

## Processing of personal data in research, development and innovation activities.

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Person in charge	Johanna Krappe, Head of RDI Services
Contact information of Data Protection Officer	Timo Vaskikari, Data Protection Officer (TUAS), +358 50 598 5868 Please contact in all data protection related matters: <a href="mailto:tietosuoja@turkuamk.fi">tietosuoja@turkuamk.fi</a> The messages sent to this address are processed by the Data Protection Officer (DPO) and a data protection specialist working with him and as his substitute.
Purpose of processing the personal data	The personal data is processed in research, development and innovation activities (RDI). Personal data needs to be processed especially in projects, at all stages of their lifecycle: in creating funding applications, in the practical implementation of projects, research work, reporting and archiving. The purpose of processing personal data is always the implementation of the project or research in question. The controller of the project and the processing of personal data related to the project are always defined for each project and described in the project's own privacy notice.
Legal basis for processing personal data	In RDI activities, personal data is processed for several different purposes. Hence, the legal basis for processing changes according to the purpose. Possible legal bases include, for example: <ul style="list-style-type: none"><li>- Processing related to RDI activities is necessary for the purposes of legitimate interests (General Data Protection Regulation, Article 6, paragraph 1, subparagraph f), such as fulfilling the duties of a university of applied sciences and participation in national and international RDI activities.</li><li>- The processing may be based on the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (General Data Protection Regulation, article 6, paragraph 1, subparagraph e), such as scientific or historical research.</li><li>- RDI activities are a statutory task of universities of applied sciences (Act on Universities of Applied Sciences 932/2014, Section 4). Hence, the processing may also be based on complying with a legal obligation (General Data Protection Regulation, article 6, paragraph 1, subparagraph c). Such obligations include e.g. duties related to financial administration.</li></ul>

	<ul style="list-style-type: none"> <li>- In individual studies related to RDI activities, the processing may also be based on consent (General Data Protection Regulation, article 6, paragraph 1, subparagraph a).</li> </ul> <p>More information on the legal basis is available in project-specific privacy notices.</p>
<p>Processed categories and storage times of personal data</p>	<p>In RDI activities, for example data on people participating in RDI projects is processed, as listed below. The people participating in RDI activities and the data differ case by case. The people may be e.g. staff or students of TUAS, company representatives or representatives of project cooperation partners.</p> <p>The personal data processed in RDI activities mainly includes:</p> <ul style="list-style-type: none"> <li>- name</li> <li>- date of birth</li> <li>- contact information</li> <li>- employer</li> <li>- work experience</li> <li>- occupation</li> <li>- title</li> <li>- employment status</li> <li>- education</li> <li>- other merits</li> <li>- salary</li> <li>- gender</li> <li>- marital status</li> </ul> <p>The storage time of data processed in projects and studies is case-specific and is often defined by the financier's demands. Typically, the storage time is a couple of months in the preparation of funding applications and in project implementations several years, in practice often approx. 10–20 years. Some of the information has to be archived permanently. The project's data privacy notice contains more specific information on the storage time.</p>
<p>Regular information sources</p>	<p>The personal data in RDI activities is mainly received from the data subjects themselves. On a case-by-case basis, data may also be requested or received from the employer or other representative of the data subject. In single projects and studies of an RDI project the information sources are always case-specific.</p>
<p>Receivers or receiver groups of personal data</p>	<p>To perform RDI activities and the related financial administration, the processors of the data within TUAS are:</p> <ul style="list-style-type: none"> <li>- the persons in charge of the project</li> <li>- RDI Services</li> <li>- financial services</li> <li>- research groups and researchers</li> <li>- heads of education and research</li> <li>- the administrators of the information systems related to the activities</li> </ul>

	<ul style="list-style-type: none"> <li>- the faculties' RDI coordinators</li> </ul> <p>On a case-by-case basis, the information is also disclosed outside TUAS, for example to:</p> <ul style="list-style-type: none"> <li>- financiers, so that they can monitor the project's progress and fulfilment of the funding conditions,</li> <li>- project partners, so that they can participate in joint projects, manage the project activities and carry out tasks related to the project,</li> <li>- for inspectors and auditors, so that they can inspect documents related to the project's progress and to oversee the appropriate financial administration.</li> </ul>
<p>Essential information regarding transfer of data to third countries (outside the EU or EEA countries)</p>	<p>Partners (other higher education institutions, companies, financiers) located outside the EU or EEA may participate in RDI projects. In this case, the personal data necessary for the project management is usually transferred to the third countries in question. Data protection and data security are in these cases always agreed on separately.</p>
<p>Principles of data protection</p>	<p>The data of RDI projects is always processed on a case-by-case basis in different information systems that may be maintained by TUAS or a third party. TUAS' systems are secured through administrative and technical means so that the confidentiality, integrity and availability of the data can be ensured. TUAS tries to ensure that the principles of data protection of the other parties are at least at an equivalent level.</p>
<p>Data subject rights and responsibilities</p>	<p>The data subjects' data protection rights are described here at a general level. The rights and applying them are influenced by the legal basis of the processing, and it varies on a case-by-case basis. You can obtain more information on your rights in the project-specific data privacy notices.</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 object the processing of your personal data if the processing takes place in order to carry out a task regarding public interest or to</p>

	<p>exercise the public authority of TUAS or if we process your personal data on the basis of our so-called legitimate interest.</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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