

DATA PROTECTION NOTIFICATION
Equipment booking system
EU's General Data Protection Regulation
(2016/679), Articles 13 and 14

Date: 16 May 2024

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1. Data controller:

LUT University

Business ID: 0245904-2

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Phone: +358 294 462 111

E-mail: info@lut.fi

2. Data controller's representative and contacts

Head of administration, Kati Korhonen

LUT University, Yliopistonkatu 34, 53850 Lappeenranta, Finland

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E-mail: kati.korhonen@lut.fi

3. Data protection officer

Name: Ilona Saarenpää, Legal Counsel

Address: LUT University, Yliopistonkatu 34, 53850 Lappeenranta, Finland

Phone: +358 50 430 1072

E-mail: dataprotection@lut.fi

4. Purpose of data processing

The site provides information on LUT infrastructure (analysis, research, pilot) and acts as an equipment reservation system. Personal information is collected from registered users.

5. Legal basis of data processing

The legal basis of personal data processing is the subject's consent.

6. Content of data filing system and storage period

Registry contains person name, contact information and information on which equipment person is allowed to reserve. Information is used to provide requested service.

Data of registered user can be deleted by request or after the right of use has ended. Right of use depends on the tasks and duties of the employee.

7. Information systems employed

Online reservation system is used to process data.

8. Data sources

Personal data is transferred from the university's identity management system, or via HAKA registration, or by user's self-registration, or manually added.

User can add personal information to their profile, e.g. a cost center.

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

Personal data is processed only by those whose duties require access to the data. The data may be accessed only by those with a username for the system. Usernames are personal and their user rights have been defined based on the person's duties.

Data is not transferred to third party.

11. Data transfer and disclosure beyond the EU or EEA

Data is not transferred beyond EU or EEA.

12. Safeguards for data processing

The university's information security rules and guidelines apply to the management of information systems that process personal data. The information systems and their user interfaces are technically protected e.g. with a firewall, encryptions and data backups. The data may be accessed only by those with a username for the system. Usernames are personal.

Browsing of equipment do not need registration.

13. Automated decision-making

Automated decision-making is not in use.

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).
- f) Right to object (article 21).

Data subject's rights under the EU's General Data Protection Regulation do not automatically apply to all data processing.

The liaison in matters related to the data subject's rights is the data protection officer; contact details in section 3.