

PRIVACY NOTICE

Asio Room Reservation System

**EU General Data Protection Regulation (2016/679),
Articles 13 and 14**

Date of issue: 6.7.2026

Updated:

1. Data controller

LUT University

Business ID: 0245904-2

Address: Yliopistonkatu 34, 53850 Lappeenranta

Phone: +358 29 446 2111

2. Controller's representative and contact

Controller's representative:

Director of Study Affairs Anne Himanka

Phone: +358 40 758 4925

Email anne.himanka@lut.fi

Controller's contact:

Eero Nukari, Educational Technology Manager

Phone: +358 45 668 6100

Email: eero.nukari@lut.fi

3. Data Protection Officer

Legal Counsel Ilona Saarenpää

Phone: +358 29 446 2111 (switchboard)

Email: dataprotection@lut.fi

4. Purpose of personal data processing

Applying for access rights to the Lahti EXAM examination room outside the campus's regular opening hours.

5. Legal basis of data processing

The data controller processes personal data on the grounds of a task carried out in the public interest and to comply with legal obligations.

When the data controller processes data on the grounds of compliance with a legal obligation, the data controller's activity is governed e.g. by the Universities Act (558/2009) and decrees issued based on it, the Government Decree on University Degrees (794/2004), the Act on

National Student and Degree Registers (884/2017) and the Act on the Openness of Government Activities (621/1999).

6. Content of data and storage periods

The personal data processed includes user's name and email address. The user may also voluntarily provide a phone number if they wish to receive the room access code via text message.

Retention periods: Users who have not had any active reservations for 12 months are removed from the system annually in January.

7. Information Systems Used

Asio Room Reservation System

8. Sources of information

Personal data (name and email address) are transferred to Asio through HAKA authentication or entered directly by the user (phone number).

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 appropriately.

10. Data transfer and disclosure

Personal data may be transferred for purposes required by LUT Universities' internal services, such as reporting.

Representatives of the service provider (Asio Data Oy) involved in system maintenance may have limited access to personal data for the provision of support services, for example in troubleshooting situations.

In addition, data may be disclosed to other public authorities

11. Data transfer and disclosure beyond the EU or EEA

Personal data are not transferred outside the European Union or the European Economic Area.

12. Safeguards for data processing

The processing of personal data is carried out in a manner that safeguards students' privacy. Personal data may only be processed by persons who require access to the data for the performance of their duties. Access to the data is restricted to users with authorized system credentials. User accounts are personal, and access rights are assigned according to job responsibilities. The software used for processing personal data is protected in accordance with the university's information security policies.

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 protection 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)
- f) Right to object (article 21).

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