

PRIVACY NOTICE**Collaboration networks****EU's General Data Protection Regulation (2016/679), articles 13 and 14****Date: 10 March 2020****Updated: 11 March 2020****1. Data controller**

LAB University of Applied Sciences
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2. Data controller's representative and contacts

Data controller's representative:

Name: Managing Director, President Turo Kilpeläinen
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Data controller's contact:

Name: Vice President Merja Heino
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3. Data protection officer

Name: Legal Counsel Anne Himanka
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4. Purpose of data processing

The collection of data related to research, development, innovation, expertise, and externally funded projects and project applications of staff, students and visiting teachers and researchers of the LAB University of Applied Sciences, making research and development, externally funded projects, and staff visible, reporting data to the Ministry of Education and Culture, monitoring and assessing activities, and maintaining a list of publications.

The information systems of the university of applied sciences produce statistical data on research to fulfill the institution's legal obligation to compile statistics. This applies to publications and visiting teachers and researchers. The university of applied sciences may also provide statistics authorities other data that they request.

The information systems of the university of applied sciences also provide information for internal needs, and the collected data is utilised in the assessment, management and development of the institution's activity, communication about its activities, and managing, reporting on and communicating about activities of individual employees. Data may be linked to other materials, such as employment relationship documents.

5. Legal basis of data processing

The legal basis of data processing is the pursuit of the data controller's legitimate interest.

6. Content of data file and storage periods

Personal data and identifiers

Publication data

Activities: teaching, research, mobility and other activities

Externally funded projects and funding applications

The data is stored on servers of the Lappeenranta–Lahti University of Technology LUT. Some of the data will be stored permanently and some in accordance with the filing plan of the university of applied sciences.

7. Information systems and data sources

- Human resource management system
- Student information system
- Publication database of the university of applied sciences
- Financial administration systems
- Working time management system
- User accounts
- Data stored by users themselves
- Publications
- Applications for external project funding and funding decisions

8. Use of cookies

Browser-based data filing systems employ cookies to process personal data. A cookie is a small text file that the browser saves on the user's device. Cookies are used to implement services, facilitate login, and enable the compilation of statistics on services. Users may prevent the use of cookies in their browser programmes, but this may prevent the system from operating correctly.

In this case, browser-based systems employ cookies to process personal data.

9. Data transfer and disclosure

In-house use of data:

- Statistics and reports
- Assessments and other reports on research and development activities

Data is regularly transferred and disclosed to the following parties outside the university of applied sciences:

- CSC – IT Centre for Science, VIRTAA
- Ministry of Education and Culture
- Statistics Finland
- Other authorities based on their data requests
- Funding agencies and coordinators of externally funded projects

10. Data transfer and disclosure beyond the EU and EEA

No data is transferred beyond the EU or EEA.

11. Safeguards for data processing

LAB's research service experts, directors in charge of research and development projects, and other users specifically assigned by the LAB University of Applied Sciences have access to personal data.

In data transfers, personal data is processed by information technology experts of the Lappeenranta–Lahti University of Technology LUT and a system supplier.

12. Automated decision-making

No automated decision-making takes place in data processing related to research and development activities.

13. 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:

- Right of access to data concerning the data subject (article 15)
- Right to rectification of data (article 16)
- Right to erasure of data (article 17). The right to erasure shall not apply if the processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes if the right to erasure prevents or significantly hinders the data processing
- Right to restriction of processing (article 18)
- Right to data portability to another data controller (article 20).

Data subjects' rights under the EU's General Data Protection Regulation do not automatically apply to all data processing.

The liaison in matters related to the data subject's rights is the data protection officer; contact details in section 3.