



Privacy notice: Processing personal data in Turku UAS' general mentoring programme

This is a privacy notice, which is based on articles 13 and 14 of EU's General Data Protection Regulation.

Controller

Turku University of Applied Sciences Ltd

Joukahaisenkatu 3

FIN-20520 Turku

Telephone exchange +358 2 263 350

kirjaamo@turkuamk.fi

Person in charge and contact persons

Mikko Siitonen, Partnerships Manager, Community and Collaboration

Turku UAS' alumni activities, contact by email:

alumni@turkuamk.fi

Contact information of the Data Protection Officer

Harri Kilpiö, Data Protection Officer (Turku UAS)

+358 50 5985 830

Please contact in all data protection related matters: tietosuoja@turkuamk.fi

The messages sent to this address are processed by the Data Protection Officer (DPO) and a data protection specialist working with them and as their substitute.



Purpose of processing personal data

Processing personal data of mentors (alumni and other volunteers) and actors (students) who have applied in the general mentoring programme of Turku UAS. The implementation of the mentoring programme (enrolment, communications, organizing the activities, forming the pairs, catering, follow-up, collecting feedback).

The processing of personal data is based on an agreement to process personal data in connection with an application form.

Answering the feedback survey is completely voluntary and processing the data is based on consent.

Legal basis for processing personal data

The processing of personal data of alumni ambassadors is based on the person's consent (Article 6, 1a: unambiguous consent given by the data subject).

Processed categories and storage times of personal data

Processing the personal data includes processing the personal data of those belonging in the target group.

For students, the compulsory information includes:

- First name and last name
 - Email address
 - Telephone number
 - place of residence
 - country
 - year of birth
 - language skills
 - studies
 - stage of the studies
 - interests in the studies
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- career dreams
- wishes concerning the mentoring programme
- wishes for the mentor
- information whether they have previously applied for the programme
- mode of meetings
- wish for the mentor's field
- language choice

For students, the voluntary information includes:

- other information
- special diets (in connection with events)

For mentors, the compulsory information includes:

- First name and last name
 - Email address
 - Telephone number
 - place of residence
 - country
 - year of birth
 - language skills
 - educational and work background
 - interests in the field
 - wishes and expectations for the mentoring programme
 - wishes for the actor
 - conversation topics with the actor
 - mode of meetings
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- wish concerning the actor's field of study
- language choice

For mentors, the voluntary information includes:

- LinkedIn profile
- CV
- other information
- special diets (in connection with events)

In connection with the feedback survey, no direct personal data is asked. The feedback survey is anonymous.

The personal data is saved on the higher education institution's own storage platform. The mentors' information is saved for three years after the end of the mentoring programme and the actors' information for six months after the end of the programme.

Regular information sources

The personal data has been obtained directly from the data subject in connection with the application form. The personal data is collected with an electronic form.

Receivers or receiver groups of personal data

Personal data is processed in information systems which are Turku UAS' own or with which Turku UAS has a valid agreement on processing personal data.

The personal data is processed with the alumni coordinator and/or staff of the career and recruitment services. To a limited extent, the personal data may be disclosed to other members of Turku UAS staff, who require the information to carry out their duties.

Essential information regarding transfer of data to third countries (outside the EU or EEA countries)

The data is not transferred to third countries.

Principles of data protection

The data is accessed only by people whose tasks require access to the data. Access to the service is limited with user IDs and user rights.

Data subjects' rights

According to the General Data Protection Regulation, the data subject has the right:

- to receive information on the processing of their personal data, unless otherwise regulated by the law
- to request for access to their personal data and rectification regarding incorrect or insufficient information
- to erase their data (not applied, if the basis for processing is compliance with a legal obligation or performance of a task carried out in the public interest)
- to restrict the processing of their data
- to object to the processing of their data, if the basis for processing is general or legitimate interest
- to request the transfer of data they have submitted themselves from one controller to another, if the basis for processing is consent or agreement
- withdraw the consent they have given
- notification obligation of the controller on the rectification/erasure/restricting of processing of personal data
- not to be subject to automated decision-making (the data subject may allow automated decision-making by their consent)

Data subjects may exercise their rights by contacting the contact person mentioned in the privacy notice or the Data Protection Officer. More information on data subjects' rights is provided by the contact person and/or Data Protection Officer.

If processing the data does not require identifying the data subject without additional information or the controller cannot recognize the data subject, the

right to inspection, rectification, data erasure, restriction of processing, obligation to report and transmittal is not applied.

You have the right to file a complaint with the Data Protection Ombudsman's office, if you consider that valid data protection legislation has been breached in processing your personal data. 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.
