

**PRIVACY NOTICE**  
**Pilot Green**  
**The EU General Data Protection Regulation**  
**(2016/679),**  
**Articles 13 and 14**  
**Date: January 13, 2023**  
**Updated: September 20, 2023**

## **Why is the personal data collected? / Purpose of personal data processing**

In the PilotGreen-project, new urban experimental and innovative green infrastructure elements are developed. The objective of the project is to renew the green infra sector by involving new organisations, providing an understanding of their usefulness and to attempt to commit public bodies to experimental schemes and investments. In the project, workshops and enterprise meetings are organised. Also, market research is performed and business potential is evaluated, training sessions are planned and international networking events and international knowledge gathering visits are carried out. Experiments are implemented and innovation projects are proposed to enterprises, while also different kinds of communication activities are performed. The main implementor of the project is the innovation enterprise of the City of Helsinki Forum Virium Helsinki Oy, together with the partner organisations LAB- ja Metropolia -Universities of Applied Sciences.

Personal information is gathered in order to organise the project activities, for communication and other purposes essential to the project. Information gathered in association with the personal information can be used during the project period or afterwards in anonymous publications, in research, in development and in education. The information can also be used in evaluating the impact of the project.

Personal information is also used in communication related to the project. There will be information communicated about project activities (such as workshops and training sessions) to the project partner groups who have given their contact information to the project actors or whose contact information is publicly available. Also, communication will be implemented through social media and networks.

## **What data are we collecting? / Contents of data file**

We collect and store the following information from people when registering or participating in the project's events: their name, organisation, phone number and email.

Photos are taken at the project's events. The use of photography or video recording at the project's events will be announced at the start of the event. Regarding the operation of the project, the person's consent will be separately requested for the collection and storage of photographs and video material from which the person can be identified. Basically, the aim is to ensure that the people involved will not be identifiable.

## **Why are we collecting data? / Legal basis of personal data processing**

The collection of personal data is based on the data subject's consent.

## **From where do we collect data? / Data sources**

Personal information is gathered from those registering themselves, as well as from contact information from generally available information sources.

## **To whom will data be transferred?**

During the project period, personal data will be transferred to the following external personal data processors:

- it will possibly be used by the event management service Lyyti, through which registrations for events and workshops are managed. LAB and the service provider have made an agreement on the practices regarding the processing of personal data.
- the Webropol service may be used to collect feedback and other survey information
- personal data (names and contact information) will be updated and stored on the implementers' own secure servers, in the Dynasty case management system, in OneDrive for Business, Microsoft Teams service and in the Google Drive service. The project staff members have access to the register's personal data during the project period. Personal data will not be disclosed to parties outside of the project.

## **Where will the data be transferred to?**

As a general rule, personal data that is collected will not be transferred outside the EU or the European Economic Area.

## **How will the data be protected?/ Security of the collected data**

Digital materials will be stored on the secure servers of LAB University of Applied Sciences, in the Dynasty management system and on Microsoft OneDrive for In Business and Teams services. Only the project staff will have access to the information.

## **How long the data will be stored?**

The collected material will be stored for the duration of the project from 1 January 2023 to 31 December 2025 (or until such time as the project officially ends after any possible extension period). Material to be archived, such as participant lists, will be stored in accordance with the funder's instructions, for at least 10 years after the end of the project. The material can be stored and used, according to the consent of the person in question, after the end of the project period for possible research, development and teaching purposes (this is mainly material that does not contain personal data).

The information on ERDF forms is kept and archived according to the procedures of the funding body.

## **What type of decision-making takes place?**

In handling the information no automatic decision-making will occur.

## **Your rights**

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.

If the registrants wish to use their rights according to the data protection legislation, they are asked to contact the data protection officer, for which the contact information is mentioned below.

## **Data filing system**

PilotGreen -project register.

Duration of the project: January 1<sup>st</sup> 2023–December 31<sup>st</sup> 2025

## **Data controller**

LAB-ammattikorkeakoulu Oy /LAB University of Applied Sciences

Business ID: 2630644-6

Address: Mukkulankatu 19,15210 Lahti

Phone 03 828 18 (exchange)

[helpdesk@lut.fi](mailto:helpdesk@lut.fi)

## **Contact person**

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## **Parties and division of duties in a collaborative project**

The project is being carried out by Forum Virium Helsinki Oy, Metropolia and LAB Universities of Applied Sciences. Forum Virium Helsinki coordinates the project. However, all project implementers have the same rights and obligations. The project is funded by the European

Regional Development Fund (ERDF). The authority responsible for supervising the funding is Helsinki-Uusimaa Regional Council.

### **Manager responsible for the project**

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### **Implementors of the project**

The project manager, project coordinator, experts, interns and other students participating in the implementation of the project.

### **LAB's data protection officer**

Anne Himanka, Legal Counsel  
Lappeenranta University of Technology, Yliopistonkatu 34, 53850 Lappeenranta, Finland  
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E-mail: [tietosuoja@lut.fi](mailto:tietosuoja@lut.fi)