

## Privacy notice 1.10.2019 (EU) 2016/679)

This is a privacy notice about the processing of personal data in “intermediary organization survey and interviews” related to Ecolabnet project (Project Number: #R077). Ecolabnet project is financed by EU program Baltic Sea Region and its duration is 1.1.2019-30.6.2021. More information about the project can be found from project web page: [www.ecolabnet.org](http://www.ecolabnet.org).

### 1. Controllers of the data

#### **VAMK University of applied sciences, Design Centre MUOVA**

Wolffintie 36 F 11  
65200 VAASA  
FINLAND

And

#### **Lithuanian Business Confederation**

Gedimino pr. 2/1-28,  
LT-01103 Vilnius  
LITHUANIA

### 2. Responsible persons

Processing of personal data is based on the Ecolabnet project plan. Responsible persons has been appointed for the research by partner organisations of the project.

Person in charge of the register: Director Annika Hissa, +358 50 568 5863, [annika.hissa@muova.fi](mailto:annika.hissa@muova.fi), Wolffintie 36 F 11, 65200 VAASA, Finland

Person in charge of the project: Ecolabnet project manager, Miia Lammi, +358 50 408 4969, [miia.lammi@muova.fi](mailto:miia.lammi@muova.fi), Wolffintie 36 F 11, 65200 VAASA, Finland

Person in charge of the survey: Project manager, Deivydas Čepas, +370 64820377, [deivydas@lvk.lt](mailto:deivydas@lvk.lt), Gedimino pr. 2/1-28, LT-01103 Vilnius, Lithuania

Researchers: The persons who process personal data are in a contractual relationship with Controller or one of the Ecolabnet partner organisations. More information about these persons is available from the person in charge of the project. The project has the partner agreement, which includes confidentiality obligation.

### 3. The purposes of processing personal data

The processing of personal data in Ecolabnet project includes collection, storage, use and disclosure of personal data for purposes of conducting the research tasks and information sharing in the Ecolabnet project. Personal data will be processed only by the Ecolabnet project personnel in contracted partner organisations and by SurveyMonkey as a

provider of platform for electronic questionnaire (Privacy policy <https://www.surveymonkey.com/mp/legal/survey-research-privacy-notice/>)

Project partners participating in collection of the data:

Estonia - University of Tartu (UTartu) – Higher education and research institution

Poland - Czestochowa University of Technology (CUT) – Higher education and research institution

Denmark - VIA University College (VIA) – Higher education and research institution

Finland - Centria University of Technology – Higher education and research institution

Finland – VAMK University of applied sciences, Design centre MUOVA – Higher education and research institution

Sweden - Sustainable Innovation Ltd – Small and medium enterprise

Lithuania - Lithuanian Business Confederation - Business support organisation

More information about Ecolabnet partner organisations can be found from <https://ecolabnet.org/>.

It is otherwise ensured that no personal data is disclosed to any unauthorised parties.

The electronic register is accessible only to system administrators in the Design Centre Muova at VAMK University of applied sciences and Survey Monkey (platform of electronic questionnaire).

#### **4. Legal grounds for the processing of personal data**

The Ecolabnet project processes the personal data:

- Consent given by the research subject (Article 6.1(a), GDPR)

#### **5. Personal data processed in the Ecolabnet project**

The personal data will be collected for the conducting research tasks and implementation of the Ecolabnet project. Personal data is collected through SurveyMonkey (electronic questionnaire) and interviews with those who have expressed their consent in the survey.

You can provide only following personal data in Ecolabnet survey.

- your name
- e-mail address
- phone number

Personal data is used for the purpose you have indicated in the survey. The data is either for contacting you for follow-up interview, or, sending you more information about the project and upcoming events.

The Ecolabnet survey will be conducted between 27.9.2019-1.11.2019, but we reserve the possibility to extend the research period. The data will be downloaded and erased from SurveyMonkey immediately after survey has been ended. The entire data will be stored in the secured data network managed by VAMK University of applied sciences due to the financial terms of the project.

This privacy notice has been published on the website of the Ecolabnet-project, and the electronic survey includes a direct link to this information.

## 6. Profiling and automated decision-making

In this study, the controllers and project partners will not use your personal data in automated decision making or profiling.

## 7. Protection of personal data

The registry is managed in accordance with the data security and privacy guidelines of VAMK University of applied sciences. Personal data used in the study will be protected by means of

- username and password (electronic data)
- access control in physical facilities (physical data)

## 9. Recipients of personal data

All the personal data collected from you will be processed in accordance with the General Data Protection Regulation (GDPR). Controllers do not transfer your personal data outside the EU/EEA.

Personal data will be processed by

- the Controllers and Ecolabnet project partners, and
- the online query service provider (SurveyMonkey)

## 10. Prevention of identifiability

Contact information will be used only for purpose indicated by the respondent in the survey. The data will be anonymized for analyzing and reporting.

## 11. The processing of personal data after the study

The duration of the Ecolabnet project is until 30.6.2021. After the end of the project, the personal data file will be archived in its entirety for a maximum of 10 years based on the regulations in the Interreg financial agreement. The data is stored on a secured network drives of the project partners. Written documents are stored in project folders under access control.

## 12. Rights of data subject

Right to access data (Article 15, GDPR)

Right to have data rectified (Article 16, GDPR)

Right to have data erased (Article 17, GDPR)

Right to the restriction of processing (Article 18, GDPR)

Right to have personal data transferred from one system to another (Article 20, GDPR)

You have the right to file a complaint with the supervisory authority of your permanent place of residence or employment if you consider that the processing of personal data is in breach of the GDPR. In Finland, the supervisory authority is the Office of the Data Protection Ombudsman.

Office of the Data Protection Ombudsman, Ratapihantie 9, 6th floor, 00520 Helsinki, P.O. Box 800, 00521 Helsinki  
Tel.: +358 (0)29 566 6700, Email (registry office): [tietosuoja@om.fi](mailto:tietosuoja@om.fi)

### 13. Implementation of personal rights

You have the right to check the personal data concerning yourself in the register. To realise these rights, the person may contact by e-mail: [info@ecolabnet.org](mailto:info@ecolabnet.org). A personal visit is required for checking your identity. The Controller provides the detailed contact information to the Ecolabnet partner in your country for personal identification. Personal identification card is needed for identification.

The Controller submits a response to a person within 30 (thirty) calendar days from the date of the reference of the data subject.

- Director Annika Hissa, VAMK/Muova, [annika.hissa@muova.fi](mailto:annika.hissa@muova.fi)
- Data protection officer Hannu Teulahti, VAMK, [Hannu.teulahti@vamk.fi](mailto:Hannu.teulahti@vamk.fi)