

PRIVACY NOTICE

**EU's General Data Protection Regulation
(2016/679),
Articles 13 and 14
Date: 14.10.2020**

Purpose of personal data processing

Data is collected for project communication purposes in the project BIM-ICE, 'BIM Integration in Higher and Continuing education' (2020–2022) funded by the EU, Russia and Finland, via South-East-Finland – Russia CBC 2014–2020 programme. BIM-ICE is implemented by LAB University of Applied Sciences (Finland) and Saint Petersburg State University of Architecture and Civil Engineering (Russia). The project seeks to accelerate BIM (Building Information Modeling) implementation in the field of construction and building design in Finland and Russia.

Project aims:

- increasing productivity and improving the quality within the construction industry
- developing new training models
- raising the level of education and professional competence among different target groups.

Data is related to the questionnaire implemented in the project. The questionnaire is also related to Thesis which is conducted in the LAB University of Applied Sciences. Main part of the questionnaire, questions 1-45, collects data for the Thesis, but the questions 46-49 of the questionnaire collects data for communication and further research purposes of the project.

Communication purposes include sharing information about the project and its educational events as well as possibilities for participating in the project activities. For the further research purposes, data is collected for gathering a list of volunteers for further interviews. Data consists of questionnaire results and contact information. Data is not used in other than project's purposes.

Contents of data file

We are collecting your personal data by the questionnaire, via questions 46-49. Data from questions 1-45 do not include personal data. Data from questions 1-45 and from 46-49 be processed separately. Thus, personal data is not combined with the data from questions 1-45 when the data is processed.

We are collecting the following data on you: your name, organisation, e-mail address as well as your interest in participating in different parts of the project and your willingness to join a follow-up interview. The personal data will be stored securely in compliance with the General Data Protection Regulation (GDPR) by LAB University of Applied Sciences (the lead partner of the BIM-ICE project) until the project is officially closed in 2022.

Legal basis of personal data processing

The collection of personal data for project is based on the data subject's consent.



We will use your email address for contacting you in case you have mentioned your interest in educational events arranged by the project, collaboration with the project or participation to the further interviews. We also use your email for delivering the BIM-ICE newsletter twice a year from 2020–2022.

Data sources

We collect personal data from the data subjects themselves.

Data transfer and disclosure

The data is collected with Webropol-questionnaire tool. Back-up copies of the data are stored at LAB servers. The project personnel of BIM-ICE and a student whose Thesis is related to the questionnaire have access to the data. Data is not transferred for project external use except the collection and storage of data by the mentioned service.

Where will data be transferred?

The data is not transferred beyond the EU and EEA.

Security of the collected data

Personal access to Webropol is provided for named project staff representing project partners as well as the student whose Thesis is related to the questionnaire.

The university's information security rules and guidelines apply to the management of information systems that process personal data. The information systems and their user interfaces are technically protected e.g. with a firewall, encryptions and data backups. The data may be accessed only by those with a username for the system. Usernames are personal, and user rights to information systems are limited through user group definitions: each user may only access data that they need for their professional duties for the duration of their employment relationship. Printed documents are stored and safeguarded from external access.

Data storage

The collected data will be stored for the duration of the project 1.4.2020-30.9.2022.

Automated decision-making

No automated decision-making takes place in the data processing.

Rights of the data subject

Data subjects have the right to withdraw their consent if the data processing is based on consent.

Data subjects have the right to lodge a complaint with the Data Protection Ombudsman if the subjects consider that the data processing regarding them is in breach of data processing legislation in force.

Data subjects have the following rights under the EU's General Data Protection Regulation:

a) Right of access to data concerning the data subject

- b) Right to rectification of data
- c) Right to erasure of data
- d) Right to restriction of processing
- e) Right to data portability to another data controller.

Data filing system

LAB University of Applied Sciences: Questionnaire contact list
or
LAB University of Applied Sciences: BIM-ICE newsletter mailing list

1.4.2020-30.9.2022.

Data controller

LAB University of Applied Science is the data controller.
Mukkulankatu 19, Lahti, Finland, Phone: +358 3 828 18, email: servicedesk@lab.fi

Contact person

Data controller's representative:
Name: Turo Kilpeläinen, President
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Data controller's contact:
Name: Eliisa Punnttila, RDI Specialist
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LAB's data protection officer

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