

**DATA PROTECTION NOTIFICATION****Study Psychologist services****EU's General Data Protection Regulation (2016/679),****Articles 13 and 14****Date: 6.5.2021****1. Data controller**

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

Data controller's representative:

Name: Rector Turo Kilpeläinen

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Contact:

Study Psychologist Aino Elomäki

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Email: [aino.elomaki@lut.fi](mailto:aino.elomaki@lut.fi)

Request for information [asiakirjat@lab.fi](mailto:asiakirjat@lab.fi)

**3. Data protection officer**

Name: Anne Himanka, Legal Counsel

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

Phone: +358 50 564 4623

Email [dataprotection@lab.fi](mailto:dataprotection@lab.fi)

**4. Purpose of data processing**

Purpose of gathering data is to execute study psychologist services.

**5. Legal basis of data processing**

The legal basis of data processing to protect the vital interests of a registered individual/person.

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

Following information is gathered: name, date of birth, phone number, study field, starting year, reason to contact a study psychologist, number of counselling sessions, short description of discussed themes.

The gathered information is saved 8 years (maximum study years (7 years) + 1 year).

**7. Information systems employed**

In processing data is used university's own secured information systems.

**8. Data sources**

All saved information is gathered from registered person.

**9. Use of cookies**

No cookies are used in processing personal data.

**10. Data transfer and disclosure**

Only the study psychologist have access to gathered data.

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

Data is not transferred beyond the EU or EEA area.

**12. Safeguards for data processing**

Only the study psychologist have access to the gathered data kept in the university's secured data systems. If any issues concerning data management should occur, only the the university's IT management staff will fix the issues. Everyone who is processing the data is bound by duty of secrecy.

The study psychologist are the only ones who can access the possible manual notes which are kept secured in locked archives so that no one else has access to the data. The university's data systems are secured and the information security is verified.

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

No automated decision-making is used.

**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.*