



LERNE

LABORATORY OF EXPERIMENTAL RESEARCH
IN ECONOMICS AND MANAGEMENT

Rules of Privacy

Laboratory Research Sessions

Laboratory Research Sessions at LERNE-Laboratory of Experimental Research in Economics and Management.

In order to sign up for participation in the research sessions conducted by LERNE, you will need to first enroll in Católica participants' management system by going to <https://clsbe.sonasystems.com>. You need to enroll in the system using your UCP e-mail – student number followed by @alunos.lisboa.ucp.pt. A password will then be sent to your student's UCP e-mail account, which is accessed through CATÓLICA-LISBON webmail. By registering for participation in the LERNE's research sessions you are giving us permission to send you an e-mail inviting for coming sessions.

Rules for laboratory research sessions

- Participation in 4 LERNE research sessions is a requirement of your study plan. Participation in these studies will provide you with insights of management and economics research and will allow you to learn about a variety of research areas and methods in an engaging manner.
- Research sessions are conducted exclusively by CATÓLICA-LISBON.
- Data is strictly confidential and at no instance will be given access to it to third parties. There is no such thing as correct or wrong answers.
- Research sessions are conducted in LERNE, Católica Lisbon School of Business & Economics, Catholic University of Portugal, Palma de Cima, 1649-023 Lisbon, Portugal (1st floor, near the main entrance).
- You will be granted 1 point for each research session in which you participate. If you have enrolled in a particular research session, please keep in mind that if you don't turn up, turn up late or don't follow the research session' instructions then you will receive a penalty of 0.5 points.
- Each research session will last up to 1 hour and is limited to eight participants. Several sessions will be available and you can always choose in which sessions you would like to participate, according to the schedules that are most suitable to you.
- You will receive an e-mail recalling you to participate in a particular research session that you have enrolled in. If you are not able to attend the research session you have enrolled in, you should cancel in the system your enrollment.
- You should arrive 10 minutes before the start of the session you have enrolled in. Please wait outside until the lab assistant calls you in.
- To ensure that only those people who have enrolled in the research session take part in the study, you will be asked to present your students' ID in the beginning of each research session.
- During a research session, you will have to follow the research session's instructions, which will be written on a handout and/or will be read out during the session. If you don't follow the instructions, you might be asked to leave and you will receive a penalty of 0.5 points.
- Any changes to these rules will be communicated in advance by e-mail to you.



LERNE

LABORATORY OF EXPERIMENTAL RESEARCH
IN ECONOMICS AND MANAGEMENT

Privacy policy

This website complies with various privacy and data protection rules and is governed by European Union regulations covering human subject research and data privacy. It complies with the Organisation for Economic Co-operation and Development (OECD) Guidelines on the Protection of Privacy and the European Union Directive on Data Protection. Please read the information below carefully, and contact the person listed in the Contact Information of this notice for more information.

Use and Distribution of Information

Personal data of each participant (name, email address, telephone, and student ID number (if provided)) may be used to identify the participant on this website. This information will not be disclosed to third parties, or outside the organization to whom this information is being collected.

This website communicates with its participants through email, telephone, or face-to-face, according to the data each participant provide in the application.

Each participant will only be identified to researchers by a random numeric code, and never based on any personal data.

All MSc students are required to participate in research sessions in return for course credits. When 4 credits are reached, LERNE will send this information, in a roster format, to the academic services of CATÓLICA-LISBON in order for the student to be credited on this requirement.

Information about this Organisation and Web site

The Laboratory of Experimental Research in Economics and Management (LERNE) is an important part of Católica Lisbon School of Business and Economics (CATÓLICA-LISBON) research infrastructure. This behavioral laboratory was designed to run academic research studies that are relevant to the business world.

Modern information and communication technologies play a fundamental role in the activities of an organisation. The principal activity of this organisation is research. This document lays out the responsibilities of the organisation for which information is being gathered. The policy herein covers the website being currently used.

The services and links of this Web site

This Web site does not enable research participants to communicate with other participants or to post information to be accessed by other participants. This Web site does not include links to third party Web service providers.

Automatic Collection of Information

This website automatically logs personal data by means such as programming or links information automatically logged by such means with personal data about specific individuals. This is done for the purposes of research.

This website uses cookies to store personal data or links information stored in cookies with personal data about specific individuals. This is done for the purposes of research.



LERNE

LABORATORY OF EXPERIMENTAL RESEARCH
IN ECONOMICS AND MANAGEMENT

Data Collection and Purpose Specification

This site collects the personal data provided voluntarily by each participant while using its services. This site does not collect information about visitors from other sources, such as public records or bodies, or private organisations. Information about the personal data collected and purposes for which they are used is listed in this document. This site does not collect or use personal data for any purpose other than that indicated in this document. If the organisation wishes to use personal data of participants for a new purpose, participants will be notified.

