

**PRIVACY NOTICE**  
**Career Services**  
**EU's General Data Protection Regulation (2016/679),**  
**Articles 13 and 14**  
**Date: 4 July 2018**  
**Updated: 18 March 2019**

**1. Data controller**

LUT University

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**2. Data controller's representative and contacts**

Data controller's representative:  
Director for International Affairs Janne Hokkanen  
Phone +358 40 900 3617  
Email janne.hokkanen@lut.fi

Data controller's contact:  
LUT Career Services, Elina Hannikainen-Himanen  
Phone +358 40 573 3790  
Email mcareerservices@lut.fi

**3. Data protection officer**

Name: Anne Himanka, Legal Counsel  
Address: LUT University, Yliopistonkatu 34, 53850 Lappeenranta, Finland  
Phone: +358 50 564 4623  
E-mail: tietosuoja@lut.fi

**4. Purpose of personal data processing**

Producing education and other services to students.

**5. Legal basis of personal data processing**

The lawfulness of the data processing is based on legitimate interests pursued by the controller or a third party.

The organisation of training and other career services requires e.g. collecting registrations to fill seats in a course and produce services appropriately.

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

Data collected on a registration form for training and other events: given name, family name, degree programme, year of studies, e-mail, and phone number.

Training and service specific participant lists are stored for roughly two to three years after the end of the training event for the compilation of statistics.

## **7. Information systems employed**

The data is stored as participant lists in the Student Services online file storage.

## **8. Data sources**

Participants in education or customers of other services provide the information themselves e.g. through an online Webropol form.

## **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 properly.

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

No cookies are used in the processing of personal data in this case.

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

Data is not disclosed beyond Student Services.

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

Data will not be transferred or disclosed beyond the EU or EEA.

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

Only Student Services staff members have access to the Student Services online file storage. All Student Services employees are obligated to secrecy and may only use material in the online file storage related to their own duties.

## **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); 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.*