

DATA PROTECTION NOTIFICATION for the project Bounce Forward

**EU's General Data Protection
Regulation (2016/679),
Articles 13 and 14
Date: 27.1.2023**

Purpose of data processing

The project Bounce Forward focuses on the development of capacity for change and renewal of expert-intensive SMEs and their personnel. The project implementation areas are Uusimaa, Päijät-Häme and Keski-Pohjanmaa.

The project organises:

- 1) "Futures agent trainings", for which the personnel of expert-intensive organisations from the project implementation areas can participate.
- 2) Workshops to develop foresight, resilience, and co-development skills of expert-intensive SMEs.
- 3) Short trainings on the topics of the project.

The project implementers are LAB University of Applied Sciences, Centria University of Applied Sciences, Finland Futures Research Centre of the University of Turku and Pajulahti Olympic and Paralympic Training Center.

The project participants' personal data (future agent training, SME workshops and short trainings) is collected and used for organisation and communication of the project. Data collected can be used during or after the project anonymously for publications, research, development and teaching. Information can be also used in evaluating the effectiveness of the project.

Personal data is also used for communication regarding the project. Project communicates of its content, such as future agent training and workshops, for the target group who have given their contact information to the project operators or whose contact information is publicly available. In addition, communication is done through social media and networks.

What information do we collect?

We collect and store the following information from individuals in connection with registration or participation of the project events: name, organization, job title, phone number and email. If photos will be taken or video recorder, it will be announced upon arrival at the event. A separate consent is requested when a person can be identified in photos and in video material. From the events organised remotely, screenshots are taken as they serve as a list of participants that can be used if necessary, to certify the organisation of the event to the financier. During the period of the project, information is collected from the use of the Howspace platform.

Evaluation of the project measures and feedback is collected through surveys and interviews. For this, the survey responses and interview answers of the participants are saved anonymously. Of the interviews an audio recording and its transcribed version is made.

The project receives funding from the European Social Fund (ESF). According to EU legislation, of those participating in the ESF project, personal data of individuals must be collected. The privacy statement of the register can be found at: <https://www.rakennerahastot.fi/esr-for-project-participants1>

On what basis do we collect data?

The basis for collecting personal data is consent. This means that for example as a registrant to the event, the participant gives permission for their data to be added participant list.

Where do we collect personal data from?

Personal information is collected from the registrants themselves and contact information from general public sources such as public websites.

To whom is the data transferred?

During the operation of the project, personal data is transferred to the following third parties:

- event management services (Lyyti or Webropol) are possibly used for registrations for events and workshops. LAB and the service provider have entered into an agreement on practices regarding the processing of personal data.

- Webropol may be used to collect feedback and as a survey service
- personal data (name and contact information) are updated and stored in OneDrive for Business and in the Microsoft Teams service
- The Howspace platform can be used in the operation of the project

Separate service provider can be used for transcribing interviews, i.e. translating them into text format. A service provider is committed to safe processing of personal data and destroys the audio copy received after transcribing.

The project staff has access to the register's personal data during the project. Personal data will not be handed over to any parties outside the project. Personal data collected using ESF forms is transferred to the European Commission (data is always transferred anonymously).

Data transfer and disclosure beyond the EU or EEA

As a general rule, collected data is not transferred beyond the EU or EEA.

Safeguards for data processing

The digital materials are kept by LAB University of Applied Sciences and sub-implementers (Centria University of Applied Sciences, Finland Futures Research Centre of the University of Turku and Pajulahti Olympic and Paralympic Training Center in secure servers and so that only the project staff has access to the information.

The ESF forms filled out by the persons participating in the projects are kept in a locked space in access-controlled premises. Data from ESF forms are saved

to the EURA2014 system as required by the financier, after which the forms are disposed of as stipulated in 30§ of the Government Decree (358/2014) on the eligibility of costs for those partially financed from the Structural Funds.

Personal data is processed in the project only by the collector of the paper form and the person who stores the information in the ESF personal database.

How long is the material kept?

The collected material will be stored for the duration of the project from 1 September 2021 to 31 August 2023 (or until the project officially ends after a possible extension). Materials such as participant lists and ESF forms are stored in accordance to the financier's instructions at least 10 years from the end of the project. Participants' contact information is kept for a six-month follow-up period for a survey/interview. Based on the person's consent the material can be stored and used after the end of the project for possible research, development and teaching purposes (mainly material that does not contain personal data).

The information provided by the participant to the Howspace platform will be deleted when the participant finishes the project.

The information on the ESF forms is stored and archived in accordance with the financier's instructions.

Automated decision-making

No automatic decision-making takes place when processing the data.

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
- b) Right to rectification of data
- c) Right to erasure of data
- d) Right to restriction of processing
- e) Right to data portability to another data controller.

The liaison in matters related to the data subject's rights is the data protection officer.

Register information

Register for the project Bounce Forward – Resilienssiä työelämään
Project duration: 1 September 2021 - 31 August 2023

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

The parties and division of responsibilities of a collaborative project

The project Bounce Forward is a joint project of the LAB University of Applied Sciences and Centria University of Applied Sciences, Finland Futures Research Centre of the University of Turku and Pajulahti Olympic and Paralympic Training Center. LAB University of Applied Sciences acts as the project administrator and coordinates the project. The same rights and obligations apply to all project implementers. The funding has been granted by the Centre for Economic Development, Transport and the Environment (Häme region).

Data controller's representative and contacts

Contact person:
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Conductors of the study

Project managers, project coordinator, experts and possibly the project interns and students participate in the implementation.

Data protection officer

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