

PRIVACY NOTICE
Research collaboration networks
EU's General Data Protection Regulation
(2016/679), Articles 13 and 14
Date: 26 June 2018
Updated: 17 December 2019

1. Data controller

LUT University

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2. Data controller's representative and contacts

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For additional information on the purpose of the data file, please contact:

Chief Planning Officer Sirpa Riikkinen
LUT University, Yliopistonkatu 34, 53850 Lappeenranta, Finland
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3. Data protection officer

Anne Himanka, Legal Counsel
Address: LUT University, Yliopistonkatu 34, 53850 Lappeenranta, Finland
Phone: +358 50 564 4623
Email dataprotection@lut.fi

4. Purpose of personal data processing

The purpose is to collect data related to the research work and expertise of staff, postgraduate students, visiting research docents and others affiliated with LUT University and related to projects and project applications, to make the university's research, expertise and externally funded projects and staff more visible, to maintain a data file on experts, to report to the Ministry of Education and Culture, to organizations evaluating university performance, to follow up on activities and assess them, and to produce a list of publications and achievements.

The university's research database and other information systems produce research-related statistics to fulfil the university's legal obligation to compile statistics on publications and teacher and researcher visits. Depending on the case, also other data may be released to statistics authorities.

The research database also provides data for the university's needs, and the data collected is utilised to evaluate the activity of the university and its units, management, development, communication, and managing, reporting on and communicating an individual's activities. The data is linked to other material, such as data on employment relationships and international publication databases.

Data from the research database will be used to create a search engine and data file on experts employed or otherwise affiliated by LUT University. Part of the information is public-access, and part only available in the internal portal of the research database, where user rights are defined as follows.

The data is processed by the staff of LUT University to the extent required by their professional duties. Access to the database requires a personal username and password. Information in the research database is accessed by staff in the university's support services, such as the library, performance guidance, research services, project services and communications, and other system administrators in the university's schools and other units. Data registered in Information Services and Technology is processed by system experts and developers.

The supplier of the research database (Clarivate Analytics) has access to registered data for technical maintenance purposes.

5. Legal basis of personal data processing

The personal data processing is based on the pursuit of legitimate interests by the data controller.

6. Content of data file and storage period

Personal data and identifiers

Contact details

Publication data

Activities: education, research, mobility, other activities

Externally funded projects and project applications

Data is stored in information systems on servers maintained by LUT University. Some of the data is stored permanently and some in accordance with the university's filing plan.

7. Data sources and information systems employed

- LUT's data warehouse
- Research database
- HR management system
- Student data file
- University publication repository
- Financial management systems
- Working time management system
- User accounts
- Publication databases Web of Science, Scopus, PubMed, Europe PMC, ORCID, DNB, etc.
- CRM database
- Information provided by the data subjects

- Publications
- Applications for externally funded projects and decisions of sponsors
- University server

8. 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 appropriately.

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

9. Data transfer and disclosure

Some of the data is published in the university's research portal <https://research.lut.fi/converis>

Data transfer within the university:

LUT's data warehouse (file-based transfer)

Internal use at the university

Statistics and reports

Research assessment materials and other reports

Data transfer and disclosure outside the university:

CSC – the IT Centre for Science, VIRTA

Ministry of Education and Culture, Juuli publication portal

Statistics Finland

Requests by other authorities

Reporting to sponsors and coordinators of externally funded projects

Organizations evaluating university performance.

The supplier of the research database (Clarivate Analytics) has access to registered data for technical maintenance purposes. Clarivate Analytics is committed to observing the EU's General Data Protection Regulation (see Clarivate Analytics' GDPR Readiness Programme: <https://clarivate.com/legal/gdpr-faq>).

10. Data transfer and disclosure beyond the EU or EEA

No data is transferred beyond the EU or EEA.

11. Safeguards for data processing

The research database is set up on the servers of LUT University. The research database can be accessed by logging on with an administrator username and password or through the university's user identification. The user rights are limited by defining user roles.

Access rights to personal data have been issued to administrators in the Lappeenranta Academic Library, research administration experts, heads of research groups, and persons specifically assigned by the university's units.

In data transfers, personal data is processed by IT experts of the university and system supplier.

The personal data is published in a public-access research portal.

12. Automated decision-making

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

13. 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)
- 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.