

## **Privacy notice: Processing of personal data in Turku University of Applied Sciences Ltd's Alumni Ambassador activities**

This is a privacy notice, which is based on articles 13 and 14 of the EU's General Data Protection Regulation.

### **Data Controller**

Turku University of Applied Sciences Ltd

Joukahaisenkatu 3

20520 Turku, Finland

Telephone exchange +358 (0) 2 263 350

kirjaamo@turkuamk.fi

### **Person in charge and contact persons**

Mikko Siitonen, Partnerships Manager, Community and Collaboration unit

Turku University of Applied Sciences Ltd's (hereafter referred to as Turku UAS) alumni relations, email [alumni@turkuamk.fi](mailto:alumni@turkuamk.fi)

### **Contact information of the Data Protection Officer**

Harri Kilpiö, Data Protection Officer (Turku UAS), +358 50 5985 830

Please contact in all data protection related matters: tietosuoja@turkuamk.fi

The messages sent to this address are processed by the Data Protection Officer (DPO) and a data protection specialist working with them and as their substitute.

### **Purpose of processing the personal data**

Processing of personal data of persons who have registered and participated in the alumni ambassador activities. Personal data is processed for the implementation of alumni ambassador activities (registration, communication, planning and implementation of activities, catering, collecting feedback). The person consents to the processing of personal data in the registration to the alumni ambassador programme.

### **Legal basis for processing personal data**

The processing of personal data of alumni ambassadors is based on the person's consent (Article 6, 1a: unambiguous consent given by the data subject.)

### **Processed categories and storage times of personal data**

Mandatory personal data include:

- First and last name
- E-mail address
- Phone number
- Year of birth
- City
- Completed degrees
- Graduation year
- Work and educational background
- Skills and expertise
- Forms of alumni ambassador activities and reasons to participate

Voluntary personal data include:

- LinkedIn profile
- Special diets (on occasion)

No direct personal data is collected in the feedback.

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Personal data is stored on Turku UAS's own storage platform for five years.

### **Regular information sources**

Information provided by the person themselves. Personal data is collected through an electronic form.

### **Receivers or receiver groups of personal data**

Personal data is processed by alumni relations coordinators and to a limited extent, by other personnel of Turku UAS.

### **Essential information regarding transfer of data to third countries (outside the EU or EEA countries)**

The data is not transferred to third countries.

### **Principles of data protection**

The data is accessed only by people whose tasks require access to the data. Access to the service is limited with user IDs and user rights.

### **Data subjects' rights**

According to the General Data Protection Regulation, the data subject has the right:

- to receive information on the processing of their personal data, unless otherwise regulated by the law
  - to request for access to their personal data and rectification regarding incorrect or insufficient information
  - to erase their data (not applied, if the basis for processing is compliance with a legal obligation or performance of a task carried out in the public interest)
  - to restrict the processing of their data
  - to object to the processing of their data, if the basis for processing is general or legitimate interest
  - to request the transfer of data they have submitted themselves from one controller to another, if the basis for processing is consent or agreement
  - withdraw the consent they have given
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- notification obligation of the controller on the rectification/erasure/restricting of processing of personal data
  - not to be subject to automated decision-making (the data subject may allow automated decision-making by their consent)

Data subjects may exercise their rights by contacting the contact person mentioned in the privacy notice or the Data Protection Officer. More information on data subjects' rights is provided by the contact person and/or Data Protection Officer.

If processing the data does not require identifying the data subject without additional information or the controller cannot recognize the data subject, the right to inspection, rectification, data erasure, restriction of processing, obligation to report and transmittal is not applied.

You have the right to file a complaint with the Data Protection Ombudsman's office, if you consider that valid data protection legislation has been breached in processing your personal data. The contact details of the DPO can be found in the beginning of the privacy notice. All requests are processed on a case-by-case basis.

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