

DATA PROTECTION NOTIFICATION ALUMNI RELATIONS

**EU's General Data Protection Regulation
(2016/679), Articles 13 ja 14**

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1. Data controller

LUT University (LUT)

Business ID: 0245904-2

Address: Yliopistonkatu 34, 53850 Lappeenranta, Finland

Tel. +358 294 462 111

Email: info@lut.fi

2. Data controller's representative and contacts

Data controller's representative:

Director for Study Services Maija Kuiri

Tel. +358 40 512 7425

Email: maija.kuiri@lut.fi

Data controller's contact:

Career Services Coordinator Elina Hannikainen-Himanen

Tel. +358 40 573 3790

Email: careerservices@lut.fi

3. Data protection officer

Legal Counsel Anne Himanka

Tel. +358 50 564 4623

Email: tietosuoja@lut.fi

4. Purpose of personal data processing

Maintenance of alumni activities at LUT University.

5. Legal basis of personal data processing

Data subject's consent.

6. Content of data filing system and storage period

The filing system will store the data subject's name, e-mail, phone number, home address, starting date of studies, graduation date, degree, degree programme and service language. In addition, the data subject may voluntarily give information on his/her job, employer and interests.

The personal data is stored permanently to maintain alumni activities unless a data subject requests the erasure of his/her data.

7. Information systems employed

LUT University employs customer management software in the processing of personal data.

8. Data sources

The information is collected from the information system for education of LUT University.

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.

Cookies are used in the processing of personal data in alumni activities

10. Data transfer and disclosure

No personal data is disclosed to parties beyond the organisation.

As a rule, the processing of personal data is not outsourced to external data controllers. As an exception to the above, LUT employs an electronic newsletterservice through which also alumni newsletters are sent. The supplier of the electronic newsletter service processes e-mail addresses in LUT's alumni data filing system.

External data controllers are used in the processing of personal data. The data processing terms have been agreed with external data controllers with appropriate agreements. The supplier of the newsletter service has agreed to comply with the EU data protection legislation.

11. Data transfer and disclosure beyond the EU or EEA

As a rule, personal data is not transferred beyond the EU or EEA with the exception of e-mail addresses on the server of the newsletter service provider employed for LUT alumni activities.

12. Safeguards for data processing

Personal data is processed only by the personnel of LUT University who are responsible for alumni activities. The customer management software, which is used to maintain the alumni data file, may only be accessed by a limited number of LUT staff members.

The customer data system is located on LUT's own server. Contractual terms and conditions ensure that the external newsletter service provider processes personal data in a secure manner.

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)
- 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.