

DIVERSITY IN WORKING LIFE – PROJECT PRIVACY NOTICE

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

1. Data Controller (Joint Controllers)

Diversity in Working Life - Project

South-Eastern Finland University of Applied Sciences (Xamk)

P.O. Box 68

FI-50101 Mikkeli

Finland

2. Contact Person in Matters Relating to the Register

Marjo Heikkilä

Savonniemenkatu 6

FI-57100 Savonlinna

Finland

Telephone: +358 50 312 5139

Email: marjo.heikkila@xamk.fi

3. For What Purpose Are My Persona Data Processed?

Personal data are processed for the implementation of the project, for communication purposes, for the provision of guidance services, and for the development of students' internship pathways and operational models.

A student may be referred to the project activities via a Webropol form, a teacher, the Finnish Student Health Service (YTHS), an OTE meeting, or through direct contact.

4. On What Legal Basis Are My Personal Data Processed?

The legal basis for the processing of personal data is public interest (scientific research and the research, development and innovation activities of universities of applied sciences).

Where personal data are collected through a Webropol survey, the legal basis is the data subject's consent to the processing of the information provided.

5. Name, Nature, Duration and Implementers of the Study or Project

Diversity in Working Life - Project

1st of October 2025 – 30th of September 2027

The project is a development project aiming to improve the internship arrangements and transition to working life of South-Eastern Finland University of Applied Sciences students who require diverse forms of support. In addition, the project seeks to enhance the guidance competence of working life partners, higher education institutions and other stakeholders. The Diversity in Working Life - project team consists of Minna Karhunen, Milja Manninen and Marjo Heikkilä.

6. What Types of Data Are Processed About Me?

The project team processes the following personal data of individuals who have registered for project-related cooperation:

- name
- email address

7. From What Sources Are My Data Collected?

Personal data are obtained directly from the data subject via a Webropol form, by email, by telephone, or when a student is referred to the project activities through a teacher, YTHS or an OTE meeting.

Data are collected only with the data subject's consent.

8. Are My Personal Data Disclosed to Third Parties?

Personal data are not routinely disclosed to third parties. Data may be published in anonymised form in reports, for example in connection with articles, in such a way that individual respondents cannot be identified.

The project funder is provided with statistical information on the number of participants involved in project activities, without personal data.

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

Personal data are not transferred by the data controller outside the European Union or the European Economic Area.

At Xamk, Microsoft cloud services (Teams and OneDrive) are used for data storage. Microsoft primarily processes data within the EU/EEA and in regional data centres. Microsoft is committed to complying with the EU General Data Protection Regulation. Microsoft's privacy statement is available at: <https://privacy.microsoft.com/fi-fi/privacystatement>

10. How Long Are My Data Retained?

Personal data are retained for the duration of the project and for as long as there remains a valid need for their use. In project activities, personal data are retained in accordance with the funder's required archiving period, which is ten (10) years.

11. How Are My Personal Data Protected?

Personal data are stored in information systems (Webropol and OneDrive), depending on the channel through which the individual has been referred to the project activities. Only members of the project team with data controller rights have access to the personal data. Project team members have personal user accounts and passwords.

Any material collected manually during the project is stored under two locks on the Savonlinna campus.

12. How Can I Exercise My Rights Under Data Protection Legislation?

Research participants / data subjects may submit all requests relating to this study to the contact person listed below:

Marjo Heikkilä
Savonniemenkatu 6
FI-57100 Savonlinna
Telephone: +358 50 312 5139
Email: marjo.heikkila@xamk.fi

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

- the right to be informed about the processing of personal data, unless an exception is provided by law
- the right of access to personal data
- the right to rectification of personal data
- the right to restriction of processing
- the obligation to notify regarding rectification or restriction of processing
- the right to object to the processing of personal data
- the right not to be subject to automated decision-making without a lawful basis