

BUSINESS FROM A VIRTUAL STUDIO - VIRTUAALISTUDIOSTA LIIKETOIMINTAA -PROJECT PRIVACY STATEMENT

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

The data protection statement contains the information that must be communicated to data subjects when processing personal data. The data protection statement can be used to take care of the data controller's obligation to provide proof. The obligation to demonstrate is a key principle in the data protection regulation and means that the data controller must be able to demonstrate compliance with data protection legislation.

1. Registrar

Kaakkois-Suomen Ammattikorkeakoulu Oy
PL 68 (Patteristonkatu 3)
50101 Mikkeli Puhelinvaihte
040 655 0555
Y-Tunnus: 2472908-2

2. Contact person in matters concerning the register

Henri Brandt
Project Manager
Paratikkenttä 7,
45100 Kouvola
044 702 8960
henri.brandt@xamk.fi

3. For what purpose is my personal data processed?

Personal data is processed - as part of the project's measures and to implement the university of applied sciences' research, development and innovation activities (R&D activities) - as part of data collection to evaluate effects and achieve goals - as part of theses and other studies - to manage stakeholder cooperation and customer relations, to inform about the project's measures and results, and for research and to promote development activities.

4. On what basis is my personal data processed?

The legal basis is public interest (scientific research and the research, development and innovation activities of universities of applied sciences) and the consent of the registered person. Personal data is also processed on the basis of a legitimate interest, for example in connection with registrations for events and events, and in the management of customer relations.

5. Name, nature, duration and actors of the research or project

Virtuaalitudiosta Liiketoimintaa / Business from a Virtual Studio -project organizes training events, in connection with and after which interviews or surveys and other development measures can be carried out. Project duration 1 March 2024-30 August 2025

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6. What kind of information about me is being processed?

Personal data to be processed, e.g. in connection with the project's events, include name and contact information.

7. From which sources is the information collected?

We collect personal data from the registrants themselves and from public databases and from companies' own websites.

8. Will my personal data be transferred to third parties?

Information from the register is not disclosed to third parties. Xamk can use external personal data processors (e.g. companies that offer IT services, such as Microsoft), who process personal data in accordance with the agreements made. Information can be published to the extent agreed with the data subject. Certain information can be handed over to the financier of the project in connection with reporting on matters required by the financier, e.g. participant lists of events.

9. Will my data be processed outside the EU or EEA?

Data is not transferred by the controller outside the EU or EEA. Xamk uses Microsoft cloud services (Teams and OneDrive) as storage space. 3 Microsoft mainly processes data in the EU/

EEA region and in regional data centers. Microsoft is committed to acting in accordance 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 stored?

Personal data will be stored for the duration of the project and as long as the need for their use still exists. In project activities, personal data is stored according to the archiving period required by the financiers. The project materials and materials, which may also contain personal data, are archived according to Xamk's practices: in EU projects, the retention period obligation is 10 years from the end of the program period.

11. How is my data being protected?

The information is stored in the information system. Users have personal usernames. The data in the system can be accessed and used only by those persons who have the right to it due to their work.

Customer and stakeholder information is stored in the customer management system, where data maintenance is protected with an AD ID and password. The information stored in the system is used by a group limited by user rights in the register.

12. How can I use my rights according to the data protection regulation?

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

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

- the right to receive information about the processing of personal data, unless an exception is provided for by law
- the right to access information
- the right to correct information
- the right to restrict data processing
- notification obligation regarding the correction of personal data or restriction of processing
- the right to object to data processing
- the right not to be subject to automatic decision-making without a legal basis