

ENTREPRENEURIAL DIGITAL SKILLS TRAINING PROJECT PRIVACY STATEMENT

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

This document clarifies and specifies research-specific or project-specific information on the processing of personal data. The background is the Research Data Category's privacy statement, which can be found at <https://www.xamk.fi/en/xamk2/data-protection-announcement/>.

1. Register controller

South-Eastern Finland University of Applied Sciences, P.O. Box 68 (Patteristonkatu 3 D)
FI-50101 Mikkeli, Finland, Tel. +358 40 655 0555, Business ID: 2472908-2

2. Contact person in matters related to the register

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

Entrepreneurial Digital Skills training project is a joint project of seven universities of applied sciences, which includes a Digital Competence to Digital Business training package of 30 credits. Its purpose is to reduce labour market polarization by providing a comprehensive e-learning package not bound to time or place.

Personal data is processed

- upon completion of registration during the application process when making student selections
- when notifying the selected and non-selected
- in connection with the storage of course grades in the student management system
- When transferring data from the Lyyti system to the Peppi student management system
- when writing transcripts of study records
- In notification matters related to studies
- if necessary for contact

- in the application process to find out who is selected for the training
- when entering them to the study register in order to give grades for the courses
- when issuing certificates

4. On what basis is my personal data processed?

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

The processing of personal data in scientific research is based on the EU's General Data Protection Regulation and national Data Protection Act. Scientific research is a task in the public interest within the meaning of the Data Protection Regulation, in which 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 research or project

Digital Competence to Digital Business training project, 1.8.2020 - 31.5.2022.

Personal data will be kept for as long as the need to use it still exists. In project activities, personal data is stored according to the filing time required by the funder.

In addition, personal data is processed by the teachers working in the project, as well as by personnel of the study affairs administration, who record the study records in the Peppi system.

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In addition, personal data is processed by the teachers working in the project, as well as by personnel of the study affairs administration, who record the study records in the Peppi system.

6. Parties to the joint research and division of responsibilities

The project is implemented in cooperation between seven universities of applied sciences. Xamk acts as the project manager. The project partners distribute to other project partners the personal registers collected in the project as required for the implementation of the project. Employees from all parties will process survey responses and personal data material to obtain an overall picture and to achieve the common objectives of the project.

7. What kind of data about me is processed?

Personal data to be processed in connection with registration:
Last name, first name, personal identity number, date of birth, gender, telephone number, e-mail, home address, home municipality, native language, nationality

8. From what sources is my data collected?

We collect personal data stored in the register from the data subjects themselves when registering for the training.

9. Will my personal data be disclosed to third parties?

No information on the register will be disclosed to third parties. Xamk may use third-party processors of personal data (e.g., IT service companies such as Microsoft) who process personal data under agreements entered into.

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

The data will not be transferred by the controller outside the EU or the EEA. Xamk uses cloud services (Teams and OneDrive) as storage space. Microsoft may transfer data stored on these services or backups outside the EU or the EEA. The Microsoft Privacy Statement is available at: <https://privacy.microsoft.com/fiFI/privacystatement>

11. How long will my data be stored?

Personal data will be kept for the duration of the project and for as long as the need for their use still exists. In project activities, personal data is stored according to the filing time required by the funder. Project materials and materials that may contain personal data will be archived for 10 years in accordance with Xamk's policies.

12. How is my personal data protected?

The data is stored in the information system. Using the information system requires a strong user identification with the project implementer's Suomi.fi identification. The data in the system shall be accessed and used only by those data controllers who are entitled to do so for their work.

13. How can I exercise my rights under the Data Protection Regulation?

The rights of the register are listed in more detail in the Research Data Category's privacy statement (<https://www.xamk.fi/en/xamk2/data-protection-announcement/>).

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

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