PRIVACY NOTICE
Company cooperation in studies and recruiting
EU's General Data Protection Regulation (2016/679), Articles 13 and 14
Date: 4.7.2018
Updated: 4 March 2024

1. **Data controller**

   LUT University (LUT)

   Business ID: 0245904-2
   Address: Yliopistonkatu 34, 53850 Lappeenranta, Finland
   Tel. +358 294 462 111
   Email: info@lut.fi

2. **Data controller's representative and contacts**

   Data controller's representative:
   Director for Study Affairs Anne Himanka
   Tel. +358 50 564 4623
   Email: anne.himanka@lut.fi

   Data controller's contact:
   Career Services Coordinator Elina Hannikainen-Himanen
   Tel. +358 40 573 3790
   Email: careerservices@lut.fi

3. **Data protection officer**

   Name: Legal Counsel Ilona Saarenpää
   Tel. +358 50 430 1072
   Email: dataprotection@lut.fi

4. **Purpose of personal data processing**

   Contacting liaisons concerning cooperation in studies and student recruitment between LUT Universities (LUT University and LAB University of Applied Sciences) and employers.

5. **Legal basis of personal data processing**

   The legal basis of the data processing is based on legitimate interests pursued by the controller or a third party.

6. **Content of data filing system and storage period**

LUT-yliopisto
LUT University

www.lut.fi

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FI-53851 Lappeenranta

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fax +358 5 411 7201

Y-tunnus 0245904-2
ALV/VAT FI 02459042

The following data is collected on the liaisons: first name, family name, company, job title, e-mail address and phone number.

The contact lists are updated continuously. New names are added and obsolete data is corrected and removed as needed.

7. Information systems employed

The data is stored to the customer management software used by LUT University, LUT University's network drive and/or servers of the supplier used by LUT University.

8. Data sources

The data sources are the data subjects themselves and public-access sources.

9. Use of cookies

Browser-based filing information systems employ cookies to process personal data. A cookie is a small text file that the browser saves on the user's device. Cookies are used to implement services, facilitate login, and enable the compilation of statistics on services. Users may prevent the use of cookies in their browser programmes, but this may prevent the system from operating properly.

No cookies are used in the processing of personal data in this case.

10. Data transfer and disclosure

Data is not disclosed beyond LUT. The only exception is the transfer of data to the CRM system owned by a supplier and located in its own data server.

11. Data transfer and disclosure beyond the EU or EEA

Data will not be transferred or disclosed beyond the EU or EEA.

12. Safeguards for data processing

Only specifically authorised users have access to personal data. All employees are obligated to secrecy and use the system only with regard to their professional duties. Agreements have been made with supplier to ensure appropriate personal data processing.

13. Automated decision-making

No automated decision-making takes place in the data processing.

14. Rights of the data subject

Data subjects have the right to withdraw their consent if the data processing is based on consent.

Data subjects have the right to lodge a complaint with the Data Protection Ombudsman if the subjects consider that the data processing regarding them is inbreach of data processing legislation in force.

Data subjects have the following rights under the EU's General Data Protection Regulation:
a) Right of access to data concerning the data subject (article 15)
b) Right to rectification of data (article 16)
c) Right to erasure of data (article 17); the right to erasure shall not apply if the processing is necessary for archiving purposes in the public interest, scientific or historical research

purposes or statistical purposes if the right to erasure prevents or significantly hinders the data processing
d) Right to restriction of processing (article 18)
e) Right to data portability to another data controller (article 20)

The liaison in matters related to the data subject's rights is the data protection officer; contact details in section 3.