

Information on the Processing of Personal Data

The National Research Centre for the Working Environment (hereinafter NFA) is the data controller and, pursuant to Article 13 of the General Data Protection Regulation,¹ is obliged to inform you about NFA's processing of your personal data when we have collected your information.

Below you will find further details regarding the information that we are required to provide you in connection with our processing of your personal data.

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1. We are the Data Controller – How to Contact Us

The National Research Centre for the Working Environment
Lersø Parkallé 105, DK-2100 Copenhagen Ø
Business Registration (CVR) No.: 15413700
Telephone: +45 39 16 65 00
Email: hybrid@nfa.dk

2. NFA's Data Protection Officer (DPO)

If you have any questions regarding our processing of your personal data, you are always welcome to contact our Data Protection Officer. You can contact our Data Protection Officer in the following ways:

- By Email: dpo@bm.dk
- By telephone: +45 72 20 50 00 (ask to speak with the DPO)
- By letter: Holmens Kanal 20, DK-1060 Copenhagen K, attn. "Data Protection Officer"

¹ 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 of the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

3. The Purpose and Legal Basis for Processing Your Personal Data

The purpose of NFA's processing of your data is to conduct research in the public interest. This involves collecting and storing your personal data in order to use them for research on healthy hybrid work. This includes gaining insight into your working conditions, your work tasks, your work environment, and how you experience your health and overall well-being.

The knowledge obtained will be used to examine how hybrid work can support workplace productivity, social cohesion, and employee health – physically, mentally, and socially. The processing of data is carried out solely for the purpose of conducting statistical or scientific studies within NFA's field of research, which is work environment research.

The legal basis for the processing of your personal data:

- Regular personal data: The legal basis for processing is the research provision in Section 10(2) of the Danish Data Protection Act, cf. Article 6(1)(e) (public interest) and Article 89 of the General Data Protection Regulation (GDPR)
- Sensitive personal data and data concerning criminal offences: The legal basis for processing is the research provision in Section 10(1) of the Danish
- Processing of personal data is subject to the Danish Archives Act, cf. Article 9(2)(j) (archiving purposes) and Article 89 GDPR

You can read [GDPR](#) and [the Danish Data Protection Act](#) here.

4. Categories and Types of Personal Data

We process the following personal data about you:

- Regular personal data: Name, work email, phone number, education, seniority, job position, working hours, work tasks, influence at work, and other similar non-sensitive information.
- Sensitive personal data: Health-related information such as stress, sleep, mental well-being, and pain.

5. Recipients or Categories of Recipients

NFA discloses the personal data to the following data processor(s):

- SENS Innovation ApS: SENS stores movement data (physical activity data) and provides the measurement system.
- Rambøll Group A/S: Rambøll stores survey data during the data collection period via SurveyXact.
- Dictus ApS: Dictus temporarily stores data in connection with transcription.
- Statens IT: Statens IT hosts *Filkassen*, which is used for the temporary storage of data. In addition, *Nvivo*, which also operates under Statens IT, is used for the temporary storage of data during the analysis of qualitative interview data.
- Statistical software such as R and Stata temporarily store data during the processing and analysis of quantitative data.

When your personal data is processed for research purposes, it cannot be used for other purposes. If your data is disclosed for other research purposes, this will take place in accordance with the provisions of the Data Protection Act.

6. Transfer to Recipients in Third Countries, Including International Organisations

We will not transfer your personal data to recipients outside the EU and EEA.

7. Storage of your personal data

At this point in time, we cannot specify how long we will retain your personal data. However, we can inform you that we will ensure that data are not stored longer than necessary to publish articles and communicate the results of the project.

This retention period may be changed if your personal data is used in a new research project under the research legal basis.

When your personal data is no longer necessary for fulfilling the purpose for which we collected it, it will be transferred to the Danish National Archives in accordance with the provisions of the Archives Act. Thereafter, we will fully anonymise or delete it.

8. Your Rights

Under the general Data Protection Regulation (GDPR), you usually have a number of rights in relation to the processing of your personal data. However, these rights are significantly limited, given that NFA processes your data solely for scientific or statistical purposes, cf. Section 22(5) of the Danish Data Protection Act. Therefore, we cannot grant you access to your data, rectify your data, or give you the right to restrict the processing of your data, other than ensuring that it may only be used for scientific and statistical purposes, cf. Section 10(2) of the Danish Data Protection Act. Finally, we cannot accommodate a request for deletion (the right to be forgotten), as NFA, as a public institution, is subject to the Archives Act and therefore obliged to transfer personal data used for scientific or statistical purposes to the Danish National Archives.

9. Complaint to the Danish Data Protection Agency

You can submit a complaint about our processing of your personal data to the Danish Data Protection Agency, which is an independent authority supervising compliance with the data protection rules. If you wish to file a complaint with the Danish Data Protecting Agency, you can follow this link [Complaint \(datatilsynet.dk\)](https://datatilsynet.dk)

You can find the Danish Protection Agency's contact details at [Contact \(datatilsynet.dk\)](https://datatilsynet.dk) if you wish to reach them in another way

Kind regards

The project team at NFA