



**1. Data controller**

Lapland University of Applied Sciences, business ID: 2528792-5  
Jokiväylä 11 C  
96300 Rovaniemi

**2. Controller's representative and contact persons**

**Controller's representative:** Principal Riitta Rissanen  
riitta.rissanen@lapinamk.fi

**Controller's contact person(s)** Manager Seija Taattola  
Seija.taattola@lapinamk.fi

The contact persons can be contacted for any questions related to the processing of personal data. You may also address any request concerning the exercise of your rights to the contact person mentioned above.

**3. Contact details of the Data Protection Officer**

The Data Protection Officer of the Lapland University Consortium is lawyer Jari Rantala. You can contact him at [tietosuoja@ulapland.fi](mailto:tietosuoja@ulapland.fi).

**4. Purpose of processing personal data**

Purpose of collecting and processing personal data is to organize International Meeting n Dialogical Treatment on Psychosis.

**5. Legal basis for processing**

Personal data are processed in compliance with the Article 6(1) of the General Data Protection Regulation (GDPR 2016/679):

participant's consent

## **6. Categories of personal data processed and their retention periods**

Personal data processed:

- Name
- Country of Residence
- Email
- Phone number
- Invoicing information
- Special diets and allergies
- Consent to collecting and processing personal data

The data will be stored for a maximum of six months after the event. After this all data will be deleted permanently.

## **7. Data sources**

The personal data collected for the event is obtained from participant itself. The participant is obligated to provide the necessary personal data in order to participate the event. If the participant does not provide the necessary personal data participation is not possible.

## **8. Safeguards to protect personal data**

The processing of the data in the register requires a separate right of access to the information systems. Access to the system requires use of a personal username and password. The user ID is valid for a specified period of time.

The physical protection complies with the data security regulations of Lapland University of Applied Sciences. The system servers are located in the EU. The connection between the application and the server is protected.

## **9. Information systems used for processing**

### **9.1 Information systems**

Webropol survey tool and Microsoft Excel are used to process the personal data.

### **9.2 Cookies**

Cookies are used in browser-based information systems for the processing of personal data. A cookie is a small text file that is saved by the browser on the user's device. Cookies are used to provide services, to facilitate logging in to services and to enable statistics on the use of services. The user can choose to refuse the use of cookies in their system, but this may hinder the correct functioning of the system.

#### **10. Regular transfers and disclosures of data**

The data will not be disclosed outside of Lapland University of Applied Sciences.

#### **11. Transfer or disclosure of personal data to countries outside the EU/European Economic Area**

No personal data will be transferred or disclosure outside of the areas of the European Union or the European Economic Area.

#### **12. Automated decisions**

No automated decisions are made.

#### **13. Your rights as a data subject, and exceptions to these rights**

The contact person in matters concerning the rights of the data subject mentioned in section 1 of this privacy notice.

##### **Rights of data subjects**

##### Right to withdraw your consent (GDPR, art. 7)

You have the right to withdraw your consent if the processing of your personal data is based on consent. Withdrawal of consent does not affect the lawfulness of the processing carried out on the basis of consent before its withdrawal.

##### Right of Access (GDPR, art. 15)

You have the right to know whether and what personal data about you is being processed. You may also request a copy of the personal data processed, if you wish.

##### Right to Rectification (GDPR, art. 16)

If there are inaccuracies or errors in the personal data processed, you have the right to request their correction or completion.

#### Right to Erasure (GDPR, art. 17)

You have the right to request the erasure of your personal data in the following cases:

- (a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- (b) you withdraw the consent on which the processing is based and where there is no other legal ground for the processing;
- (c) you object to the processing (see below for a description of this right) and there are no overriding legitimate grounds for the processing;
- (d) the personal data have been unlawfully processed; or
- (e) the personal data have to be erased for compliance with a legal obligation under Union or Member State law to which the controller is subject.

However, there is no right to erasure if, in certain individual cases, the erasure of data is not allowed on the reasons defined in the General Data Protection Regulation or Finnish data protection legislation.

#### Right to Restrict Processing (GDPR, art. 18)

You have the right to restrict the processing of your personal data in any of the following circumstances:

- (a) you contest the accuracy of the personal data, in which case the processing shall be limited for a period of time within which the Lapland University of Applied Sciences can verify the accuracy of the personal data;
- (b) the processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead;
- (c) the Lapland University of Applied Sciences no longer needs the personal data for the purposes of the processing, but they are required by you for the establishment, exercise or defense of legal claims
- (d) you have objected to the processing of personal data (see below for more details), pending verification of whether the controller's legitimate grounds override those of the data subject.

#### Right to Data Portability (GDPR, art. 20)

You have the right to receive the personal data you have provided to the Lapland University of Applied Sciences in a structured, commonly used and machine-readable format, and have the right to transmit those data to another controller without the Lapland University of Applied Sciences's hindrance, where the legal basis for the processing is consent or a contract, and the processing is carried out automatically. If you use your right to transfer data portability, you have the right to have the personal data transferred directly from one controller to another, where technically possible.

#### Right to Object (GDPR, art. 21)

You have the right to object the processing of your personal data if the processing is based on a public interest or a legitimate interest. In this case, the Lapland University of Applied Sciences may not process your personal data unless it can demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or where it is necessary for the establishment, exercise or defense of legal claims. The Lapland University of Applied Sciences may also continue to process your personal data where it is necessary for the performance of a task carried out in the public interest.

#### Exceptions to rights

The rights described in this paragraph may be derogated from in certain individual cases on the grounds defined in the General Data Protection Regulation and the Finnish Privacy Legislation. The need to derogate from the rights will always be assessed on a case-by-case basis.

#### **Right to lodge a complaint**

You have the right to submit lodge a complaint with the Data Protection Ombudsman's Office if you think your rights have been breached.

Contact details:

#### **Data Protection Ombudsman's Office (Tietosuojavaltuutetun toimisto)**

Link: [Notification to the Data Protection Ombudsman](#)

Visiting address: Lintulahdenkuja 4, 00530 Helsinki

Postal address: P.O. Box 800, 00531 Helsinki, Finland

E-mail: tietosuoja(at)om.fi

Switchboard: +358 (0)29 566 6700

Registry: +358 (0)29 566 6768

THIS FORM MUST ALSO BE COMPLETED AND SUBMITTED TO THE REGISTRY. (kirjaamo@ulapland.fi)