

## **Privacy policy for the events register of the Ecolabnet project (Description of the processing of personal data in connection with events)**

This is a privacy notice about the processing of personal data in event register related to Ecolabnet project (Project Number: #R077). Ecolabnet project is financed by EU program Baltic Sea Region and its duration is 1.1.2019-31.12.2021. More information about the project can be found from project web page: [www.ecolabnet.org](http://www.ecolabnet.org).

### **1. Controller of the data**

**VAMK University of applied sciences, Design Centre MUOVA**  
Wolffintie 36 F 11  
65200 VAASA  
FINLAND

### **2. Data subjects**

Data of the persons registered for the event will be entered in the events register.

### **3. Purpose and legal basis of the processing of personal data**

The personal data will be collected for the implementation of the Ecolabnet project. Personal data is collected through e-lomake (electronic questionnaire). Personal data will be processed on the basis of the data subject's consent to fulfil the data controller's obligations for the purpose of handling registrations, service provision, marketing, reporting, and other communications purposes.

Personal data will only be used for pre-defined purposes such as:

- Event-related announcements and communication
- Coordination of event materials, surveys and feedback
- Organizing the event
- Meeting the accounting obligations of Ecolabnet as well as EU obligations
- Marketing of similar events

### **4. Data to be stored in the register**

An events register may contain the following data for companies and business contacts:

- first and last name of participant
- contact information
- an organisation's name and contact information
- organization type: private or public

The following systems may be used to collect data for the events register: e-lomake.  
As a rule, data will be collected in connection with registration for the event.

## 5. Rights of data subjects

Data subjects have the right to:

- request from the controller and/or event organiser access to their personal data and to check such data;
- ask for the rectification of incorrect personal data. In such a case, the request must specify what information is incorrect, and why and how it should be changed. The controller must rectify the mistake without undue delay. The request must be submitted to the controller in writing.
- restrict processing. If the data subject has indicated that his or her data are incorrect, they have the right to request that the processing be restricted until the accuracy of the data is verified;
- withdraw consent. When the processing of personal data is based on consent, the data subject has the right to withdraw his or her consent at any time. After that the personal data will not be processed unless there is some other legal basis for doing so.
- request erasure of personal data. The data subject has the right to have his or her personal data erased. This right does not apply to the personal data that Ecolabnet needs in order to perform its responsibilities.
- lodge a complaint to the supervisory authority if their personal data have not been processed appropriately. The Data Protection Ombudsman's contact details can be found at [www.tieto-suoja.fi](http://www.tieto-suoja.fi)

## 7. Regular disclosure of data

The name and contact details of the attendees will not be disclosed outside Ecolabnet project partners without the consent of the data subject.

## 8. Storage of data

Data is protected by technical means.

Personal data will be stored for as long as is necessary for registering for the event, as well as for ensuring compliance with the financier regulations. After the event, the data controller retains the right to include the number and organisation of the attendees in separate statistics.

The duration of the Ecolabnet project is until 31.12.2021. 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 EU 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.

## 9. Personal data recipients and recipient groups

VAMK as the controller is responsible for the personal data in the register. Furthermore, data in the events register may be processed by persons responsible for the events of the Ecolabnet project partners' organisations.

Processing of personal data is based on the Ecolabnet project plan. Responsible persons have 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(at)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(at)muova.fi, Wolffintie 36 F 11, 65200 VAASA, Finland

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.

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.

## 10. Transfer of data outside the EU

No information will be transferred outside the EU or EEA unless it is necessary for purposes such as travel arrangements. If, by way of exception, a partner of the event is from outside the EU or the EEA, information on delivering the data to such partners will be provided separately when registering for the event.

## 11. 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\(at\)ecolabnet.org](mailto:info(at)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\(at\)muova.fi](mailto:annika.hissa(at)muova.fi)
- Data protection officer Sami Olmari, VAMK, [sami.olmari\(at\)vamk.fi](mailto:sami.olmari(at)vamk.fi)