

Privacy notice: a combined data subject information document (EU Regulation 2016/679 Articles 13 and 14)

<b>1. Name of privacy notice</b>	International mobility: incoming staff	
<b>2. Controller</b>	Name Häme University of Applied Sciences Ltd	
	Address PO Box 230 (Visamäentie 35 A), 13101 Hämeenlinna, Finland	
	Other contact information (e.g. telephone number during business hours, email address) Telephone +358 3 6461, email: <a href="mailto:hamk@hamk.fi">hamk@hamk.fi</a>	
<b>3. Contact person regarding this register</b>	Name	Telephone
	Taina Honkavuori	+358 45 441 7649
<b>4. Data protection officer</b>	Contact information: <ul style="list-style-type: none"> <li>Kari Kataja</li> <li><a href="mailto:tietosuojavastaava@hamk.fi">tietosuojavastaava@hamk.fi</a></li> <li>Häme University of Applied Sciences Ltd, Tietosuojavastaava (Data Protection Officer), PO Box 230, 13101 Hämeenlinna, Finland</li> </ul>	
<b>4. Name of register</b>	International mobility: incoming staff	
<b>5. Data subjects</b>	The register contains: <ul style="list-style-type: none"> <li>Persons from abroad who visit HAMK for at least 8 hours (the reason may be a project, meeting, lecture or any other reason).</li> </ul>	
<b>6. Legal basis</b>	The processing of personal data in the register is based on the Universities of Applied Sciences Act (932/2014 Section 45): “When requested by the Ministry of Education and Culture, each university of applied sciences must provide the Ministry with the data necessary for the evaluation, development, statistics and other supervision and steering of education and research in the manner determined by the Ministry.”	
<b>7. Purpose of processing of personal data</b>	Statistics, reports, evaluation and development of activities.	
<b>8. Personal data content and retention periods</b>	<b>Name of data group</b>	<b>Retention period</b>
	Surname, given name	Permanent
	Date of birth	Permanent
	Nationality	Permanent
	Mother tongue	Permanent
	Email address	Permanent
	Home organisation	Permanent
	Mobility information (host organisation, duration of mobility)	Permanent
	Statistical information (field, type of education, type of exchange)	Permanent
	Erasmus+ international credit mobility documents: Mobility Agreement of Staff for Teaching/Training, Grant Agreement for Erasmus+ Staff Mobility for Teaching and	Six years (the European Commission requires that they are retained for at least five years and Finland’s Accounting Act at least six years from the date of the final

	Training Between Programme and Partner Countries)	report and letter stating the approval and ending of the agreement.)
<b>9. Regular information sources</b>	The person him/herself.	
<b>10. Regular disclosure of data</b>	Finnish Ministry of Education and Culture / Finnish National Agency for Education: AMK/OPH data collection.	
<b>11. Data transfer outside the EU or EEA</b>	Data are not transferred outside the EU or EEA.	
<b>12. Protection principles of register</b>	<p>A Manual material The data of persons participating in the Erasmus+ European mobility programme is not printed.</p> <p>The data and documents of persons participating in the Erasmus+ International credit mobility programme (Mobility Agreement of Staff for Teaching/Training, Grant Agreement for Erasmus+ Staff Mobility for Teaching and Training Between Programme and Partner Countries) are retained as prints in the project files and they are safely destroyed after the retention period has ended.</p> <p>B Electronic material The data are stored in the information system. Only persons operating on behalf of the controller have the right to access and use the data.</p> <p>The legal processing of data is ensured by data classification and the data processing according to the regulations.</p>	
<b>13. Rights of data subject</b>	<p>The EU General Data Protection Regulation (2016/679) provides data subjects with the following rights:</p> <p><b>Right to withdraw consent</b> The data subject shall have the right to withdraw his or her consent at any time. (Article 7)</p> <p><b>Right of access</b> The data subject shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed and, where that is the case, access to the personal data. The controller may charge a fee for the right of access or refuse to act on the request where requests from a data subject are manifestly unfounded or excessive, in particular because of their repetitive character. (Article 12 and Article 15)</p> <p><b>Right to rectification</b></p>	

	<p>The data subject shall have the right to the rectification of inaccurate personal data concerning him or her (Article 16). The request for rectification shall be in writing.</p> <p><b>Right to erasure ('right to be forgotten')</b> The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay where one of the following grounds applies (Article 17):</p> <ul style="list-style-type: none"> <li>• the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;</li> <li>• the data subject withdraws consent on which the processing is based and where there is no other legal ground for the processing;</li> <li>• the data subject objects to the processing and there are no overriding legitimate grounds for the processing (Article 21)</li> <li>• the personal data have been unlawfully processed;</li> <li>• the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject.</li> </ul> <p><b>Right to restriction of processing</b> The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies (Article 18):</p> <ul style="list-style-type: none"> <li>• the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;</li> <li>• the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;</li> <li>• the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;</li> <li>• the data subject has objected to processing pursuant to Article 21 pending the verification whether the legitimate grounds of the controller override those of the data subject.</li> </ul> <p><b>Right to data portability</b> The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format, where the processing is based on consent and is carried out by automated means. (Article 20)</p> <p>Requests for these rights are addressed to: Häme University of Applied Sciences Ltd Tietosuojavastaava (Data Protection Officer) PO Box 230 (Visamäentie 35 A) 13101 Hämeenlinna, Finland</p>
<p><b>14. Automated decision-making</b></p>	<p>Decisions are not based on automated processing.</p>
<p><b>15. Right to lodge a complaint</b></p>	<p>The data subject shall have the right to lodge a complaint with the office of the data protection officer.</p>