

**PRIVACY NOTICE**  
**International internship**  
**EU's General Data Protection Regulation**  
**(2016/679), Articles 13 and 14**  
**Date: 29 June 2021**

## **1. Data controller**

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

Data controller's representative:  
Director of Study Affairs, Maija Kuiri  
Tel. +358 40 5127 425  
E-mail [majja.kuiri@lut.fi](mailto:majja.kuiri@lut.fi)

Data controller's contact person:  
Service Manager Otto Moilanen  
Tel. +358 50 477 8313  
E-mail [otto.moilanen@lut.fi](mailto:otto.moilanen@lut.fi)

Data controller's contact person from 31.5.2022  
Service Manager Mari Tuukkanen  
Tel. +358 40 741 8842  
E-mail [mari.tuukkanen@lut.fi](mailto:mari.tuukkanen@lut.fi)

## **3. Data protection officer**

Anne Himanka, Legal Counsel  
Address Yliopistonkatu 36, 53850 Lappeenranta, Finland  
Tel. +358 50 564 4623  
E-mail [tietosuoja@lab.fi](mailto:tietosuoja@lab.fi)

## **4. Purpose of personal data processing**

The practical guidance, contract management, Erasmus+ documentation, grant payment, and international mobility statistics.

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

The lawfulness of the data processing is based on legitimate interests pursued by the controller or a third party.

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

Data collected on outgoing interns:

- Student: given name, family name, student ID number, personal identity code, gender, nationality, phone number, e-mail address, home address, study level, degree programme, language skills, campus, group code, responsible teacher name and email address, number of academic years, previous study/work experience abroad, photo
- Receiving company: country, name, department, address, web site, type of organization and placement sector, number of employees, contact person with contact details
- Internship information: job title, internship period, weekly working hours, working language, type of mobility (physical/blended/virtual), internship programme, learning outcomes, monitoring and evaluation plan, salary of the internship, number of ECTS to be gained
- Payment details: grants awarded, account owner, bank, BIC, IBAN
- Other: Erasmus+ grant months, skill level in working language

The data is updated continuously. Contracts and related documents are stored for six years after the mobility is fully reported. The storage period is determined by the archiving requirements of Erasmus+ and LAB's filing plan.

## **7. Information systems employed**

The data is stored in LAB Mobility-Online system, that is provided by SOP Hilmbauer & Mauberger GmbH & Co KG.

## **8. Data sources**

The main data sources are the data subjects themselves. For outgoing students, the sources include the online form in LAB Mobility-Online system, possible work contract or separate internship contract uploaded in the system, a work certificate and an internship report done in LAB Mobility-Online.

The information on outgoing students is supplemented by their traineeship supervisors and the receiving organisation. The Erasmus+ Grant Agreement (only for Erasmus+ grant recipients), Erasmus+ Learning Agreement for traineeships (only for Erasmus+ grant recipients), and LAB Travel Grant Agreement (only for LAB travel grant recipients).

## **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 properly.

Browser-based systems employ cookies in the processing of personal data.

Cookies are used in the processing of personal data in this case.

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

Used server is located in Austria.

A grant payment form is sent to Provincia via email.

Erasmus + mobilities are reported to the European Commission's Mobility Tool and the student's e-mail address is entered into the European Commission's Online Linguistic Support language training service.

For statistical purposes, data is transferred anonymously to Virta via student register Peppi.

Other data is not disclosed beyond LAB.

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

Data will not be transferred or disclosed beyond the EU or EEA.

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

Only International Services staff members and appointed faculty teachers (= Departmental Coordinators) have access to the LAB Mobility-Online administration side of the system. Departmental Coordinators are denied access to traineeship application data. All International Services employees are obligated to secrecy and may only use material in the Mobility-Online system related to their own duties.

SOP Data Protection Declaration: <https://www.sop-at.com/en/privacy-policy>

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

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

## **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).

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