Children's Privacy

This site is not open to children. This site does not knowingly collect personal data from children.

Disclosure and Visitor Choice

This site does not disclose personal data of participants to other organisations, except when required by law, or when necessary for ethical reasons. If personal data of participants is wanted for purposes, which are different from those indicated in this policy, participants will be offered the opportunity to refuse this disclosure.

Confidentiality / Security

This site has implemented security policies, rules and technical measures to protect the personal data under its control from: unauthorised access, improper use or disclosure, unauthorised modification, and unlawful destruction or accidental loss.

All employees and data processors, who have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of visitors' personal data.

This site ensures that personal data of participants will not be disclosed to State institutions and authorities except if required by law, or when necessary for ethical reasons.

Access to the personal data this site may hold about each participant

Each participant has the right to ask whether the website is maintaining his personal data and to request access to personal data that concerns him; has the right to have his personal data rectified; has the right to ask for his personal data to be deleted; has the right to restrict the processing of his personal data; has the right to object to the processing of his personal data; has the right to data portability concerning his personal data; has the right to withdraw his consent at any time; and has the right to submit complaints to the Comissão Nacional de Proteção de Dados (CNPD).

The organisation will provide each participant with a readable copy of data which is kept about him within 21 days of a written request with proof of identity. There are some exceptions to this when disclosure of this data is prevented by laws governing the appropriate countries. This information will be provided without any charge. Each participant should contact lerne@ucp.pt for detailed instructions on how to submit a request and prove that he/she is the person who the data concerns.

Each participant may challenge the data that is held about him and, where appropriate, the participant may have the data erased, rectified or amended, or completed.



LERNE

LABORATORY OF EXPERIMENTAL RESEARCH
IN ECONOMICS AND MANAGEMENT

The exercise of participants' rights may be carried out electronically through the personal area of each participant on this website; by telephone, with proof of identity of the participant; face-to-face at LERNE, with proof of identity of the participant; or by email, with proof of identity of the participant.

Personal Data Collected

All data is collected solely for research purposes. Data collected about each participant, provided voluntarily, may include: name, gender, email address, phone, student ID number, personal details, physical description, family characteristics, education and skills, lifestyle and personal tastes, financial resources, racial or ethnic origin, religious or philosophical beliefs, health/medical data, and other information. Data may be held on a secure system running outside the jurisdiction of the Data Protection Act but will always be held in accordance with the European Union Directive on Data Protection.

Term of retention of personal data

Personal data will be stored in secure databases until deleted by the principal investigator.

Participation in Research Sessions at LERNE

The rules of the LERNE Research Sessions are:

- Participation in LERNE's research sessions is a requirement of students' study plan.
- Research sessions are conducted exclusively by CATÓLICA-LISBON.
- Data is strictly confidential and at no instance will be given access to it to third parties. There is no such thing as correct or wrong answers.
- Research sessions are conducted in LERNE- Laboratory of Experimental Research In Economics and Management from Católica Lisbon School of Business & Economics.
- Students will be granted 1 point for each research session in which they participate. If students have enrolled in a particular research session, they should keep in mind that if they don't turn up, turn up late or don't follow the research session's instructions then they will receive a penalty of 0.5 points.
- Each research session will last up to 1 hour and is limited to eight participants. Several sessions will be available and students can always choose in which sessions they would like to participate, according to the schedules that are most suitable to them.
- Students will receive an e-mail recalling them to participate in a particular research session that they have enrolled in. If students are not able to attend the research session they have enrolled in, they should cancel in the system their enrollment.
- To ensure that only those people who have enrolled in the research session take part in the study, students will be asked to present their students' ID in the beginning of each research session.
- During a research session, students will have to follow the research session's instructions, which will be written on a handout and/or will be read out during the session. If students do not follow the instructions, they might be asked to leave and they will receive a penalty of 0.5 points.



LERNE

LABORATORY OF EXPERIMENTAL RESEARCH
IN ECONOMICS AND MANAGEMENT

- Any changes to these rules will be communicated in advance by e-mail to all students enrolled in LERNE.

Changes to the Human Privacy Policy

If the Human Privacy Policy changes, all participants enrolled in LERNE will be notified in advance by e-mail.

Contact Information

If participants have further questions about the rules, their rights and responsibilities, they may contact: lerne@ucp.pt

Acceptance of Human Privacy Policy

By registering on this website, each participant gives consent to have his details stored in an electronic database for access by researchers connected to LERNE, as described in this privacy policy. The database will be used solely to inform students of the research sessions at LERNE and to give them their points for participating in the sessions, and will not be made available to any third party.