



Kaakkois-Suomen  
ammattikorkeakoulu

## NEIGHBOURS DISCOVERING INTERNATIONALITY TOGETHER! -PROJECT'S PRIVACY STATEMENT

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 research or project-by-project basis. The privacy statement helps ensure the data controller's obligation to demonstrate compliance. Demonstrating compliance is a key principle in the data protection regulation, meaning that the data controller must be able to prove that they adhere to data protection act. 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  
PO Box 68 (Patteristonkatu 3 D) FI-50101 MIKKELI  
switchboard: Tel. +358 (0)40 655 0555 Business ID: 2472908-22

#### Joint registrars:

The primary controller of Neighbours Discovering Internationality Together! -project at Xamk is Xamk.

### 2. Contact person for register matters

Antti Rantaniva  
South-Eastern Finland University of Applied Sciences Xamk  
Patteristonkatu 3, FI-50101 MIKKELI  
+358406233082  
[antti.rantaniva@xamk.fi](mailto:antti.rantaniva@xamk.fi)

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

The priority of the data collection is the arrangement of local and international meetings. 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 Neighbours Discovering Internationality Together! -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 Neighbours Discovering Internationality Together! -project objectives.
- managing the cooperation and relations of the stakeholders and the customers
- communication of the Neighbours Discovering Internationality Together! -project activities and results.

#### **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 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 study or project**

Neighbours Discovering Internationality Together!  
Development project  
01.01.2024 – 30.06.2025

South-Eastern Finland University of Applied Sciences (Xamk)  
Stiftelsen Fryshuset (Foundation, Sweden)

#### **5. Parties to the collaborative study and division of responsibilities (delete if not a collaborative project)**

The partners in Neighbours Discovering Internationality Together! -project are South-Eastern Finland University of Applied Sciences and Stiftelsen Fryshuset. Both partner organization have named the project groups and primary contact persons. Both partners are responsible for finances, the proper use of project funds and financial reporting, also reporting of working days spent on the project. Both partners are responsible for WP2 "Local preparatory meetings with the participants" which includes arranging local meetings and collecting personal data.

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 WP3 "International meeting in Etelä-Savo" and WP5 "Creating, publishing and disseminating the manual ABC to Internationality: Practical Guide and Extra Tools for Rural Youth Work". WP3 includes arranging an international meeting and collecting personal data for that as well as obtaining individual consent for pictures and materials, which will be used in the development work in WP5 as well as communication about project activities and results.

Stiftelsen Fryshuset is responsible for WP4 “International meeting in Kalmar” which includes arranging an international meeting and collecting personal data for that as well as obtaining individual consent for pictures and materials.

#### **6. What kind of information about me is processed?**

Name, 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 Neighbours Discovering Internationality Together! - project 01.01.2024 – 30.06.2025 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.



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

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

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

Antti Rantaniva, +358406233082, antti.rantaniva@xamk.fi