

PRIVACY NOTICE

**EU's General Data Protection Regulation
(2016/679),
Articles 13 and 14
Date: 1.10.2020**

Purpose of personal data processing

Data is collected for project communication and reporting 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 collected for communication purposes in order to share information about the project and its results. Data consists of participants of project events and receivers of the project newsletter and news. Data is collected also for reporting purposes in order to monitor project indicators set by the funding programme. This reporting data includes the number of participants in the educational events from the following age groups: under 24, 24–45 or over 45. Data is not used in other than project's purposes.

Contents of data file

We are collecting the following data on you: your name, organisation, position at the organisation/profession and e-mail address. In the case of participants in the educational events, we are also collecting data on which age group you belong to (under 24, 24–45 or over 45). 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 delivering the BIM-ICE newsletter twice a year from 2020–2022 and for delivering information related to events in where you are registered.

We will use your age group data, collected only in the case of educational events, in counting the number of participants of each age group only. We report this number as an indicator to the funding programme for monitoring the project implementation.

Data sources

We collect personal data from the data subjects themselves and by using electronic forms services Google and MailChimp.

Data transfer and disclosure

The data related to educational events collected by Google Form is stored in the Google service. The data related to communication collected by the MailChimp is stored in the MailChimp service. Back-up copies of the data are stored at LAB servers. Only the project personnel of BIM-ICE have access to the data. Data is not transferred for project external use except the collection and storage of data by the mentioned services.

Data transfer and disclosure beyond the EU or EEA

The data may be transferred beyond the EU and EEA due to the use of services of Google and MailChimp.

Security of the collected data

Personal access to Google and Mailchimp data is provided for named project staff representing project partners.

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: BIM-ICE [name of the event] participant 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

Phone: +358 44 708085

E-mail: turo.kilpelainen@lab.fi

Data controller's contact:

Name: Eliisa Punnttila, RDI Specialist

Address: LAB University of Applied Sciences, Mukkulankatu 19, 15210 Lahti, Finland

Phone: +358 44 708 5172

E-mail: eliisa.punnttila@lab.fi

LAB's data protection officer

Anne Himanka, Legal Counsel

Lappeenranta University of Technology, Yliopistonkatu 34, 53850 Lappeenranta, Finland

Phone: +358 50 564 4623

E-mail: tietosuoja@lut.fi