

DATA PROTECTION NOTICE

EU General Data Protection Regulation

Created/updated: 1 September 2021

1. Data controller

Lapland University of
Applied Sciences Ltd,
Jokiväylä 11 C
FI-96300 Rovaniemi

2. Data controller's representative

Ari Konu, Director, Administration
and Human Resources
firstname.lastname@lapinamk.fi

3. Data controller's contact person

Tarja Tammia, Expertise Group Manager, and Riia Valvimo,
Project Manager firstname.lastname@lapinamk.fi

4. Data protection officer's contact information

Pirjo Kärki-Koskinen, Data Protection Officer, Jokiväylä 11 C, FI-96300 Rovaniemi, tel. +358 40
510 0365, tietosuoja@lapinamk.fi.

5. Purpose of processing personal data

Personal data is processed for stakeholder cooperation management and communication purposes regarding, for example, Lapland UAS' operations, training, RDI projects, student traineeship, student events and feedback requests. Data can also be processed for statistical purposes and operational development. Data processed for statistical purposes is made unrecognisable.

Some forms of stakeholder cooperation such as meetings and events, for example, may include photographing and the subsequent use of the photographs as, for example, communications material for the event in question or to support reporting, or in publications related to the theme of the event or other similar communications related to the event or its theme. Photographing will be agreed upon separately.

6. Legal basis of processing personal data

Processing is based on the grounds of public interest or official authority. The main statute is the Universities of Applied Sciences Act 932/2014, in particular sections 4 and 6, cooperation with the operating environment.

In some cases, consent to the processing of personal data may be consent of the data subject.

7. Categories of personal data processed and their storage periods

Personal data is collected from data subjects, for example, by means of a registration form, in

person, in connection with stakeholder activities and through separate surveys.

The information required in the context of stakeholder activities usually includes the following:

- name
- necessary contact information
- organisation
- title.

Depending on the stakeholder activity, the data collected may also include the following:

- your role in stakeholder cooperation and your own organisation
- for statistical purposes in an international context: your native country
- information concerning the amount and payment of the participation fee
- special diet, if catering is included in the event
- information on participation in stakeholder activities
- information resulting from the recording of the event (e.g. photographs, videos, sound recordings)
- your interests
- feedback.

We may also request your consent to the following:

- to inform you about the activities of Lapland UAS
- to inform you about stakeholder activities, such as meetings and events
- to record your name and organisational data in the list of participants
- to disclose information to partners connected to the content of the stakeholder activity
- to a stakeholder newsletter subscription.

Data is retained for the duration of the stakeholder relationship, however, for as long as needed. In the case of events organised by projects, the retention period is influenced by the sponsor requirements.

8. Regular transfer and disclosure

As a rule, the data is not disclosed. The data is stored either in a system running on our server or an external service provider's online system.

A list with the name and organisation of each participant and other information, subject to consent, may be distributed to those participating in stakeholder activities.

Recordings may be disclosed to the participants and for the university's teaching, research, marketing, and event communication purposes.

9. Data transfer or disclosure outside the EU or EEA and its basis

The data is not disclosed outside the EU or EEA.

Recordings and streamed material may be viewed in non-EU/EEA countries.

10. Principles of personal data protection

We always ensure that the data is processed in such a way that your privacy is not unnecessarily compromised and stored according to the requirements of the law.

Manual material

- Stored and protected in such a way that they cannot be seen by third parties or accidentally destroyed, altered, disclosed, transferred or otherwise unlawfully processed.
- Employees only have the right to see the information they need to perform their work
- Documents containing personal data is disposed of by shredding or as data protection waste

Electronically processed data

- The network and servers are appropriately protected
- User rights are restricted by user group. The visibility of data and right to update the system are determined by the access right roles of different user groups
- The data is only accessible to users who have been granted rights to the system
- Access rights to the system depend on each person's tasks or study status
- The staff are bound by an obligation of non-disclosure

11. Automated decision-making

Automated decision-making is not done.

12. Rights of the data subject

The data subject has the right to:

- receive information about processing of personal data, unless otherwise specified by legislation
- review their data
- demand the rectification of inaccurate personal data concerning them
- demand restriction of processing of their personal data.

If the processing is based on consent, the data subject has the right to have their data removed. One of the grounds for removal of the data is a situation in which the data subject cancels their consent on which the processing was based, and there is no other legal ground for the processing. The data subject has the right to transfer data concerning them and provided by them to another controller if this is technically possible.

The data subject may allow automated decision-making (including profiling) with their express consent, but when the processing is based on public interest or official authority, the data subject has the right not to be subject to automated decision-making without legitimate grounds.

If the processing of personal data is based on a public interest or official authority, the data subject has the right to object to the processing of the data.

Rectification or removal of personal data or restriction of its processing is subject to the data subject's notification obligation. If the data subject wishes to exercise their rights, instructions and forms can be found on the [Lapland University of Applied Sciences website](https://www.lapinamk.fi) under [Data protection \(lapinamk.fi\)](https://www.lapinamk.fi).

Data subjects have the right to appeal to the supervisory authority if they feel that the processing of their personal data violates the EU General Data Protection Regulation. Data subjects also have the right to other administrative and judicial remedies. Data subjects also have the right to bring an action against the controller in court if they consider that their rights have been violated due to a failure to comply with the EU General Data Protection Regulation in processing their personal data.

For advice and instructions in matters connected to the rights of data subjects, please contact the Data Protection Officer, whose contact information is provided in Section 4.

Data subjects have the right to appeal to the Office of the Data Protection Ombudsman if they feel that the processing of their personal data has violated valid data protection legislation.