

PRIVACY NOTICE FOR RESEARCH PARTICIPANTS

Survey: "Visualization tool for literature reviews"

Your personal data will be processed in this research project in compliance with the GDPR, that is, the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016. In this notice we provide you with the details about that.

Identity of the data controller

The data controller is the entity who determines the purposes and means of processing of your personal data. In the case of this research project the data controller is:

Luxembourg Institute of Science and Technology (LIST), 5, avenue des Hauts-Fourneaux, L-4362 Esch-sur-Alzette, Luxembourg]

The Principal Investigator in charge of the project is: Nicolas Médoc, nicolas.medoc@list.lu, +352 275 888 - 5041.

Categories of personal data we collect

Please find here below a list of personal data we will collect and process about you:

- Contact details (such as name, surname),
- Professional information (such as company/organisation, current role, professional e-mail...),
- Your image and voice, as recorded during the interviews.

Purpose and legal basis for processing

Your personal data will be processed for the following purposes:

Purpose	Details
Scientific research	This includes in particular: 1) collecting your opinion concerning the literature review process and the existing solutions to support it, and 2) understanding your interest in having new visualizations and AI-based features available in a tool.
Invitation to interviews	We request certain personal information about you (such as your name and surname) if you decide to participate to further steps of the project that include the realisation of interviews.
Recording of interviews	We will record the interviews that will take place between you and our PI in order to be able to doublecheck the annotations taken during said session.

The legal basis for such processing is:

Purpose	Legal basis
Scientific research	<ul style="list-style-type: none">• Fulfilment of the legitimate interests of the controller or a third party: legitimate interest of LIST to have usable data to carry out research activities in accordance with the missions of public research centres in Luxembourg as established in the law on the organisation of the Public Research Centres.

Invitation to interviews

- **Your consent**, as provided during the survey.

Recording of interviews

- Your consent, as provided via a separate image rights form that will be provided to you before the beginning of the interview.

Share of your personal data with third parties

Your personal data will be shared among the research team of the project. Other parties with access to your data will be mentioned in the Participant Information Sheet:

- project partners.

During the Project, your personal data will not be transferred outside the European Economic Area.

Ensuring personal data security and integrity

We have put in place appropriate technical and organisational measures to prevent or act upon any unauthorised and unlawful processing or disclosure, accidental loss, modification or destruction of your personal data. See below the measures implemented in this project:

- The project has a data management plan that describes how data are managed during and after a project.
- Access controls are in place to ensure restriction of access to your personal data to the research team.
- The research team has received training on the GDPR and is under a responsibility of professional secrecy.
- The system has logging in place to establish who collects, modifies, and deletes personal data.

Data retention periods

Below are the details regarding the time for which we keep your personal data:

Purpose	Retention period
Scientific research	19 years from the end of the Project to comply with audit obligations from funding authorities
Invitation to interviews	Until the end of the project that will end on 31/03/2025
Recording of interviews	Until the end of the project, that will end on 31/03/2025.

After the end of the mentioned retention period:

- Your personal data will be deleted.

Your rights and how to exercise them

With regards to your personal data collected and processed, you may exercise at any time the following rights:

- **Right to access:** You have the right to receive confirmation about whether or not your personal data is being processed. If that is the case, you have the right to know what data is being collected and processed and to obtain a copy of it;
- **Right to rectification:** If the personal data we hold about you is inaccurate or incomplete, you have the right to request to have it rectified;
- **Right to erasure:** Subject to certain conditions specified in art. 17 of the GDPR, you have the right to have your personal data deleted;

- **Right to restriction of processing:** Subject to certain conditions specified in art. 18 of the GDPR, you have the right to obtain restriction of the processing of your personal data performed;
- **Right to data portability:** Subject to certain conditions specified in art. 20 of the GDPR, you have the right to obtain a copy of the personal data you provided in in a structured, commonly used and machine-readable format and to request the transfer of these data to another data controller;
- **Right to object:** You have the right to object the processing of your personal data when the conditions set out in art. 21 of the GDPR apply;
- **Right to withdraw consent:** If processing your personal data is based on your consent, you have the right to withdraw that consent at any time. The withdrawal of such consent shall not affect the lawfulness of processing based on consent before its withdrawal.
- **Right to lodge a complaint with a supervisory authority:** You have the right to lodge a complaint with the Commission Nationale pour la Protection des Données (CNPD). More information on how to lodge a complaint are available on CNPD’s website: <https://cnpd.public.lu>.

You may exercise any of these rights by contacting our Data Protection Officer (DPO) by filling the [online form available at LIST’s website](#).

Please kindly note that your rights are not absolute and they may be withheld in accordance with applicable data protection laws. In such event, LIST will provide you with the reasons for not complying with your request. In such case, you may lodge a complaint with the CNPD and seek a judicial remedy against such decision.

For any further questions and concerns, you can contact the Principal Investigator of the project.