

**1. Data controller:**

LUT University (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 for Study Services Maija Kuiri

Tel. +358 512 7425

Email: maija.kuiri@lut.fi

Contact person:

Career Services Coordinator Elina Hannikainen-Himanen

Tel. +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

Tel. +358 50 564 4623

Email: tietosuoja@lut.fi

**4. Purpose of data processing**

The purpose of the LUT Employment and alumni survey is to follow the statistical employment situation of LUT graduates at the time of graduation and to collect contact information from the graduates who wish to join the alumni society of the LUT University.

**5. Legal basis of data processing**

The legal basis for personal data processing is: The data subject's consent (collecting contact information to alumni register) and the legitimate interests pursued by the controller or a third party (employment information).

## **6. Content of data filing system and storage period**

The data collected in the survey:

- Background info: student number, graduation month, degree program, master's studies (only Business Administration), double degree, nationality, municipality of residence before the studies and municipality of residence at the time of the graduation.
- Employment information: employment situation at the time of graduation, job title, name of the employer, name of the respondent's company, field of business of the respondent's company, name of the PhD study university, location of the respondents job / company / postgraduate studies.
- Alumni information: wish to join the alumni society, first name, last name, street, postal code, city, country, email and phone number.

The employment data will be stored to the LUT University's network drive on a yearly basis. They will be stored for statistical purposes. Alumni information will be saved to alumni register located in LUT University's CRM system. Alumni information will be constantly updated by the requests of the alumni.

A separate privacy notice about handling the alumni information is available.

Background and employment information will be permanently stored for statistical purposes. The only personal data information which will be permanently stored is the student number.

## **7. Information systems employed**

The alumni information will be saved to LUT University's CRM system.

## **8. Data sources**

The data source is the LUT Employment and alumni survey filled by the student.

## **9. Use of cookies**

Browser-based data filing 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 correctly.

No cookies are used in the processing of personal data.

## **10. Data transfer and disclosure**

The data will not be transferred or disclosed outside LUT University.

## **11. Data transfer and disclosure beyond the EU or EEA**

The data will not be transferred beyond the EU or EEA.

## **12. Safeguards for data processing**

A limited number of LUT personnel have the access to LUT network drives and the LUT CRM system. All the users work with professional confidentiality and use the network drive and CRM system only according to their own work tasks.

## **13. Automated decision-making**

The process does not involve automated decision-making.

## 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.*