

# Information on the Processing of Collected Study Data for Research Purposes

## 1. General Information about the Research Project

**Research project:** Master's thesis investigating emotion regulation interventions in everyday work life.

**Purpose of research:** The aim of this scientific study is to investigate the use and effectiveness of digital emotion regulation interventions in everyday work life. Participants will use a desktop application that provides short questionnaires and emotion regulation exercises.

**Conducting institution:**

Cologne University of Applied Sciences (TH Köln)  
Faculty 10  
Steinmüllerallee 1  
51643 Gummersbach

**Project leaders:** B.Sc. Katrin Schweitzer, Mail: [katrin.schweitzer@smail.th-koeln.de](mailto:katrin.schweitzer@smail.th-koeln.de)  
Prof. Dr. Matthias Böhmer, Mail: [matthias.boehmer@th-koeln.de](mailto:matthias.boehmer@th-koeln.de)

### 1.1 Study Procedure

Participation in the study takes place through the use of a desktop application over a period of two weeks. During the study, participants complete various questionnaires and receive emotion regulation interventions and exercises.

The study includes:

- an initial questionnaire on demographic information and work-related contextual information,
- regular EMA questionnaires (Ecological Momentary Assessment) regarding emotional state and work situation,
- emotion regulation interventions and exercises,
- feedback questionnaires regarding the interventions, as well as
- a final post-study questionnaire.

Participation in the study is voluntary and may be discontinued at any time without giving reasons. Participants may decide for themselves to what extent they wish to use the app during the study period.

## 1.2 Types of Collected Data

The study collects only data that participants actively enter or select in the questionnaires.

The following data are collected:

- Demographic data: gender, employment status, typical working hours, and work setting (collected through the initial questionnaire).
- Data regarding emotional state: information about current emotions and emotional experiences in everyday work life (collected through EMA, initial, and post-study questionnaires).
- Emotion regulation data: information about emotion regulation strategies and preferences regarding interventions (collected through the initial and post-study questionnaires).
- Contextual data: self-reported information about current activity and location (collected through EMA questionnaires).
- Feedback data: assessments regarding the usefulness, comprehensibility, burden, and user experience of the interventions (collected through feedback and post-study questionnaires).
- Free-text responses within questionnaires: voluntary written information provided by participants.

### Important Notes:

Input provided during the exercises or interventions themselves is not stored or processed. This content is used exclusively for the participants' immediate reflection within the app.

No real names, email addresses, or other direct identifiers are stored. After launching the app for the first time, participants receive an automatically generated study ID to assign the collected data.

## 1.3 Use of the Data

The collected data will be used exclusively for scientific purposes.

### Use within the master's thesis:

- evaluation of the use and acceptance of the provided interventions,
- analysis of emotional states and self-reported contextual factors in everyday work life,
- investigation of relationships between interventions, emotional experiences, and subjective evaluations of the exercises,
- scientific documentation and presentation of the results within the master's thesis.

**Possible further scientific use:**

The data may also be used in anonymized or aggregated form for scientific publications.

The data will not be used for commercial purposes, nor will the study data be disclosed to third parties, unless required by law.

**2. Consent to Participation**

Consent to participate in the study is provided within the app at the end of the initial questionnaire. Participants are given the opportunity to confirm that they have read and accepted the privacy policy. The study can only be continued if the privacy policy is accepted.

Participation in the study is voluntary. Consent may be revoked at any time with future effect. Revocation will not result in any disadvantages.

As no direct identifiers are stored, withdrawal or deletion of study data is carried out using the study ID displayed within the app. Participants may contact the project leaders for this purpose.

**3. Data Protection Information in Accordance with the GDPR****3.1 Data Controller**

Data controller within the meaning of the GDPR:

Cologne University of Applied Sciences (TH Köln)  
Gustav-Heinemann-Ufer 54  
50968 Köln  
Phone: +49 221 8275 – 0  
Mail: [poststelle@th-koeln.de](mailto:poststelle@th-koeln.de)

For questions regarding the project, requests for information, or withdrawal of consent, please contact the project leaders listed above (contact details under *Section 1*) for faster processing.

**3.2 Contact Information of the Data Protection Officers**

For data protection-related questions, you may contact the official data protection officer using the following contact information:

Cologne University of Applied Sciences (TH Köln)  
Official Data Protection Officer

– personal/confidential –  
Gustav-Heinemann-Ufer 54  
50968 Köln  
Mail: [datenschutzbeauftragter@th-koeln.de](mailto:datenschutzbeauftragter@th-koeln.de)

### **3.3 Purposes and Legal Bases of Processing**

The study data is processed solely for the purpose of conducting and scientifically evaluating the study. The legal basis for processing is the voluntary consent of the participants pursuant to Art. 6(1)(a) GDPR. Where special categories of personal data are involved, the processing is additionally based on Art. 9(2)(a) GDPR.

### **3.4 Storage and Data Security**

The collected study data is stored electronically and protected against unauthorized access through technical and organizational measures.

For the purpose of conducting the study and transmitting the data to the project leaders, the data is initially stored temporarily on a server located in Germany (Frankfurt am Main). This storage serves exclusively for secure data collection and transmission within the scope of the study.

Data transmission between the study application and the server is encrypted. After complete receipt and secure backup of the study data by the project leaders, the data will no longer be processed using cloud-based systems, but instead stored locally in encrypted form and analyzed locally for scientific purposes.

Study data are stored using an automatically generated study ID. No real names, email addresses, or other direct identifiers are stored.

### **3.5 Recipients of the Data**

Access to the collected data is restricted exclusively to the individuals named in the study protocol who are directly involved in the conduct and scientific evaluation of the research project.

The study data will not be disclosed to third parties unless required by law.

### **3.6 Retention Period**

Study data is generally processed until consent to participate in the project is withdrawn and only for as long as necessary to achieve the processing purpose.

As the data is assigned exclusively via a study ID, deletion or withdrawal is only possible if the corresponding study ID is provided.

The pseudonymized research data will be stored for a period of up to ten years in accordance with the principles of good scientific practice and is subsequently deleted or permanently anonymized.

### **3.7 Rights of Data Subjects**

Under the GDPR, participants have the following rights:

- Right of access to stored data (Art. 15 GDPR),
- Right to rectification of inaccurate data (Art. 16 GDPR),
- Right to erasure of data (Art. 17 GDPR),
- Right to restriction of processing (Art. 18 GDPR),
- Right to withdraw consent with effect for the future (Art. 7 GDPR),
- Right to lodge a complaint with a data protection supervisory authority (Art. 77 GDPR).

The competent data protection supervisory authority for TH Köln is:

State Commissioner for Data Protection and Freedom of Information  
North Rhine-Westphalia  
Kavalleriestr. 2-4, 40213 Düsseldorf  
Phone: +49 211 - 38424-0  
Fax: +49 211 – 38424-10  
Mail: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)

As no direct identifiers are stored, study data is assigned exclusively through the respective study ID. Therefore, providing this study ID is necessary to exercise the aforementioned rights.

### **3.8 Voluntary Participation**

Participation in the project is voluntary. Participation may be discontinued at any time without disadvantages. Participation in the study is not possible without accepting the privacy policy and consenting to data processing.