

PRIVACY NOTICE

Study counselling psychologist

EU's General Data Protection Regulation (2016/679),

Articles 13 and 14

Date: 21 April 2022

Updated: 8 June 2022

1. Data controller

Lappeenranta–Lahti University of Technology LUT

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:

Director of Study Affairs Maija Kuiri

Data controller's contact:

Study Counselling Psychologist Aino Elomäki

Address: Yliopistonkatu 34, 53850 Lappeenranta, Finland

Phone: +358 50 409 1716

Email: aino.elomaki@lut.fi

All data requests go to the data protection officer:

dataprotection@lut.fi

3. Data protection officer

Name: Legal Counsel Anne Himanka

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

Phone: +358 50 564 4623

E-mail: dataprotection@lut.fi

4. Purpose of personal data processing

Personal data is collected to carry out study counselling psychologist services.

5. Legal basis of personal data processing

The legal basis for the data processing is the protection of vital interests. In addition, in the use of electronic services and programmes (Zoom, DigiLukiseula and Webropol), processing is based on the data subject's consent.

6. Content of data file and storage period

The following data is collected in the file: name, birth date, email address, phone number, field of study, campus, starting year, mode and date of contact, reason for appointment, number of appointments, and description of issues dealt with. If individual study and examination arrangements are recommended to the data subject, also the student ID number is collected.

The data will be stored for 8 years (for the maximum duration of studies 7 years + 1 year). In the separate booking system, personal data is stored for the ongoing academic year, and the study counselling psychologist will remove it after the academic year.

7. Information systems employed

Personal data will be processed with the university's own, secure information systems and Microsoft software.

Possible remote meetings may take place through Microsoft Teams and NORDUnet's Zoom service. Dyslexia assessments are arranged with the Niilo Mäki Institute's DigiLukiseula service, and targeted surveys are arranged with Webropol.

8. Data sources

All information saved in the data file is collected from the data subjects themselves.

9. Use of cookies

No cookies are used in the processing of personal data.

10. Data transfer and disclosure

Only the university's study counselling psychologists have access to personal data stored in the university's systems.

Data subjects may give their consent to the disclosure of data to above-mentioned service providers.

11. Data transfer and disclosure beyond the EU or EEA

Data is not transferred or disclosed beyond the EU or EEA.

12. Safeguards for data processing

Data stored in the university's information systems can be accessed only by the study counselling psychologists, and if data management problems occur, by the university's information services staff, who are charged with solving related issues. All those who process data are bound by secrecy obligations. Manually taken notes can only be accessed by the

study counselling psychologist who wrote the notes. They are stored in a locked space, and other people do not have access to them. The university's servers are protected and secure.

Manual documents on tests and assessments conducted by a study counselling psychologist, such as test results and records, are converted to electronic form and stored in the university's information systems for the period announced above. Manual documents are destroyed after their electronic conversion.

13. Automated decision-making

No automated decision-making takes place.

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 data subject's rights involving the processing of personal data may be restricted in accordance with the EU's General Data Protection Regulation.

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