

## **JELPPIS - expertise and support for project development**

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

The privacy notice contains the information that must be provided to data subjects when processing personal data. The privacy notice helps ensure the data controller's obligation to provide evidence. Accountability is a key principle of the data protection regulation, meaning that the data controller must be able to demonstrate compliance with data protection laws.

### **1. Data Controller**

South-Eastern Finland University of Applied Sciences (Xamk)  
Patteristonkatu 3  
50100 Mikkeli

### **2. Contact Person for Matters Concerning the Register**

**Annastiina Vesterinen**  
Patteristonkatu 3  
50100 Mikkeli  
050 473 2527

### **3. For What Purpose Are My Personal Data Processed?**

Personal data are processed for the following purposes:

- a. as part of the project's activities and to carry out research, development, and innovation activities (RDI activities) of the university of applied sciences
- b. in the marketing and communication of the project to the target group
- c. for stakeholder collaboration and customer relationship management, to inform about the project's activities and results.

### **4. On What Basis Are My Personal Data Processed?**

The legal basis for processing personal data is the public interest (scientific research and the research, development, and innovation activities of universities of applied sciences). Personal data are also processed on the basis of legitimate interest, for example, in marketing, stakeholder collaboration, and customer relationship management.

### **5. Name, Nature, Duration, and Performers of the Research or Project**

Jelppis - expertise and support for project development Project 1.4.2023 – 31.5.2025  
Personal data are stored for as long as there is a need for their use. In project activities, personal data are stored according to the archiving period required by the funder.

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## 6. What Kind of Information About Me is Processed?

The registry may contain the following personal data of individuals involved in the project, partners, and stakeholders: name, age, job title or role, employment status, educational background, phone number, email address.

## 7. From Which Sources are My Data Collected?

Personal data are collected from public sources such as organizations' websites, from the registered individuals themselves, and during various events, activities, or trainings organized by the project.

## 8. Will My Personal Data be Disclosed to Third Parties?

Data from the registry will not be disclosed to third parties.

Xamk may use external data processors (e.g., companies providing IT services such as Microsoft) who process personal data in accordance with agreements made. All reasonable measures are taken in the project to ensure that inaccurate, erroneous, or outdated personal data are promptly corrected or deleted for the purposes of processing.

## 9. Are My Data Processed Outside the EU or EEA?

No, they are not processed.

Storage space in Microsoft cloud services (Teams and OneDrive) is used at Xamk. Microsoft primarily processes data within the EU/EEA and in regional data centers. Microsoft is committed to complying with the EU General Data Protection Regulation. Microsoft's privacy statement can be read at: <https://privacy.microsoft.com/fi-FI/privacystatement>

## 10. How Long Will My Data Be Retained?

Personal data are retained for the duration of the project and as long as there is a continued need for their use. In project activities, personal data are retained according to the archiving period required by the funders. Project materials and documents that may contain personal data are archived for 10 years according to Xamk's practice

## 11. How Are My Personal Data Protected?

Data are stored in a data system. Users have personal user accounts. Only those data controllers who are authorized for their work have access to and use the data. Customer and stakeholder data are stored in a customer relationship management system, where data maintenance is protected by an AD account and password. Data stored in the system are accessible only to a restricted group with user rights within the registry. In ESR+ projects, participant data collection is conducted using the EURA2021 system, as mandated by Law 757/2021 (Act on the Financing of Regional Development and EU Structural Policy Projects). No other systems or separate paper forms are used for collecting participant data. The collection of this information follows the data protection practices of the EURA2021 system.

## 12. How Can I Exercise My Rights Under the Data Protection Regulation?

Participants / data subjects can make all requests related to this study to the contact person below: Saara Vauhkonen, 050 574 4926, [firstname.lastname@xamk.fi](mailto:firstname.lastname@xamk.fi)

When the legal basis for processing is the public interest, the data subject has the following rights:

- the right to be informed about the processing of personal data, unless otherwise provided by law
- the right to access the data
- the right to rectify data
- the right to restrict data processing
- the obligation to rectify or restrict the processing of personal data
- the right to object to data processing
- the right not to be subject to automated decision-making without legal basis.