

TOIVE - Towards an Equal Working Life – PROJECT PRIVACY NOTICE

**General Data Protection Regulation (EU)
2016/679 Articles 13 and 14 Date of
drafting: January 25, 2020**

For what purpose are personal data collected?

The TOIVE project - Towards an Equal Working Life - focuses on mitigating gender-based professional segregation in three sectors characterized by existing gender imbalances in the workforce and challenges in recruiting skilled personnel. The selected sectors are the IT, gaming, and esports industries. Key measures include increasing awareness and knowledge, building a mentor network, and creating concrete pathways from education to the workforce. The project is implemented by LAB University of Applied Sciences.

The personal data of the participants involved in the project are collected and used for organizing events, training, mentoring, and similar activities, as well as for communication purposes. The information collected in connection with personal data may be used during or after the project for anonymous publications, research, development, and teaching. The data may also be used in evaluating the impact of the project.

Personal data is also used for communication related to the project. Information about the project's activities, such as events and workshops, is communicated to the project's target audience, who have provided their contact information to the project organizers or whose contact information is publicly available. Additionally, communication is carried out on social media and networks.

What information do we collect?

We collect and store the following information from individuals when they register for or participate in project events: name, gender (optional), organization, phone number, and email address. Participants are informed about photography or filming at project events upon arrival. Consent is separately requested from individuals for the collection and storage of photographs and video material in which they are identifiable, in relation to project activities.

The TOIVE project receives support from the European Social Fund (ESF+). According to EU legislation, personal data must be collected from individuals participating in ESF projects. You can find the data protection notice for the ESF participant registry and information about the personal data collected from participants in ESF projects at: <https://www.rakennerahastot.fi/esr-hankkeen-osallistujille1>

On what basis do we collect data?

The basis for collecting personal data is consent.

From where do we collect personal data?

Personal data is collected from the data subject themselves as well as contact information from public sources such as public websites.

To whom are the data transferred?

In the project's operations, personal data is transferred to the following external data processors:

- Possibly using the event management service Lyyti, through which event and workshop registrations are managed. LAB and the service provider have entered into an agreement regarding the processing of personal data.
- Possibly using the event management service Eventbrite, through which event marketing is carried out and event and workshop registrations are managed.
- Possibly using the Webropol service for collecting feedback and other surveys.
- Personal data (name and contact information) may be updated and stored in OneDrive for Business and Microsoft Teams.

The personal data collected on ESF forms are transferred to the European Commission (the information is always transferred anonymously).

Where are the data transferred?

Generally, collected personal data are not transferred outside the EU or the European Economic Area. However, personal data stored in Google Drive may likely be transferred outside the European Economic Area (the service provider's server is located outside the EU/European Economic Area).

Secure storage of collected data

The digital materials are stored on LAB University of Applied Sciences' secure servers, and access to the data is restricted to project staff only.

ESF forms filled out by participants are stored in access-controlled premises in a locked cabinet. The information from the ESF forms is saved in the EURA2021 system's ESF Personnel service in the manner required by the funder. After this, the forms are destroyed in accordance with the provisions of Section 30 of the Government Decree on the Eligibility of Costs Co-financed by Structural Funds (358/2014).

How long will the material be retained?

The collected material will be retained for the duration of the project from January 1, 2023, to June 30, 2025 (or until the project officially concludes after any possible extension). Archivable material such as participant lists and ESF forms will be retained according to the funder's instructions for at least 10 years from the end date of the project. Material may be retained and used for research, development, and educational purposes after the conclusion of the project based on the individual's consent (mostly material that does not contain personal data).

The information from the ESF forms will be retained and archived according to the funder's instructions.

What kind of decision-making?

When processing the material, there is no automatic decision-making.

Your rights

The data subject has the right to withdraw their consent at any time when the processing of personal data is based on consent.

The data subject has the right to lodge a complaint with the Office of the Data Protection Ombudsman if the data subject considers that their personal data have been processed in violation of the applicable data protection legislation.

The data subject has the following rights under the EU General Data Protection Regulation:

- a) The data subject's right to access their personal data.
- b) The data subject's right to rectification of their data.
- c) The data subject's right to erasure of their data.
- d) The data subject's right to restriction of processing.
- e) The data subject's right to data portability.

If the data subject wishes to exercise their rights under data protection legislation, they are requested to contact the data protection officer, whose contact details are provided below.

Registry Information

TOIVE Project Registry
Duration of the Project:: 1.1.2023– 30.6.2025

Controller

LAB- University of Applied Sciences
Y-tunnus 2630644-6
Address: Mukkulankatu 19,15210 Lahti
Phone: 03 828 18 (vaihde)
helpdesk@lut.fi

Contact Person Information

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Responsible Project Manager

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Project Implementers

Project Managers, Experts, and possibly Trainees and Students participating in the project implementation

Data Protection Officer at LAB University of Applied Sciences

Lawyer Anne Himanka
Lappeenranta University of Technology, Yliopistonkatu 34, 53850 Lappeenranta
Phone: 050 564 4623
email: tietosuoja@lut.fi