

RESEARCH ON THE SURVEY OF STUDENTS, EMPLOYEES, AND TEACHING STAFF OF LATVIAN HIGHER EDUCATION INSTITUTIONS ON THE EXPERIENCE OF SEXUAL HARASSMENT IN HIGHER EDUCATION INSTITUTIONS

Information on personal data processing

In this informative material, we would like to introduce you to the personal data collected by the research organization "Berg Research" (hereinafter referred to as the Researcher) within the framework of the scientific study "**Research on the survey of students, employees, and teaching staff of Latvian higher education institutions on the experience of sexual harassment in higher education institutions**" and how the obtained data are processed for the purposes of research and analysis of societal processes.

Who will conduct the research?

The research project is led by Mg.sc.soc. Ilze Rozenberga who is an authorized representative of the market and socio-economic research organization "Berg Research" (hereinafter referred to as the Researcher). The study is commissioned and financed by the Ombudsman of the Republic of Latvia.

What is the purpose of the research?

To research and evaluate the experience of sexual harassment in Latvian higher education institutions.

How will the research data be obtained?

Within the framework of the research, a survey is being conducted among students, employees, and teaching staff of Latvian higher education institutions.

What will I be asked to do if I participate?

You will participate in a study, during which you will be asked several questions on topics related to the research objectives. It is not a test; there are no right or wrong answers. We are interested in your opinion and experience.

What will happen to the obtained data?

All information received will be used solely in an anonymized and aggregated form and for research purposes only.

Will my privacy be respected?

Yes, the answers are confidential, and all data will undergo thorough anonymization before publication to ensure that respondents remain unidentifiable.

What happens if I don't want to participate or I change my mind?

Participation is voluntary. You have the right to decide not to proceed with the participation in the research at any time. You can withdraw your consent to the use of your data at any time by contacting the responsible department or Berg Research researchers. If you do so, your data will be deleted and excluded from further analysis. By agreeing to participate, you confirm that you have read and understood the information regarding personal data processing.

Will the research results be published?

Aggregated and anonymized results of the research will be published in a report and publicly available.

What are the risks of participating in the study?

Participating in this study does not create any risks for you. It does **not** propose any financial obligations or undesirable consequences.

What is the legal basis for data processing?

Data processing is necessary for conducting scientific research and is carried out with the consent of the data subject (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation))

Article 6(1)(a), recitals 156, 159 and 162:

- Processing is necessary for the performance of a task carried out in the public interest based on the official powers granted to the personal data processor;
- The processing of personal data is necessary for archiving purposes in the public interest, scientific, or statistical purposes.

Who can access the data?

After the conclusion of the study, the obtained data will be stored with the Researcher. During and after the implementation of the project, the Researcher and other researchers **will only have access to anonymized and pseudonymized** research data for scientific analysis.

Does the Researcher share data with other organizations?

Anonymized and pseudonymized research data may be shared with third parties for scientific research to advance knowledge about modern society. Any future research that uses data from this study will be subject to data handling and security requirements no less stringent than those described here.

When will the data be processed, and for how long will it be stored?

The researchers will start data processing in October 2024. Anonymized and pseudonymized research data will be stored for research purposes without a time limit.

For the respondents: Contact information provided by you will be stored in encrypted form separate from the research data until the information loses relevance.

What security measures are implemented to protect personal data?

The researcher implements a series of organizational and technical security measures to protect survey data from unauthorized access or improper use.

We use pseudonymization, i.e. replacing contact information (if you have provided it) with randomly generated numerical codes, to analyze changes in people's opinions over time in an aggregated way in case of repeated surveys. Pseudonymization is performed immediately after the end of the survey and before the data is transferred to the researchers. Only the pseudonymized data are available to the researchers for any further analysis.

Also, we carry out a special process called coding on all responses so that very specific answers do not allow the identification of a particular respondent in the overall data. For example, if the name of the profession is entered in the questionnaire, it will be coded according to a general classifier.

Research reports and publications describe information only in aggregated form; one respondent's answers to the questions are never analyzed separately from the answers of other respondents.

We store research data on computer systems managed by Berg Research located in the European Union and use encryption. All the users of **anonymized and pseudonymized** data (researchers, scientists) provide written certification that they will adhere to security procedures.

Who is responsible for the protection of my data?

- The data controller and the research organization responsible for conducting the research project is **Berg Research**, Reg. no. 40103672498, legal address - Aplociņu iela 5, Tiraine, Mārupes pag., Mārupes nov., LV-2167, actual address - Brīvības ielā 40-41, Rīga, LV-1010, electronic mail address - info@bergresearch.lv
- Any personal information that you voluntarily provide to the Researcher will be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

What can be done in case of problems?

Inform by sending an email:

- to project manager Ilze Rozenberga by e-mail: ilze.rozenberga@bergresearch.lv
- or
- researcher Jeļenu Vorobjova by e-mail: jelena.vorobjova@bergresearch.lv