

## **DEMOMELU – BIOCHAR AS A BUILDING MATERIAL PROJECT PRIVACY NOTICE**

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 ensures the data controller's accountability obligation. The accountability obligation is a key principle in the GDPR, requiring the data controller to demonstrate compliance with data protection legislation.

### **1. Data Controller**

South-Eastern Finland University of Applied Sciences Ltd  
P.O. Box 68 (Patteristonkatu 3)  
50101 Mikkeli  
Telephone switchboard: +358 40 655 0555  
Business ID: 2472908-22

#### **Joint data controllers:**

South-Eastern Finland University of Applied Sciences– Main implementer  
Mikkeli Development Company Miksei Ltd – Co-implementer

The primary data controller for scientific research or projects conducted at Xamk is Xamk. Sometimes, the purposes and means of processing personal data are defined by, for example, a researcher or research team. Each situation should be evaluated separately.

### **2. Contact Person for Registry Matters**

Niina Laurila  
Project Manager  
Patteristonkatu 2M  
50100 Mikkeli  
phone 040 570 9502  
niina.laurila@xamk.fi

### **3. Purpose of Processing Personal Data**

Personal data is processed:

- As part of the project's activities and to implement the university's research, development, and innovation activities (RDI activities).
- As part of data collection to assess impacts and achieve objectives.
- To manage stakeholder cooperation and customer relationships, inform about the project's activities and results, and for scientific research.

#### 4. Legal Basis for Processing Personal Data

The legal basis is the public interest (scientific research and the research, development, and innovation activities of universities of applied sciences) and the data subject's consent. Personal data is also processed based on legitimate interest, for example, during event registrations.

The processing of personal data in scientific research is based on the EU General Data Protection Regulation and national data protection law. Scientific research is considered a task carried out in the public interest according to the GDPR, making it a legal basis for processing personal data (Data Protection Act). The GDPR (Recital 159) also covers RDI activities.

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

DemoMelu – biochar as a building material -project  
Project duration: 1.1.2024 – 31.12.2025

Personal data is stored as long as it is needed. In project activities, personal data is retained according to the funder's required archiving period.

Project personnel:  
Niina Laurila  
Project Manager  
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Aki Mykkänen  
Project Researcher  
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Additionally, other project staff or students may process personal data.

#### 6. Parties and Responsibility Sharing in Collaborative Research

The project is carried out as a group project in cooperation with the following organizations:

South-Eastern Finland University of Applied Sciences– Main implementer  
Mikkeli Development Company Miksei Ltd – Co-implementer

Xamk manages the project. The project team consists of representatives from project partners. The project team is responsible for implementing the project according to the project plan. Project partners share personal data registers collected in the project as necessary for the project's implementation.

### **7. What Information is Processed About Me?**

Possible personal data processed includes name, organization, job title, hometown, and contact information (email or phone number).

### **8. From What Sources is My Information Collected?**

We collect personal data from the data subjects themselves. Information is collected from event registration forms and participant lists and possibly from surveys conducted during the project.

### **9. Is My Personal Data Disclosed to Third Parties?**

Data is not disclosed to third parties, i.e., outside the project actors. Xamk may use external personal data processors (e.g., companies providing IT services such as Microsoft), which process personal data according to agreements.

### **10. Is My Data Processed Outside the EU or EEA?**

Data is not transferred outside the EU or EEA by the data controller.

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

### **11. How Long is My Data Retained?**

Personal data is retained for the duration of the project and as long as there is a need for its use. In project activities, personal data is retained according to the funder's required archiving period. Project materials and data, which may contain personal data, are archived according to Xamk's practices for 10 years.

### **12. How is My Personal Data Protected?**

The data is stored in an information system. Users have personal user IDs. Only those employees of the data controller who have the right to access the data for their work can access and use the data in the system.

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 available to a restricted group with user rights.

### **13. How Can I Exercise My Rights Under the GDPR?**

Data subjects can make all requests related to this research to the contact person below.

Niina Laurila  
Project Manager  
Patteristonkatu 2M  
50100 Mikkeli  
Phone: 040 570 9502  
[niina.laurila@xamk.fi](mailto:niina.laurila@xamk.fi)

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

- Right to information on the processing of personal data unless otherwise stipulated by law
- Right to access data
- Right to rectify data
- Right to restrict data processing
- Notification obligation regarding rectification or restriction of data processing
- Right to object to data processing
- Right not to be subject to automated decision-making without legal