

## Declaration of consent for processing personal data

Declaration of consent for the elevation, processing and transfer of personal data and consultation data within the frame of language learning advice (SLB).

I have been informed, through a written informational handout that has been given to me, about the procedures of transcribing, storing and evaluation of data related to the advice sessions conducted with me. I am aware that the participation in this advice ist voluntary and that I at all times have the right and chance to cancel the advice and revoke my consent für written or digital record of my advice sessions without any negative consequences emerging for me.

I declare my consent for:

- recording the consultation in advice protocols by writing
- recording the consultation digitally
- transcribing and anonymising the consultation
- using anonymised consultation records in transcribed and non-transcribed form for research puposes
- using anonymised consultation records in written form for research puposes dass schriftlich anonymisierte protokollierte Beratungsgespräche zu Forschungszwecken verwendet werden dürfen
- using and providing anonymised sequences of consultation records in transcribed and non-transcribed form for within the frame of a lecture for students as an Open Education Ressource (OER) under a CC-BY-SA licence
- archiving and storing pseudonymised complete transcripts, protocols, registration forms and digital records of my consultation for the purpose of archiving and further scientific usage at the Georg-August-Universität Göttingen. The data will be stored on a server in germany that meets the requirements of the DSGVO.

The declaration of consent takes place on a voluntary basis and can be revoked at any time by me with effect for the future. From the time of receiving the declaration of revocation my data must not be processed further. The data has to be deleted immediately. By revoking my consent the lawfulness of the processing of my data up to this point is not touched.

My declaration on revocation can be adressed in written form by mail or email to Dr. Melanie Brinkschulte, Universität Göttingen, Seminar für Deutsche Philologie, Abt. Interkulturelle Germanistik.

Under the terms described above I declare my consent for participation in the language learning advice (SLB).

## Information about the handling of consultation interview data

- If you want to, we will inform you about future research projects we want to use your consultation data for. If you want this, please send us your e-mail adress. The data protection requires your explicit and informed consent for what we are allowed to do with your data. The responsible person for the administration and scientific processing of consultation data is Dr. Melanie Brinkschulte, Universität Göttingen, Seminar für Deutsche Philologie, Abt. Interkulturelle Germanistik. The implementation and execution of research projects on the basis of your consultation data happens on the basis of the Datenschutzgrundverordnung (DSGVO) of the european union and abides by the code of ethics of the Deutsche Gesellschaft für Soziologie. The persons involved in research projects are lieable to confidentiality and data secrecy.
- Any potential research projects solely serve scientific goals. We ensure you the following procedure, in order that your data cannot be connected to your person:
  - We handle conversation data carefully: We tape the conversation with your consent. The tape will be transcribed and deleted subsequently.
  - We pseudonymise the transcript, meaning that we change the names, streets and places as well as all personal data as age or occupation. We do not anonymise, out of research related considerations, the study program. The name of the examined university will not be published.
  - Your name and your e-mail address will be deleted at the end of the project, thereby leaving only the anonymised transcript in our storage. The declaration of consent given by you will be stored in a separate folder that is secured and only accessible to the head of the project. It only serves as a proof or verification of your consent in case of an audit by the data security officer. It cannot be connected to your consultation interviews anymore.
  - If you gave your consent to it, the anonymised transcripts of your consultation will be used for research projects. Your anonymity will be preserved.
  - If you gave your consent to it, the anonymised transcripts will be used for research projects and sequences, that cannot be connected to the interviewed person, will be provided in a wiki for collaborative online analysis.
  - If you gave your consent to it, individual sequences will be used for lectures abiding the requirements of the Creative-Common-Licence CC-BY-SA. That means that the sequences can be manipulated by third partys and published under the same licence requirements. It

also means that the data can be used for research purposes, but not for commercial purposes.

(see: [https://irights.info/wp-content/uploads/userfiles/CC-NC\\_Leitfaden\\_web.pdf](https://irights.info/wp-content/uploads/userfiles/CC-NC_Leitfaden_web.pdf))

- If you gave your consent to it, anonymised complete transcripts of your consultation, protocols, registration forms and digital records or tapes of your consultation will be stored and provided for the purpose of archiving and further scientific usage at the Georg-August-Universität Göttingen.
- The data protection requirements also require us to explicitly point out that no disadvantages result from not participating. You can refuse answer to individual questions. The declaration of consent is voluntary, too, and can be revoked at any time. The deletion of recorded interview data can be demanded by you at any time. For this purpose please refer to the head of project Dr. Melanie Brinkschulte.