

PRIVACY NOTICE
Recruitment liaisons
EU's General Data Protection Regulation (2016/679),
Articles 13 and 14
Date: 4 July 2018
Updated: 18 March 2019

1. Data controller

LUT University (LUT)

Business ID: 0245904-2
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Phone: +358 294 462 111
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2. Data controller's representative and contacts

Data controller's representative:
Director for International Affairs Janne Hokkanen
Phone +358 40 900 3617
Email janne.hokkanen@lut.fi

Data controller's contact:
LUT Career Services, Elina Hannikainen-Himanen
Phone +358 40 573 3790
Email careerservices@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: tietosuoja@lut.fi

4. Purpose of personal data processing

Maintaining contact with recruitment liaisons in companies concerning LUT's recruitment events and other student recruitment matters.

5. Legal basis of personal data processing

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

Successful collaboration in recruitment-related matters to help students transition into the world of work requires active cooperation and contact between LUT and companies.

6. Content of data filing system and storage period

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

The list of recruitment liaisons is updated continuously. New names are added and obsolete data is corrected and removed as needed.

7. Information systems employed

The data is stored in LUT's CRM system.

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.

Browser-based systems employ cookies in the processing of personal data.

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

10. Data transfer and disclosure

Data is not disclosed beyond LUT.

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 LUT's CRM system. All employees with CRM authorisation are obligated to secrecy and use the system only with regard to their professional duties.

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 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)

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