

PRIVACY NOTICE**Sustainable Horizons****EU's General Data Protection Regulation (2016/679),****Articles 13 and 14****Date: 01/01/2023****Updated: 03/04/2024*****Why is the personal data collected? /Purpose of personal data processing***

SHEs - Sustainable Horizon in European HEI's project contributes to sustainability research, inclusive society, supports researchers/academics and practical problem-solving professionals who are adapting to new challenges.

The data is used for communication regarding the project.

What data are we collecting? / Contents of data file

We collect and store the following information from people when registering or participating in the project's events: name, organization, job title, phone number and email. About taking photos at the project's events or video recording will be announced upon arrival at the event. Photos and video material, of which the person is identifiable, for collection, storage, and publication in connection with the operation of the project, consent is requested separately from the person.

Circular economy pilot projects of participating organizations staff and students and stakeholder organisations representatives are investigated through questionnaires and interviews, as well as workshop documentation. For this research purpose, the survey responses and interview responses of the participants of the procedures are recorded.

Why are we collecting data?/ Legal basis of personal data processing

We collect data from the data subjects themselves as well as contact information from general information sources such as public websites.

Data transfer and disclosure

During the operation of the project, personal data is transferred to the following third parties for handlers:

- possibly the event management service Lyyti is used, through which it is managed registrations for events and workshops. LAB and the service provider have entered into an agreement on the practices for the processing of personal data.
- registration information of the participants in the procedures, as well as feedback and other surveys the Webropol service is used for collection.
- personal data (name and contact information) are updated and stored in OneDrive for Business and in the Microsoft Teams service

Where will data be transferred? / Data transfer and disclosure beyond the EU or EEA

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

How is the data protected? / Security of the collected data

The digital materials are stored by LAB University of Applied Sciences and with secure servers and in services found to be secure (Microsoft Teams and OneDrive). Access to information is only available to the project staff during the project.

The research material generated in the project is available anonymously for research, teaching and for development purposes, based on the permission given by the participants.

From the research material personal data is removed during the analysis phase and the anonymized material is archived to the secure servers of the project implementers.

For how long is the data stored? / Data storage

The personal data of those participating in the project's measures will be stored for communication and for communication purposes during the project period 1.9.2022-31.8.2024 (or until the project officially ends after a possible extension).

Project monitoring material such as participant lists and personal information forms stored and archived in accordance with the financier's instructions for at least five years from the due date of the last installment of the project.

The research material collected in the project, which is anonymized, will be stored until the manuscripts reporting the research results have been published.

What type of decision-making takes place? / Automated decision-making

No automated decision-making takes place in the data processing.

Your rights / 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).
- f) Right to object (article 21).

Data filing system

Sustainable Horizons project, project duration 1.9.2022-31.8.2024.

Data controller

LAB University of Applied Sciences
Business ID: 2630644-6
Address: Mikkulankatu 19,15210 Lahti

Phone +358 3 828 18

helpdesk@lut.fi

Contact person

Anne-Marie Tuomala, LAB University of Applied Sciences

Mukkulankatu 19, 15101 Lahti, Finland

anne-marie.tuomala@lab.fi

Parties and division of duties in a collaborative project

Sustainable Horizons project is coordinated by the University of Algarve, Portugal. LAB is one of the partners. The project has received funding from the European Union's Horizon Europe Research and Innovation programme under Grant Agreement nr 101071300.

Director in charge of the project

Petja Rinne, LAB University of Applied Sciences

Mukkulankatu 19, 15101 Lahti, Finland

petja.rinne@lab.fi

Researchers

The persons who have the right to process information in the data filing are project staff members: RDI-manager, project manager, researchers, and RDI specialists working in the project.

LAB's data protection officer

Ilona Saarenpää, Legal Counsel

Lappeenranta University of Technology,

Yliopistonkatu 34, 53850 Lappeenranta, Finland

Phone: +358 50 430 1072

E-mail: tietosuoja@lut.fi