

**DATA PROTECTION NOTIFICATION****Background of contracting partners and partners in cooperation****EU's General Data Protection Regulation (2016/679),****Articles 13 and 14****Date: 5 June 2022****Updated: 2 June 2023****1. Data controller**

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**2. Data controller's representative and contacts**

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**4. Purpose of data processing**

Personal data is processed to find out and know about the background of contracting partners and partners in cooperation for the purpose of risk assessment and observing international sanctions and export control regulation.

## 5. Legal basis of data processing

The processing of personal data is necessary for legal obligations as far as the obligation to comply with international sanctions and export control is based on Finnish or EU legislation, especially the following:

- Regulation (EU) 2021/821 of the European Parliament and of the Council of 20 May 2021 setting up a Union regime for the control of exports, brokering, technical assistance, transit and transfer of dual-use items, and complementing national legislation
- the EU's international sanctions in force
- the Act on the Fulfilment of Certain Obligations of Finland as a Member of the United Nations and of the European Union (659/1967).

Data processing may also be based on the data controller's legitimate interest when it is not based on the data controller's legal obligations. A legitimate interest refers here to the data controller's need to identify and manage risks related to its partnerships and ensure that also other statutes concerning export control and international sanctions are observed (e.g. export control enactments of the United States or international sanctions imposed by the United States).

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

Data collected on the data subject: data on the company/organisation; official name, business ID, place of residence and address. The industry field and geographic operating area of the company/organisation. Is the company/organisation listed on any sanctions or export regulation lists of any country? (Yes/No) Are any persons linked to the company/organisation/group (owner/people on decision making bodies in the group/beneficial owner(s)) listed on any sanctions or export regulation lists of any country? (yes/no)

Is the company/organisation part of a corporate group (yes/no). Data on the group: parent company, official names of the companies in the group, description of the group structure. Is the corporate group listed on any sanctions or export regulation lists of any country?

Beneficial owners of the company/organisation: name, date of birth, nationality, country of residence, ownership share or voting rights in the company or organisation. Role of beneficial owners in the company/organisation (owner, board member, CEO, other position in operational management).

Is the company/organization/group engaging in military end-use? (yes/no). Planned end use and end users of potential collaboration output, and the suitability of the collaboration output as a dual-use product?

Person who filled out the declaration: name, title, place. Affirmation of the correctness of the information.

The data is stored permanently in accordance with legislation in force and storage periods defined in the university's filing plan.

## 7. Information systems employed

The data is stored in information systems on servers maintained by the Lappeenranta–Lahti University of Technology LUT. An online file storage and the Excel and Dynasty systems and Customer Relationship Management (CRM) system are used in the data processing.

In addition, a Webropol survey form is used in the data processing and/or service provided by the Suomen Asiakastieto Oy.

## **8. Data sources**

The main data sources are the companies, organisations and data subjects themselves and/or from the Suomen Asiakastieto Oy.

## **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**

Data is transferred within the organisation to save electronic documents containing personal data from an online file storage to a document management system and otherwise to the extent required for the purpose of the data processing. No personal data is transferred or disclosed to parties beyond the organisation.

An external processor (Webropol and Suomen Asiakastieto Oy) is used to collect and process personal data.

## **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**

The university's information security rules and guidelines apply to the management of information systems that process personal data. The information systems and their user interfaces are technically protected e.g. with a firewall, encryptions and data backups. The data may be accessed only by those with a username for the system. Usernames are personal, and user rights to information systems are limited through user group definitions: users may only access data that they need for their professional duties for the duration of their employment relationship. Printed documents are stored and safeguarded from external access.

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

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