

Consent form for interviews

Declaration of consent for the collection and processing of personal data for scientific purposes

1. Subject of the research project and basis of the consent form

1.1. *Research Project Title:*

1.2. *Description of the research project (short abstract):*

1.3. *Research group (responsible person):*

N.N. *Interviewer*

N.N.

N.N.

N.N.

1.4. *Interview date: xx.xx.xxxxr*

1.5. Type of the personal data the interviewed person (= "data subject") / special categories of personal data:

Personal data, namely:

Name:

Company:

Email:

Special categories of personal data, namely information about:

Occupation/position in the company

Sound recordings

2. Declaration of consent of the data subject

I hereby consent to the processing of my personal data collected in the course of the research project described in section 1 in the form of original recordings of the interview and its transcript by the person responsible for the research for the scientific purposes described in section 4.1.

may be used. If I specify or have specified special categories of personal data, these are covered by the declaration of consent.

Note: Your consent is voluntary. You can refuse consent without incurring any disadvantages.

You can revoke your consent at any time vis-à-vis the controller, with the consequence that the processing of your personal data, in accordance with your declaration of revocation, by the controller becomes inadmissible for the future. However, this does not affect the lawfulness of the processing carried out on the basis of the consent until the revocation.

3. Obligation to comply with data secrecy

The responsible person undertakes vis-à-vis the data subject to maintain data secrecy (Section 6 of the Austrian Data Protection Act) with regard to the personal data entrusted to or made available to the data subject in the context of the project at hand, unless there is a legally permissible reason for the transfer of such personal data.

4. Information about the collection of personal data

4.1. Purpose of data processing / aim of the project

4.2. Contact details of the responsible person

Phone:

Email address:

4.3. Legal basis

The controller processes the personal data collected from you on the basis of your consent pursuant to Art. 6 (1) a) GDPR. If special categories of personal data are involved, the controller processes the personal data collected from you on the basis of your consent pursuant to Art. 9 (2) a) GDPR.

4.4. Recipients or categories of recipients / third country transfer

Your personal data is or may be transmitted to the following recipients by the responsible person:

4.5 Duration for which the personal data are stored / criteria for determining the duration

The audio file is stored for 6 months. The transcript is stored for 2 years.

4.6 Your rights as a data subject

Within the framework of the legal requirements, you are generally entitled to the following from the responsible person:

- Confirmation as to whether personal data concerning you is being processed by the person responsible,
- information about these data and the circumstances of processing,
- Correction, insofar as this data is incorrect,
- Deletion, insofar as there is no justification for the processing and no obligation to retain (any longer),
- Restriction of processing in special cases determined by law, and
- Transfer of your personal data - insofar as you have provided it - to you or a third party in a structured, common and machine-readable format.

In addition, you have the right to revoke your consent at any time vis-à-vis the controller, with the consequence that the processing of your personal data, in accordance with your declaration of revocation, by the controller becomes inadmissible for the future. However, this does not affect the lawfulness of the processing carried out on the basis of the consent until the revocation.

Finally, we would like to inform you about your right of appeal to the supervisory authority. You can find the contact details of the data protection authority at www.dsb.gv.at.

4.7 No automated decision making (including profiling)

Processing of your personal data for the purpose of automated decision-making (including profiling) pursuant to Art. 22 (1) and (4) GDPR does not take place.

First name, last name of the interviewee in print

Place and date

Signature

Appendix: Definition

- *"Controller"* means, pursuant to Art. 4(7), the natural or legal person, public authority, agency or other body which alone or jointly with others determines the purposes and means of the processing of personal data. In connection with surveys (interviews) for scientific work (bachelor's theses, master's theses, dissertations), this is the author(s) of the work in question and not the department or institution at which the work in question is written and/or submitted and/or reviewed.
- *"Personal data"* means, in accordance with Article 4(1) of the GDPR, any information relating to an identified or identifiable natural person (hereinafter referred to as "data subject"). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. This can be, for example, information about where a person is insured, lives or how much money he or she earns. It does not matter if the name is mentioned. It is sufficient that one can find out which person it is.
- *"Special categories"* of personal data, according to Article 9(1) of the GDPR, are data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as the processing of genetic data, biometric data uniquely identifying a natural person, health data, or data concerning a natural person's sex life or sexual orientation.
- *"Health data"* means, pursuant to Article 4(15) of the GDPR, personal data relating to the physical or mental health of a natural person, including the provision of health care services, revealing information about that person's health status.
- *"Processing"* means, pursuant to Article 4(2) of the GDPR, any operation or set of operations which is performed upon personal data, whether or not by automatic means, such as collection, recording, organization, filing, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.