scientific publication, for peer-review process or for other purpose, which is mandatory for scientific publishing or validation of the research results. Research data containing personal data is retained for research data to be used for further scientific research in the same scientific discipline or in other disciplines that support this research study. As part of this research data may also be transferred to other universities or research organisations as part of further research projects.

Processors: No external processors (e.g. transcription services or analysts) will be used for this data.

6. International data transfers

Research data containing personal data will be transferred to non-EU / EEA countries. Once the Researcher's (Madeline Taylor) contract with Aalto University finishes in December 2025, she and a copy of the data will transfer to Australia. To ensure that the transfer complies with the requirements of the General Data Protection Regulation this transfer copy is subject an Agreement between the controllers using EU / EEA model contract clauses.

Further as part of the scientific publishing process, it might be necessary to transfer the data outside EU/EAA for publishers or peer reviewers for verification of research results, as such parties may be located outside EU/EAA area. However, it is exceptional that scientific publication process would require transferring data regarded as personal data.

7. Storage and protection of personal data

Protection of manual material: Any manual material collected (e.g. paper consent forms, workshop worksheets or observation notes) will be immediately digitised (scanned and saved as per the below IT systems data plan) then securely destroyed (following Aalto procedures).

Information processed in IT systems: Your personal data is processed and preserved in secure IT systems, which are approved by Aalto University and suitable for personal data. Access to all computers and IT systems are protected by username and strong personal password. Access to IT systems containing personal data is technically restricted in a manner, that only researchers participating in the study and persons necessary for the implementation of the study have access to your personal data.

8. Retention and deletion of personal data

Deletion during and after the study: Research data containing personal data will be retained further scientific research in the same scientific discipline or in other disciplines that support this research study. Research data containing personal data is deleted after five (5) years since the last publication where this research data has been used and exploited and at the latest ten (10) years after the end of the postdoctoral project.

9. Rights of the research participant

According to the General Data Protection Regulation (GDPR), a data subject has the right to:

- receive information on the processing of their personal data
- right to access the personal data collected and processed
- right to rectification of inaccurate personal data
- request that the processing of personal data be restricted
- object the processing of personal data
- right to erasure of personal data if the conditions of Article 17(1) of the Data Protection Regulation are met and processing is no longer necessary for archiving purposes in the public interest or for scientific research or statistical purposes in accordance with Article 89(1)

If the research purpose does not require, or no longer requires the identification of the data subject, the controller shall not be obliged to obtain further information so that the data or the data subject may be identified only for purposes to able the data subject to exercise his/her rights. If the controller is unable to link the data to a particular data subject, the data subject does not have the right to access

or correct the personal data, object the processing, or delete the personal data. However, if the data subject provides additional information that allows their identification from the research data, the rights will not be restricted.

10. Contact details of the controller

The controller for personal data processing is Aalto University Foundation sr., operating as Aalto University. After the 14.12.2025 Madeline Taylor is an additional independent controller.

Person in charge of the research study: Questions regarding the conduct of the research study may be addressed to the person in charge of the study: Madeline Taylor madeline.taylor@aalto.fi +358503095052 until 14 Dec 2025, thereafter madeline.taylor@qut.edu.au or Sofia Pantouvaki sofia.pantouvaki@aalto.fi

Data Protection Officer: If the research participant has questions or requests related to data protection or the processing of personal data, the research participant should contact the Data Protection Officer of Aalto University: tel. +358 9 47001 (exchange), dpo@aalto.fi.

In this data request service, you can request the exercise of your rights under GDPR from Aalto University as the controller <https://datarequest.aalto.fi/en-US/>.

If a participant of the research study feels that his or her personal data has been processed in violation of data protection legislation, the participant has the right to lodge a complaint with the supervisory authority, the Data Protection Ombudsman's office (read more: <http://www.tietosuoja.fi>).

Thank you for helping with this research project. Please keep this sheet for your information.