

**Campus visitors****EU's General Data Protection Regulation (2016/679), Articles 13 and 14****Date: 10 August 2020****Updated: 18 August 2020****1. Data controller**

LAB University of Applied Sciences  
Business ID: 0245904-2

Lahti Campus  
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Yliopistonkatu 36, FI-53850 Lappeenranta  
Tel. +358 29 446 5000

**2. Data controller's representative and contacts**

Data controller's representative:

Name: Rector Turo Kilpeläinen

Address: LAB University of Applied Sciences, Mukkulankatu 19, 15210 Lahti

Phone: +355 44 708 5085

Email: turo.kilpelainen@lab.fi

Data controller's contacts:

Name: Facility and security manager Janita Markwort

Address LAB University of Applied Sciences, Mukkulankatu 19, 15210 Lahti

Phone: +358 50 5020 670

E-mail: janita.markwort@lut.fi

**3. Data protection officer**

Name: Anne Himanka, Legal Counsel

Address: LUT University, Yliopistonkatu 34, 53850 Lappeenranta, Finland

Phone: +358 505644623

E-mail: dataprotection@lab.fi

**4. Purpose of personal data processing**

LAB University collects personal data of people visiting the campus area during a coronavirus pandemic in order to identify and reach potential exposed to the virus or infected with the virus.

**5. Legal basis of personal data processing**

The basis for processing personal data is to protect the vital interests of a data subject or another natural person.

**6. Content of data filing system and storage period**

The following personal information is collected: name, email address, phone number and the name of a possible employer.

The personal data collected will be kept until the pandemic situation has calmed.

#### **7. Information systems employed**

Personal data is collected manually and can be stored on servers used by the university.

#### **8. Data sources**

Personal data is received from the data subjects.

#### **9. Use of cookies**

Browser-based filing information 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 appropriately.

The Facility Services' browser-based systems employ cookies in personal data processing to recognise users. Cookies are not used to compile statistics on users.

#### **10. Data transfer and disclosure**

Data is disclosed from the parking control system to a parking control company.

#### **11. Data transfer and disclosure beyond the EU or EEA**

Data is not transferred or disclosed beyond the EU or EEA.

#### **12. Safeguards for data processing**

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. Personal data is protected from unauthorised use. Only service administrators or others with specific prior authorisation may access the personal data. Usernames are personal, and user rights to information systems are limited through user group definitions: users 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.

University employees are bound by secrecy obligations under the Act on the Openness of Government Activities, section 23. In addition, university employees may not use the employer's professional and business secrets to their own advantage or disclose them to others (Employment Contracts Act, chapter 2, section 4). The employment contract has a nondisclosure clause. Secret information and its storage periods, archiving and disposal are defined in the university's filing plan.

#### **13. Automated decision-making**

No automated decision-making takes place.

#### **14. 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 (article 15)
- b) Right to rectification of data (article 16)
- c) 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

- d) Right to restriction of processing (article 18)
- e) Right to data portability to another data controller (article 20)

Data subject's 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.*