

## **Research Notification for Interview Participants**

### **Interview Study on Hybrid Work Practices as part of the Sustainable Motivation and Remote Team Success (SMARTS) Project**

We invite you to participate in an interview study that explores hybrid workers' experiences of sustainable hybrid work practices, workplace interaction, and well-being in hybrid work, as well as typical challenges of hybrid work. Your contact information was obtained from your supervisor or another representative of your organization.

After reviewing this research notification, you will have the opportunity to ask questions about the study, after which we will request your oral consent to participate.

#### **Purpose of the Study**

The purpose of this study is to gain insight into the challenges and opportunities related to hybrid work. In particular, the study focuses on your organization's remote and hybrid work practices, such as collaboration and meeting practices, leadership in hybrid work, and well-being in hybrid work. The aim is to understand the topic from the perspective of employees' experiences.

#### **Study Procedure**

The study includes a research interview during which a member of the research team will talk with you either face-to-face or via technology. The duration of the interview is approximately one hour. The discussion will be based on predefined interview questions designed for the study.

#### **How is the research data collected?**

The interview will be audio-recorded, so your voice will be collected as a direct identifier. In addition, indirect identifiers such as age, gender, educational background, and role in your current organization will be collected.

#### **Benefits and Risks**

The results of the study may be used to improve your organization's work practices. There are no health-related, social, or financial risks associated with the methods used in this study. Risks related to the processing of personal data have been evaluated as minimal, as the research data will be collected and stored appropriately.

#### **Confidentiality, Data Processing and Storage**

The information collected about you will be handled confidentially in accordance with the EU General Data Protection Regulation and the Finnish Data Protection Act. Your personal data will be processed and stored on password-protected and secure network drives of the University of Jyväskylä and Tampere University, and on researchers' collaboration platforms (Teams), following university data protection guidelines. Only members of the research team will have access to data that can be linked to your personal information. Audio recordings will be stored

with identifiers on a password-protected network drive at the University of Jyväskylä. After data collection, material containing direct identifiers (voice) will be transcribed into text, and the data will be pseudonymized by removing direct identifiers. Secure, AI-based transcription software (MyJYU AI Transcription) that is developed for research purposes will be used for audio recording and transcription.

Scientific publications, theses, and training materials will be produced from the collected data. None of the information you provide will be published in an identifiable form.

### **Privacy Protection in Scientific Publications**

In scientific publications, participants' identities will be protected by pseudonymization, meaning that a pseudonym will be used instead of your real name. Other indirectly identifying details, such as workplace or job description, will be generalized so that individual participants cannot be identified.

Research files and data collected during the study will be stored at the University of Jyväskylä and Tampere University for 10 years. After this, the data will be destroyed.

### **Funding**

The study is funded by Business Finland.

### **Voluntary Participation**

Participation in the study is completely voluntary, and you may withdraw at any time without giving a reason. You may also temporarily suspend your participation.

If you wish to withdraw completely, you can do so by informing the researcher. In this case, all data collected about you will be deleted and will not be used in the study.

If you wish to temporarily suspend participation, you can do so by informing the researcher. The study can then be continued at another time.

### **Compensation**

No compensation will be paid for participation. Participation in the study is considered working time, as the study has been agreed upon with your organization.

### **Communication of Results**

The results of the study will be communicated through the SMARTS project's communication channels. A summary of the final results will be sent to representatives of participating organizations, who will ensure distribution within the organization. Based on the results, events such as training sessions or workshops may be organized.

### **Further Use of Collected Data for Other Purposes or Further Research**

The research results may be used in workshops and training organized by the research project. Interview data will not be used or published in a way that would make individual respondents identifiable. Research data will not be shared outside the research team for further studies.

### **Data Disposal**

Ten (10) years after data collection, the data will be destroyed. The data will be deleted from the network drives of the University of Jyväskylä and Tampere University and from the shared collaboration platform.

### **Further Information**

Please direct any questions about the study to Professor Anu Sivunen.

Anu Sivunen

Professor of Communication

University of Jyväskylä, Faculty of Humanities and Social Sciences

Phone: +358407354279

Email: [anu.e.sivunen@jyu.fi](mailto:anu.e.sivunen@jyu.fi)