

DATA PROTECTION NOTIFICATION
Study Psychologist Services
EU's General Data Protection Regulation
(2016/679), Articles 13 and 14
Date: 6.5.2021

1. Data controller:

LUT University

Business ID: 0245904-2

Address: Yliopistonkatu 34, 53850 Lappeenranta, Finland

Phone: +358 294 462 111

E-mail: info@lut.fi

2. Data controller's representative and contacts

Data controller's representative

Head of study services Maija Kuiri

Data controller's contact

Study Psychologist Aino Elomäki

Address: Yliopistonkatu 34, 53850 Lappeenranta

Phone: 050 409 1716

Email: aino.elomaki@lut.fi

Requests of information

tietosuoja@lut.fi

3. Data protection officer

Name: Anne Himanka, Legal Counsel

Address: LUT University, Yliopistonkatu 34, 53850 Lappeenranta, Finland

Phone: +358 50 564 4623

E-mail: dataprotection@lut.fi

4. Purpose of data processing

Purpose of gathering data is to execute study psychologist services.

5. Legal basis of data processing

The legal basis of data processing to protect the vital interests of a registered individual/person.

6. Content of data filing system and storage period

Following information is gathered: name, date of birth, phone number, study field, starting year, reason to contact a study psychologist, number of counselling sessions, short description of discussed themes.

The gathered information is saved 8 years (maximum study years (7 years) + 1 year).

7. Information systems employed

In processing data is used university's own secured information systems.

8. Data sources

All saved information is gathered from registered person.

9. Use of cookies

No cookies are used in the processing of personal data.

10. Data transfer and disclosure

Only the study psychologist have access to gathered data.

11. Data transfer and disclosure beyond the EU or EEA

Data is not transferred beyond the EU or EEA.

12. Safeguards for data processing

Only the study psychologist have access to the gathered data kept in the university's secured data systems. If any issues concerning data management should occur, only the university's IT management staff will fix the issues. Everyone who is processing the data is bound by duty of secrecy.

The study psychologist are the only ones who can access the possible manual notes which are kept secured in locked archives so that no one else has access to the data. The university's data systems are secured and the information security is verified.

13. Automated decision-making

No automated decision-making is used.

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 in breach 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).

Data subject's rights under the EU's General Data Protection Regulation do not automatically apply to all data processing.

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