



THE PRIVACY STATEMENT OF THE YWIS PROJECT

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 project-by-project basis. The background is the Research Information Data Group's privacy statement, which can be found at <https://www.xamk.fi/data-protection-announcement/>

1. Registrar

South-Eastern Finland University of Applied Sciences

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Joint registrars:

The primary controller of a YWIS project at Xamk is Xamk.

2. Contact person for register matters

Mervi Hotokka

South-Eastern Finland University of Applied Sciences Xamk

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

The priority of the data collection is the arrangement of international meetings and trainings. To plan accommodation, transportation and program details, there is a need to collect personal data from the participants.

The data is also collected for the following purposes:

- as a part of the YWIS project activities as well as for the implementation of the research, development and innovation (RDI) activities of the Xamk.
- to assess the impact and achievement of the YWIS objectives.
- managing the cooperation and relations the stakeholders and the customers
- communication of the YWIS project activities and results
- conducting the scientific research.



4. On what basis is my personal information processed?

Public task

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 task/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 project

Youth work in schools YWIS, Development project, Duration 01.09.2022 – 31.07.2025

South-Eastern Finland University of Applied Sciences
Freguesia de Vila Boa do Bispo (Municipality, Portugal)
Panepistimio Thessalias (University, Greece)
Saaremaa Noorsootöö Keskus (Youth Centre, Estonia)

5. Parties to the collaboration and division of responsibilities

The partners of YWIS project are South-Eastern Finland University of Applied Sciences, Freguesia de Vila Boa do Bispo (Portugal), Panepistimio Thessalias (Greece) and Saaremaa Noorsootöö Keskus (Estonia). Every partner organisation has named the project groups and primary contact persons. Each partner is responsible for finances, the proper use of project funds and financial reporting, also reporting of working days spent on the project.

Xamk as the lead applicant holds the main responsibility of the project management, invites partners to join the regular project meetings. Xamk is also responsible for the WP3 "Mixing and testing best practices". WP3 includes arranging meetings and collecting personal data for these.

Vila Boa do Bispo is responsible for WP2 – "Best practices of local networks", which includes international meetings. Panepistimio Thessalias is responsible for WP4 – "Arranging learning and teaching activities", which includes open access trainings. Before these activities there is a need to collect registration information from the participants.

Saaremaa Noorsootöö Keskus is responsible for communication of the project. It means internal and external communication, planning of the communication, maintaining the platform of the project, maintaining the website and social media accounts, leading the sharing process of results through the newsletters and blogs. The individual consent must be obtained for the pictures and materials, which will be used in the YWIS project.



6. What kind of information about me is processed?

Name, gender, age, address, phone number, email address and occupation.

7. From what sources is my information collected?

Personal data is obtained directly from the subject.

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

The information is not regularly disclosed to other parties. The information may be published to the extent agreed with the data subject. Certain information may be disclosed to the project funder Finnish National Agency for Education, in connection with reporting on matters required, e.g. lists of participants in the events.

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

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 general 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 YWIS project 01.09.2022 – 31.07.2025 and as long as there is a need to use it. Data will be kept also for the archiving period required by the funder. According to Xamk's policy project materials that may include personal data will be archived for 10 years.

11. How is my personal information protected?

There will not be any manual materials. 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.

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

The rights of the register are listed in more detail in privacy statement (<https://www.xamk.fi/data-protection-announcement/>).

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