

1. Data controller

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

2. Data controller's representative

Ari Konu, Director of Administration, firstname.lastname@lapinamk.fi

3. Data controller's contact person

Janne Lääperi, Planner,
eLearning Services
+358 40 590 1930
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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

The Webropol software is used to support the teaching, research and administrative work of the university of applied sciences. The information collected in surveys is used by the university of applied sciences for purposes such as surveys for students, staff and interest groups as well as surveys regarding studies.

Students use the Webropol software to carry out surveys as part of their studies.

Privacy statement for Webropol Oy's client and user register:
In accordance with <https://www.webropol.co.uk/gdpr/Webropols-Privacy-Statement.pdf>.

6. Legal basis of processing personal data

Such processing is based on the EU General Data Protection Regulation. The processing criteria are:

- the data subject's consent
- compliance with the data controller's legal obligation

provisions: Universities of Applied Sciences Act

- a task carried out in the public interest/in the exercise of official authority vested in the controller
- scientific or historical research or statistics

7. Categories of personal data processed and their storage periods

Categories of personal data may include, for example:

- Respondent's contact information (first name, last name, organisation, e-mail address, telephone number)
- Event and catering information
- Information concerning an interest group/customer relationship

The data varies on a survey-specific basis.

The data will be kept for as long as necessary. The collector of the data is obliged to delete the responses as soon as they are no longer needed. If survey responses must be archived according to regulations, this archival period shall be observed.

If the collector of the data is no longer in an employment relationship with Lapland University of Applied Sciences or no longer studies there, the administrator is entitled to delete their surveys from Webropol.

8. Information systems used for the processing

Webropol

9. From where is the personal data needed for the processing obtained?

Personal data shall only be collected from the data subject themselves through the survey system's Web page.

10. Cookies

Cookies are used in browser-based information systems for processing personal data. A cookie is a small text file that the browser saves on the user's computer. Cookies are used for providing services, making it easier to log in and facilitating service use statistics. Users can block cookies on their browser, but this may prevent the system from functioning properly.

Cookies are used in the processing of personal data:

- Yes, browser-based systems: Webropol
- No

11. Regular transfer and disclosure

The data will not be transferred or disclosed to third parties.

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

The data will not be transferred or disclosed outside the EU or European Economic Area.

13. Principles of personal data protection

The software supplier is responsible for the technical maintenance of the system. Access to the register is limited to Webropol administrators only. Login to the system is through the HAKA login system. Login to the system requires a personal username and password. User roles are used to ensure that users can only access such data content of the register that is necessary for using the system.

14. Automated decision-making

No automated decisions shall be made.

15. Rights of the data subject

The data subject has the right to:

- receive information about the 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 a legal obligation, 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.

To exercise their rights, data subjects can submit their request on a form that is available on the Lapland UAS website or contact the Lapland UAS Data Protection Officer.

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. Contact information: Office of the Data Protection Ombudsman, P.O. Box 800, FI-00521 Helsinki

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.