

- **PRIVACY NOTICE**

General Data Protection Regulation (2016/679),

Articles 13 and 14

Created: **12.5.2020**

1. The Registrar

University of Vaasa
Wolffintie 34
65200 VAASA
Business id: 0209599-8
Tel: 029 449 8000
email tietosuoja@uwasa.fi

2. Representative and liaison officers of the controller

Liisa Mäkelä
email: liisa.makela@uwasa.fi
Tel: 029 449 8447

Jussi Tanskanen
email: jussi.tanskanen@uwasa.fi

Hilpi Kangas
email: hilpi.kangas@uwasa.fi

3. Data protection Officer

Sami Kinnunen
Email: tietosuojavastaava@uwasa.fi
Tel: 0294498060

4. Name of the register

Name of the study: Remote work during the corona crisis

5. The purpose for the processing of personal data

Conducting scientific research. The aim of this study is to gather a wide range of information on how this change situation is perceived and how it affects well-being. In particular, we map experiences related to remote work. Through answers of this survey and two follow-up surveys, we get information about remote work and its management.

Personal data is collected to invite the participants for further research, and possibly combining the data with data collected from the supervisor.

6. Legal basis for the processing of personal data

Consent of the data subject as a basis for processing. The respondent authorizes the storage and retention of the said information for a specified period by replying to the questionnaire. The information will remain confidential and will not be shared between the parties.

7. Information content and retention periods

The information collected is personal information: email address.

The data collected through the Webropol survey will be stored for the duration of the research project.

8. Where the personal data required for processing is obtained?

Personal information (e-mail address) is saved when the survey is answered.

9. Transfer of personal data

Personal data will not be transferred to other parties

10. Transfer of data outside the EU or EEA

No data will be transferred outside of the EU or EEA.

11. Protection of personal data

As the controller, the University shall take appropriate technical and organizational measures to protect personal data against unauthorized or illegal processing and against damage or loss of personal data.

- Manual material
 - Personal data is protected against unauthorized access and unauthorized processing (e.g. destruction, alteration or disclosure). Each processor can only process the personal data he/she needs in the course of his work.
 - Documents are kept protected from outsiders in a locked room. Documents are printed only when necessary and paper prints are destroyed after use.
- Data processed automatically
 - All data processing is based on access rights, which depend on the person's role and position in the organization, and, if necessary, on the licenses granted separately by the responsible body of each registry. The validity of the licenses is checked daily.
 - IT systems and services have been protected from unauthorized access in accordance with good industry practice, their operational capacity has been ensured to the necessary extent and their life cycle has been managed.

12. Automated decision making

No automatic decisions are made.

13. Rights of data subjects

The data subjects have

- the right to check with the controller what personal data concerning him or her have been stored in the register
- the right to demand that incomplete personal data be supplemented and that the University of Vaasa corrects inaccurate and erroneous personal data concerning the data subject without undue delay
- the right to have their personal data deleted without undue delay, provided that:
 - personal data are no longer needed for the purposes for which they were collected or for which they were otherwise processed
 - the data subject withdraws the consent on which the processing is based and there is no other legal basis for the processing
 - personal data has been processed unlawfully
 - personal data must be deleted in order to comply with a legal obligation under European Union law or national law.
- restrict and oppose processing if
 - the data subject disputes the accuracy of his/her personal data
 - processing is unlawful or the data subject opposes the deletion of his or her personal data
 - the controller no longer needs such personal data for the purposes of processing, but the data subject needs them in order to establish, present or defend a legal claim
 - the data subject has objected to the processing of personal data pursuant to Article 21 (1) pending verification that the data subject's legitimate grounds override the data subject's grounds.
- the right to withdraw consent
- the right to withdraw his or her consent at any time, without prejudice to the lawfulness of the processing carried out on the basis of the consent before its withdrawal, if the processing of personal data is based on the data subject's consent.

The data subject also has the right to make a complaint with the supervisory authority.

The data subject may have the right to transfer data from one system to another in the case of data to which that right applies.

The Data Protection Officer provides advice and guidance on matters related to the data subject's rights.

14. Other parties to be informed

The use of the service generates log entries, which are used to ensure the information security of the service, the technical development of the service and the detection, prevention and resolution of fault situations (Information Society Code (917/2014) 138§, 141, 144, 272). The logs are kept for the time required for these purposes and are not used for any other purpose.

15. Modification of the Privacy Statement

The University of Vaasa is constantly developing its operations and reserves the right to update this privacy statement. Changes can also be based on changes in legislation.

We recommend that you check this notice from time to time.

In the case of significant changes where our privacy statement changes substantially, we may also notify you in other ways before the change takes effect.

This privacy notice was last updated 10.5.2021.