

PRIVACY NOTICE

EU's General Data Protection Regulation
(2016/679), Articles 13 and 14

Date: 15.01.2020

Why is the personal data collected? / Purpose of personal data processing

Data is collected for communication purpose of EU Interreg Europe funded project CECI (2019-2023). LAB University of Applied Sciences is the lead partner of the project. The project CECI aims at enhancing citizen involvement in circular economy by sharing good practices and joint development of action plans to improve regional policies.

Data is collected in order to share information about the project and its results. Data consists of participants of project events and receivers of the project newsletter and news. Data is not used in other than project's purposes.

What data are we collecting? / Contents of data file

We are collecting the following data on you: your e-mail address. The email address will be stored securely in compliance with the General Data Protection Regulation (GDPR) by LAB University of Applied Sciences (the lead partner of the CECI project) until the project is officially closed in 2023.

Why are we collecting data? / Legal basis of personal data processing

We will use your email address only for delivering the CECI newsletter issued twice a year from 2020-2022.

From where do we collect data? /Data sources

We collect personal data from the data subjects and by using electronic forms service of Google and newsletter service MailChimp through <https://interregeurope.eu/ceci/> -webpage (a public-access page).

Data transfer and disclosure

The data collected by Google forms is stored in Google Drive service and the data collected by the MailChimp is stored in the MailChimp service. Only project personnel of CECI have access to the data. Data is not transferred for project external use except the collection and storage of data by the mentioned services.

Where will data be transferred? / Data transfer and disclosure beyond the EU or EEA

Data may be transferred beyond the EU and EEA due to use of services of Google and MailChimp.

How is the data protected? / Security of the collected data

Personal access to Google Drive and MailChimp is provided for named project staff representing project partners.

The university's information security rules and guidelines apply to the management of information systems that process personal data. The information systems and their user interfaces are technically protected e.g. with a firewall, encryptions and data backups. The data may be accessed only by those with a username for the system. Usernames are personal, and user rights to information systems are limited through user group definitions: each user may only access data that they need for their professional duties for the duration of their employment relationship. Printed documents are stored and safeguarded from external access.

For how long is the data stored? / Data storage

The collected data will be stored for the duration of the project 1.8.2019 - 31.7.2023.

What type of decision-making takes place? / Automated decision-making

No automated decision-making takes place in the data processing.

Your rights / Rights of the data subject

Data subjects have the right to withdraw their consent if the data processing is based on consent.

Data subjects have the right to lodge a complaint with the Data Protection Ombudsman if the subjects consider that the data processing regarding them is in breach of data processing legislation in force.

Data subjects have the following rights under the EU's General Data Protection Regulation:

- a) Right of access to data concerning the data subject
- b) Right to rectification of data
- c) Right to erasure of data
- d) Right to restriction of processing
- e) Right to data portability to another data controller.

Data filing system

LAB University of Applied Science : CECI -project file/contacts
1.8.2019 - 31.7.2023

Data controller

LAB University of Applied Science is the data controller.
Mukkulankatu 19, Lahti, Finland, Phone: +358 3 828 18, email: servicedesk@lab.fi

Contact person

Data controller's representative:

Name: Turo Kilpeläinen, President

Phone: +358 44 708085

E-mail: turo.kilpelainen@lab.fi

Data controller's contact:

Name: Marjut Villanen, RDI Specialist

Address: LAB University of Applied Sciences, Mikkulankatu 19, 15210 Lahti, Finland

Phone: +358 44 708 5208

E-mail: marjut.villanen@lab.fi

LAB's data protection officer

Anne Himanka, Legal Counsel

Lappeenranta University of Technology, Yliopistonkatu 34, 53850 Lappeenranta, Finland

Phone: +358 50 564 4623

E-mail: tietosuoja@lut.fi