

## 1. Data Controller

**University of Eastern Finland**

**Joensuu:**

Yliopistokatu 2, P.O. Box 111, FI-80101 Joensuu, Finland

**Kuopio:**

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Telephone +358 294 45 1111 (switchboard)

## 2. Representative of the Data Controller

Petri Rintamäki, General Counsel and Director, General Administration and Legal Affairs

## 3. Contact persons of the Data Controller

Conferment Ceremony Coordinator Kirsi Bykachev, Kuopio Campus, tel. +358503634819, kirsi.bykachev@uef.fi

## 4. Contact information of the Data Protection Officer

Data Protection Officer Helena Eronen, Joensuu Campus, Aurora 3023, tel. +358294458187, tietosuoja@uef.fi

## 5. Purpose of the processing of personal data

Organisation and documentation of the Doctoral Conferment Ceremony at the Kuopio Campus on 4-6 June, 2020

## 6. Legal basis of the processing of personal data

The processing of personal data is based on the EU's General Data Protection Regulation (select at least one basis).

The EU's General Data Protection Regulation, Article 6 , Section 1, sub-sections a–f.

- the data subject has given consent to the processing of his or her personal data
- processing is necessary for the performance of a contract (to which the data subject is party) contract:
- processing is necessary for compliance with a legal obligation to which the controller is subject statutes:
- processing is necessary in order to protect the vital interests of the data subject or of another natural person

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
  - data pertaining to the person's status, duties or their performance
  - public authorities exercising their official mission in the general interest
  - scientific or historical research, or compilation of statistics
  - archiving of research and cultural heritage materials.
- exercising the interests of the controller or of a third party  
Please describe which interests:

As regards processing of special categories of personal data, the EU's General Data Protection Regulation, Article 9, Section 2, sub-section a–j:

- the data subject has given consent to the processing of his or her personal data
- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security
- processing is necessary to protect the vital interests of the data subject or of another natural person
- processing is carried out in the course of its legitimate activities by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim
- processing relates to personal data which are manifestly made public by the data subject
- processing is necessary for the establishment, exercise or defence of legal claims
- processing is necessary for reasons of substantial public interest
- processing is necessary for the purposes of occupational medicine
- processing is necessary for reasons of public interest in the area of public health
- processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

## 7. The categories of personal data to be processed and their retention periods

During registration for the Doctoral Conferment Ceremony the following data will be collected for practical purposes: name, address, telephone number, special diet, preferred language of communication, consent to receive information about alumni activities and attendance at the conferment festivities, as well as the name, special diet and attendance of the possible companion. These data will be stored for preparing and carrying out the conferment festivities and destroyed after that.

The following data will be collected for the Conferment Book and other documentation of the event: faculty awarding the doctoral degree, year of birth, place of birth, the doctoral degree received, year of receiving the degree, the field of dissertation as stated in the certificate, name of the dissertation, and a photo. These data will be permanently kept.

## 8. Information systems used in the processing

Kongressi, MS Office applications

## 9. What is the source of personal data needed in the processing?

The data will be obtained directly from the data subject via electronic Conferment Ceremony registration form (Kongressi). Giving access to the personal data is voluntary. Failing to provide the data for practical organisation of the event may affect the data subject's participation in the festivities. If the data subject will not provide information for the Conferment Book and other documentation of the event, such data will not be processed.

If the data subject consents to the processing of his or her personal data, the basis of giving access is:

- compliance with a legal obligation to which the controller is subject
- contract between the controller and the data subject

## 10. Use of cookies

Cookies are used browser-based information systems of personal data processing. A cookie is a small text file saved by the browser on the user's device. Cookies are used to implement services, to make it easier to log into services, and to enable the collection of statistics on service use.

The user may disable cookies, but this may prevent the system from functioning properly.

Cookies are used in the processing of personal data:

- Yes, in the following browser-based systems: Kongressi, WebOodi, CRM and Rondo.  
 No

## 11. Regular transfers and disclosures of data

Personal data (e.g. special diet, information about the degree) may be disclosed to external parties for organizing services for the festivities (e.g. catering, publishing).

## 12. Transfer or disclosure of data outside the EU/EEA, and basis

Data will not be transferred outside the EU or EEA.

## 13. Principles of protecting personal data

Personal user names and passwords give access only to the personal data the person has the right to process.

## 14. Automated decision-making

Automated decision-making refers to a decision intended to assess certain characteristics of a person, which is used relying solely on automatic data processing and which causes legal implications on the data subject or otherwise has a major impact on the data subject. Examples of automated decision-making include, for example, credit ratings and profiling. The data subject has the right to not to be subject to automated decision-making.

Automated decision-making is not used, including possible profiling.

## 15. Rights of the data subject

The data subject has the right to:

- Check his or her own data
- Ask for the rectification of his or her data
- Demand the erasure of his or her data
- Demand limited processing of his or her data
- Object to the processing of his or her data
- Request the transfer of his or her data from one controller to another
- Cancel previous consent, if the processing of personal data is based on the data subject's consent
- Not be subject to automated decision-making

To exercise his or her rights, the data subject can make a request via the university's e-Services (staff and students), via a form available on the university's website, or by contacting the university's Data Protection Officer.

The data subject has the right to file a complaint with the Office of the Data Protection Ombudsman, if he or she feels that existing data protection legislation has been violated in the processing of his or her personal data. Contact information:

Office of the Data Protection Ombudsman, P.O. Box 800, 00521 Helsinki  
[tietosuoja@om.fi](mailto:tietosuoja@om.fi)

Guidance and instructions relating to the data subject's rights can be obtained from the university's Data Protection Officer:

University of Eastern Finland, P.O. Box 111, 80101 Joensuu  
[tietosuoja@uef.fi](mailto:tietosuoja@uef.fi), tel. +358 294458187, Joensuu, Aurora building, room 3023