

**Privacy notice
Face masks
EU's General Data Protection Regulation (2016/679),
Articles 13 and 14
Date: 21 September 2020**

1. Data controller

LUT University
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Phone: +358 294 462 111
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2. Data controller's representative and contacts

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3. Data protection officer

Name: Anne Himanka, Legal Counsel
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Phone: +358 505644623
E-mail: dataprotection@lut.fi

4. Purpose of personal data processing

In a pandemic situation, LUT University distributes face masks to staff and students. Face masks are allocated a limited number for each person. In order to allow everyone willing to have a face mask, the name of person who have got the face mask is written down.

5. Legal basis of personal data processing

The basis for the processing of personal data is the legitimate interest of the controller.

6. Content of data filing system and storage period

The following information is collected on the Lahti campus: name

The following information is collected on the Lappeenranta campus: name, access key number.

Personal data collected will be collected and stored until, due to the calming of the pandemic situation, it is no longer necessary.

7. Information systems employed

Personal data is collected manually at the Lahti campus. At the Lappeenranta campus, persons use the access key when retrieving face masks. On the Lappeenranta campus, personal data is thus accumulated in the access control system. You find the privacy notice of camera surveillance and access control system [here](#).

8. Data sources

Personal data is received from the data subjects.

9. Use of cookies

No cookies are used in the processing of personal data.

10. Data transfer and disclosure

Data will not be transferred or released to a third party.

11. Data transfer and disclosure beyond the EU or EEA

Data will not be transferred outside the EU or the European Economic Area.

12. Safeguards for data processing

In the management of information systems used for processing personal data, the LAB University of Applied Sciences' Information Security Code and Guidelines are complied with. Technically, the information systems and their user interfaces are protected by a firewall, the communication of the systems is encrypted and the data of the systems is regularly backed up. Personal data shall be accessed only by pre-defined main users of that service or individually authorised persons. Paper documents are kept and protected so that outsiders do not have access to them.

Employees are subject to the obligation of secrecy.

13. Automated decision-making

No automated decision-making takes place.

14. Rights of the data subject

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.