



Kaakkois-Suomen  
ammattikorkeakoulu

## EASTERN FINLAND WOOD PRODUCT CLUSTER – ITÄPUU PRIVACY STATEMENT

Data Protection Act 2018/1050, EU General Data Protection Regulation 2016/679.

This document clarifies and specifies the information on the processing of personal data on a research or project-by-project basis. The privacy statement helps ensure the data controller's obligation to demonstrate compliance. Demonstrating compliance is a key principle in the data protection regulation, meaning that the data controller must be able to prove that they adhere to data protection act.

### **1. Registrar**

South-Eastern Finland University of Applied Sciences  
P.O. Box 68 (Patteristonkatu 3 D)  
FI-50101 Mikkeli  
Finland  
Phone 0406550555  
Business ID: 2472908-2

### **2. Contact person for register matters**

Mikael Sykiäinen  
Project Manager (Itäpuu)  
Industrial wood construction and technical testing laboratory, Savonlinna  
+358 50 527 8666  
mikael.sykiainen@xamk.fi

### **3. What is the purpose for which my personal data is processed?**

This privacy notice applies to the personal data processed by the University of Applied Sciences of South-Eastern Finland Ltd (Xamk) about the participants of surveys and questionnaires. The data processing is partly automated, and it is possible to create a single register or separate registers.

### **4. On what basis is my personal information processed?**

The processing of personal data is based on the public interest (scientific research and the research, development and innovation activities of universities of applied sciences). and/or: The processing of personal data on the following grounds in accordance with Article 6(1) of the GDPR: consent of the data subject

The processing of personal data in scientific research is based on the general EU data protection regulation as well as national data protection law. Scientific research is a task in the public interest within the meaning of the Data Protection Regulation, in which case scientific research in the public interest is the basis for the processing of personal data (Data Protection Act). In the Data Protection Regulation (recital 159), the concept of research also covers RDI activities.

## **5. Name, nature, duration and performers of the study or project**

Eastern Finland wood product cluster – Itäpuu  
Sub-project of the group project  
1.1.2024 – 31.12.2025

Mikael Sykiäinen, Project Manager  
Juha-Pekka Ontronen, RDI Specialist, Communication

## **6. What kind of information about me is processed?**

The personal data processed include name, personal identification number, address, telephone number, e-mail address. In addition, the data processed may include the job title of the person and the place of work or organization.

As a rule, telephone and address data are recorded as contact details related to the person's place of work. If the contact details are obtained from the person himself/herself, they may also include home telephone and home address details.

## **7. From what sources is my information collected?**

Personal data may be obtained from a public source during the planning phase of a project cooperation. In this case, the data subject's consent will be requested within 1 month.

The recipient of the personal data is the project manager of the project.

## **8. Will my personal information be disclosed to third parties?**

Your personal data will not be disclosed to third parties, i.e. actors outside the project actors.

Your data will not be regularly disclosed to other parties. Data may be published to the extent agreed with the data subject. Certain information may be disclosed to the project funder in the context of reporting required by the funder, e.g. lists of participants in events.

## **9. Is my data processed outside the EU or the EEA?**

The data will not be transferred by the controller outside the EU or the EEA.

Xamk uses Microsoft cloud services (Teams and OneDrive) as storage space.

As a rule, Microsoft processes data in the EU / EEA and in regional data centers. Microsoft is committed to complying with the general EU data protection regulation. The Microsoft Privacy Statement is available at: <https://privacy.microsoft.com/en-US/privacystatement>

#### **10. How long will my data be kept?**

Personal data will be kept for the duration of the project and for as long as there is still a need to use it. For project activities, personal data will be kept for the archiving period required by the donors. Project files and materials that may contain personal data are archived for 10 years in accordance with Xamk's policy.

#### **11. How is my personal information protected?**

Personal data are mainly in electronic format only. Where it is necessary to collect personal data in manual form, these personal data are stored in a locked cabinet and in premises to which only the persons concerned have access by means of an access key.

The data is stored in the information system. Users have personal usernames. The data in the system shall be accessed and used only by those data controllers who are entitled to them for their work.

Customer and stakeholder data is stored in a customer management system, where data maintenance is protected by an AD ID and password. The data stored in the system is accessible by a restricted group of users with user rights.

#### **12. How can I exercise my rights under the Privacy Regulation?**

The rights of the register are listed in more detail in the research information data group's privacy statement ([xamk.fi/tietosuojailmoitus](http://xamk.fi/tietosuojailmoitus)).

Subjects / registrants can make all requests related to this study to the contact person below.

Mikael Sykiäinen  
Project Manager (Itäpuu)  
Industrial wood construction and technical testing laboratory, Savonlinna  
+358 50 527 8666  
[mikael.sykiainen@xamk.fi](mailto:mikael.sykiainen@xamk.fi)

The data subject cannot exercise all his or her rights in all situations. The basis on which personal data is collected will affect the situation.

Rights of the data subject where the processing is based on a task carried out in the public interest

- (a) the right to be informed of the processing of personal data, unless an exception is expressly provided for by law
- (b) the right of access to the data
- (c) the right to rectification
- (d) the right to restrict the processing of data
- (e) the obligation to notify the rectification or restriction of processing of personal data
- (f) the right to object to processing
- (g) the right not to be subject to automated decision-making without legitimate grounds

Rights of the data subject where processing is based on the data subject's consent

- (a) the right of access to the data
- (b) the right to rectification
- (c) the right to erasure (right to be forgotten)
- (d) one of the grounds for erasure is that the data subject withdraws the consent on which the processing was based and there is no other legitimate ground for the processing
- (e) the right to restriction of processing
- (f) the obligation to notify the rectification or erasure of personal data or the restriction of processing
- (g) the right to data portability
- (h) the right to allow automated decision-making (including profiling) with the data subject's explicit consent