

PRIVACY NOTICE

**People visiting campus without access key
EU's General Data Protection Regulation (2016/679),
Articles 13 and 14
Date: 21 September 2020**

1. Data controller

LAB University of Applied Sciences
Business ID: 0245904-2

Lahti Campus
Mukkulankatu 19, FI-15210 Lahti
Niemenkatu 19, FI-15140 Lahti
Tel. +358 3 828 18

Lappeenranta Campus
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

In a pandemic situation, LAB University of Applied Sciences collects personal data of those entering the campus area who do not possess the access key on the college campus. The purpose of processing personal data is to determine, at the request of the competent authority, any persons 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

For students entering the campus areas of LAB University of Applied Sciences, without a access key, the following personal data are collected: name, telephone number and field of education

For other persons without a access key, the following information is collected: name, telephone number and name of organization.

Personal data collected will be collected and stored until, due to the calming of the pandemic situation, it is no longer necessary.

7. Information systems employed

Personal data is collected either manually or using the Microsoft Outlook email system.

8. Data sources

Personal data is received from the data subjects.

9. Use of cookies

No cookies are used in the processing of personal data.

10. Data transfer and disclosure

Data may only be disclosed in the event of existing legislation and so required for a pandemic situation.

11. Data transfer and disclosure beyond the EU or EEA

Data will not be transferred outside the EU or the European Economic Area. An exception to this can be made up by the data collected on the system provided by Microsoft.

12. Safeguards for data processing

In the management of information systems used for processing personal data, the LAB University of Applied Sciences' Information Security Code and Guidelines are complied with. Technically, the information systems and their user interfaces are protected by a firewall, the communication of the systems is encrypted and the data of the systems is regularly backed up. Personal data shall be accessed only by pre-defined main users of that service or individually authorised persons. Paper documents are kept and protected so that outsiders do not have access to them.

Employees are subject to the obligation of secrecy.

13. Automated decision-making

No automated decision-making takes place.

14. Rights of the data subject

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.