

**Processing of personal data in international mobility operations and events**

Data Controller	Turku University of Applied Sciences Ltd Joukahaisenkatu 3 FI-20520 TURKU  Telephone exchange +358 (0) 2 263 350 <a href="mailto:kirjaamo@turkuamk.fi">kirjaamo@turkuamk.fi</a>
Person in charge of data controlling	Mervi Raita, HR-manager
Contact information of Data Protection Officer	Timo Vaskikari, Data Protection Officer (TUAS) +358 50 598 5868  Please contact in all data protection related matters: tietosuoja@turkuamk.fi  The messages sent to this address are processed by Data Protection Officer (DPO) and a data protection specialist working with him and as his substitute.
Purpose of processing of personal data	The primary basis for processing personal data is to enable international mobility operations (hereinafter international activities) between institutions of higher education as well as to report and compile statistics on international activities. In addition, the data is used for communications, management of collaboration relationships and to ensure the safety of those carrying out their international exchange.  TUAS also organizes events related to international activities. Personal data is processed to organize event and to communicate with the participants about the event.
Lawful basis for processing personal data	The lawful basis for processing personal data is legitimate interests of TUAS or a third party (General Data Protection Regulation, article 6, paragraph 1, subparagraph f). The legitimate interest is to facilitate an appropriately arranged and safe international exchange, organize an event, and to fulfil the legal obligations related to reporting.
Processed categories and storage times of personal data	The data related to teacher and staff mobility, event participants, and the mobility statistics are stored permanently. The data related to payment orders of international grants are stored for a period of ten (10) years. Event participant data that is not related to statistics are removed after the event.
Regular information sources	Incoming international exchange participants report their personal data through a separate form generated for this purpose. The personal data of outgoing international exchange participants are collected from several different sources; some of the information is recorded by the person themselves e.g. in their travel application form, in the HR information system or the application form for

	<p>Erasmus exchanges. The additional information required for compiling statistics are also collected from the personal information templates in the Intranet and from the HR information system.</p> <p>Event participant information is collected from the participant.</p>
<p>Receivers or receiver groups of personal data</p>	<p>Data related to international activities is delivered to the Finnish National Agency for Education, the Ministry of Education and Culture in Finland and the European Union, or to other funders of the activities as well as to statutory parties in manners defined by them. Delivering the data is based on law and the rules by the funder of international activities.</p> <p>Within TUAS, the data are delivered to those who need them with respect to their tasks at work. Such persons are, for example, the contact persons of incoming exchange students and staff as well as international coordinators and event organizers.</p>
<p>Essential information regarding transfer of data to third countries (outside the EU or ETA countries)</p>	<p>Personal data will primarily not be transferred outside the EU or ETA. If the international exchange takes place in a destination outside the EU or ETA, the data required for arranging the exchange may be transferred on a case-by-case basis.</p>
<p>Principles of data protection of personal data</p>	<p>The access rights to the data remain with those who need the data due to their work tasks. The data are processed on a case-by-case basis in different information systems that may be maintained by TUAS or another party. The main principle is to secure the systems through administrative and technical means so that the confidentiality, integrity and availability of the data can be ensured. When another party maintains systems for the account of TUAS, a separate agreement shall be established on the processing of personal data.</p>
<p>Data subject rights and responsibilities</p>	<p>You have the right to know how we process your personal data. You can request for access to your personal data and rectification regarding incorrect or insufficient information.</p> <p>You can request for erasing your personal data or restricting the processing of your personal data. The right to be forgotten (data erasure) is not valid if we process your personal data in order to comply with statutory obligations or if the processing of your personal data takes place in order to carry out a task regarding public interest or to exercise the public authority of TUAS.</p> <p>You have the right to receive the personal data you have provided us with and to transmit that data from one system to another if the processing of personal data is based on your consent or an agreement and the processing takes place by automatic methods.</p> <p>You have the right to resist the processing of your personal data if the processing takes place in order to carry out a task regarding public interest or to exercise the public authority of TUAS or if we process your personal data on the basis of our so-called legitimate interest.</p>

	<p>No profiling is carried out on the basis of personal data.</p> <p>Our purpose is to describe the processing of personal data as extensively and transparently as possible in this privacy notice and we aim to develop the content of the notification. We will notify of significant changes in accordance with what is required by law.</p> <p>Please contact the DPO if you have any questions regarding data protection or if you wish to use your related rights. If necessary, you can also contact the controlling authority (Office of the Data Protection Ombudsman) that controls the processing of personal data in Finland.</p> <p>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.</p>
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