

Työn Syke



Work Pulse – Technology tools to support work, skills, and well-being at work project DATA PROTECTION NOTICE EU General Data Protection Regulation (2016/679) Articles 13 and 14

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Why do we collect the personal data?

The main project objective is to collaborate with companies in the South Karelia and Päijät-Häme region to find and test technology tools to promote well-being at work and to map skills needs. The selected tools are company-specific, based on well-being at work and competence development needs. Organisations receive support in piloting the technology tools and using the data as part of knowledge management. The project aims at strengthening the participating companies in identification and support for skills and well-being at work.

The data collected in the context of personal data may be used anonymously during or after the project for publications, research, development and teaching. The data may also be used to evaluate the effectiveness of the project. Project activities will be communicated to target groups who have provided their contact details to project actors or participants whose contact details are publicly available. Communication may also take place through social media and networks. Data used for publications, research, development and education cannot be linked to individual respondents.

Personal data collected in relation to the project activities and the LAB University of Applied Sciences (LAB) business cooperation include:

- maintenance of customer data
- communication, marketing, and information
- events and competition
- business cooperation
- tendering and financial management
- strategic partnerships
- collecting and processing feedback

What data do we collect?

We collect and store the following information from individuals

- when registering for or participating in project events: name, organization, telephone number and email. Participants are notified about any possible photography or video

- recording at project events upon arrival. Collection and storage of identifiable photographs and video material in connection with project activities is subject to personal consent.
- Needs assessment for staff/management/employees of the company participating in the project, initial questionnaire: company, age group, years of experience, position in the company, answers to questions
 - final survey (after the technology trial) staff, management/employees: company, age group, work experience, position in the company, answers to questions
 - feedback survey (end event): type of participant (project participant/other)
 - feedback additional questionnaire related to the company's technology experiment: company, age group, years of work experience, position in the company, answers to questions.

The Work Pulse project is supported by the European Social Fund (ESF). To access the ESF project persons participating in the ESF project must be subject to the collection of personal data under EU legislation. It is the participant who enters the relevant monitoring data in EURA 2021. If necessary, the project staff can assist the participant in recording the data. EURA2021 Privacy Policy: https://static.eura2021.fi/ohjeet/Tietosuojakaytanto_EURA_2021.pdf For more information on the data processed in EURA 2021 <https://eura2021.fi/tietoajarjestelmasta?hakija> The collection of data is governed by the Finance Act (757/2021), Articles 55-58.

On what basis do we collect data?

The processing of personal data in the project is based on the following processing criteria:

- Initial and final surveys and interviews: scientific research in the public interest
- Events/webinars: consent of the data subject.

Where do we collect personal data from?

We collect personal data from the data subjects and contact information from public data sources, such as public websites.

Where is the data transferred to?

In the course of the project, personal data is transferred to the following external processors:

- the event management service Lyyti or survey and reporting application Webropol or presentation tool Mentimeter to manage registrations for events and workshops. The LAB and the service provider have concluded an agreement on the personal data processing practices
- the Webropol service to collect feedback and other surveys
- personal data (name and contact details) is updated and stored in Microsoft Teams
- LAB service providers and the management of LAB's corporate communications and marketing activities as described in the LAB's Privacy Notice for Communications and Marketing

Transfer or disclosure of the data outside the EU or the European Economic Area

Following the mutual practices, personal data collected will not be transferred outside the EU or the European Economic Area.

Personal data stored in Google Drive is likely to be transferred to the European Union EEA (the server of the service provider is located in the outside the EEA/European Union).

Secure storage of the collected data

Digital data is stored on LAB University of Applied Sciences secure servers and only project staff has access to the data. Manual data are stored in a locked cabinet. Access to these materials is limited to the staff of the LAB University of Applied Sciences to the extent required by their duties.

Retention period

The collected data is stored for the duration of the Work Pulse project, from 01.10.2023 to 31.08.2025, and then archived unchanged for the period required by the funder. LAB's business partnership data will be kept as long as needed for collection purposes or as long as required by law and regulations. We will dispose of outdated and unnecessary information appropriately. We will retain personal data only for the period necessary to fulfil the purposes of processing personal data as defined in this privacy notice.

What kind of decision-making is applied?

There is no automatic decision-making when processing data.

Rights of the data subjects

The data subjects have the right to withdraw their consent whenever the processing of personal data is based on consent.

The data subjects have the right to lodge a complaint to the Office of the Data Protection Ombudsman if the data subjects consider that the processing of personal data concerning them has infringed the applicable data protection legislation.

The data subjects have the following rights under the EU General Data Protection Regulation:

- a) the right to access and verify personal data,
- b) the right to rectification of personal data,
- c) the right to erasure of personal data,
- d) the right to restrict processing of personal data,
- e) the right to data portability.

If the data subjects wish to exercise their rights under the data protection legislation, they are invited to contact the Data Protection Officer, whose contact details are given below.

Research register data

Work Pulse - Technology tools to support work, skills, and wellbeing.
Project duration 01.10.2023-31.08.2025.

Controller

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Project leader responsible for the project

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Researchers involved

Project managers, project designers, experts and possibly trainees and students involved in project implementation.

LAB Data Protection Officer

Lawyer Anne Himanka

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