

DATA PROTECTION NOTIFICATION**LAB Channel for proposals, feedback and whistleblowing notifications****EU's General Data Protection Regulation (2016/679),****Articles 13 and 14****Date: 28 March 2023****Updated:****1. Data controller**

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2. Data controller's representative and contacts

Data controller's representative:

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Data controller's contact:

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3. Data protection officer

Name: Anne Himanka, Legal Counsel

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4. Purpose of data processing

The purpose of data processing is to guarantee the processing of initiatives, feedback and whistleblowing notifications and the implementation of the accompanying follow-up measures.

5. Legal basis of data processing

The personal data processing is based on the pursuit of legitimate interests by the data controller and the data subject. For whistleblowing matters, the basis for the processing of personal data is law.

6. Content of data filing system and storage period

Name, phone number and email address of the data subject.

Data is stored according the storage periods defined in the filing plan.

7. Information systems employed

Webropol survey and reporting tool

8. Data sources

Data is collected from the data subject themselves.

9. Use of cookies

Browser-based data filing 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 correctly.

Cookies are used in data processing in browser-based systems.

10. Data transfer and disclosure

Personal data is transferred and disclosed only to those working in the settlement.

11. Data transfer and disclosure beyond the EU or EEA

Personal data is not transferred or disclosed beyond the EU or EEA.

12. Safeguards for data processing

In the processing of personal data, it is ensured that the identity of the message sender (data subject) is kept confidential within the limits permitted by law.

Personal data is processed on the data secure servers of the higher education institution. Data collected using the Webropol survey and reporting application is transferred (archived) periodically from the Webropol application to secure servers of the higher education institution.

13. Automated decision-making

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

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.