

Processing personal data included in the list of key stakeholders and the mailing list during REDUCES

Data controller	<p>Turku University of Applied Sciences Ltd. Joukahaisenkatu 3 FI-20520 Turku FINLAND</p> <p>Switch board +358 2 263 350 kirjaamo@turkuamk.fi</p>
Person responsible and contact person	<p>Person responsible: Anne Norström Head of Education and Research (Turku University of Applied Sciences) +358 40 355 0365 anne.norstrom@turkuamk.fi</p> <p>Contact person: Timo Mieskonen Project Advisor (Turku University of Applied Sciences) Tel. +358 50 598 5915 timo.mieskonen@turkuamk.fi</p>
Contact details of the data protection officer	<p>Data protection officer (Turku University of Applied Sciences)</p> <p>Please direct all inquiries concerning data protection: tietosuoja@turkuamk.fi</p> <p>Emails sent to the above address will be processed by the data protection officer and the data protection expert, who serves as the data protection officer's deputy.</p>
Purpose of processing personal data	<p>Interreg Europe (ERDF programme) funds REDUCES project that aims to support Circular Economy Business development in six European regions (Southwest Finland, Utrecht, Maramures, Valencia, Bulgaria and Greater Manchester). In REDUCES personal data will be collected and processed in order to contact individuals for research purposes, sending the project</p>

	<p>newsletter and collecting information about the attendees in project events. Collected personal data allow the project participants to:</p> <ol style="list-style-type: none"> 1) identify stakeholders 2) share information among researchers 3) implement the planned measures and communications
Lawful basis for processing personal data	EU's General Data Protection Regulation (GDPR; Article 6, Paragraph 1e). Public interest.
Categories of personal data and the data retention period	<p>We will collect the following data about organization representatives who are identified as stakeholders:</p> <ul style="list-style-type: none"> • first and last name, position, email address • the person's home organization <p>The data will be retained throughout the REDUCES project. Collected data will be preserved 2 years after the project ends.</p>
Sources of information	<p>Data collection is based on persons own consent. There is two sources of information:</p> <ul style="list-style-type: none"> • Person can order project newsletter via REDUCES website and join in the mailing list. • Information will be collected at project events and meetings based on attendance lists.
Recipients or recipient groups of personal data	<p>Personal data concerning newsletter will be processed through information systems that are technically maintained by:</p> <p>Microsoft</p> <p>Apsis</p> <p>Turku University of Applied Sciences has signed a contract with the above companies to serve as data processors.</p> <p>Personal data collected via attendance lists may be used in project reporting in iOLF online reporting system provided by funder.</p>
Essential information about the transfer of data to third countries (outside of EU/EEA)	Data will not be transferred outside of the EU or the EEA.

Data protection principles	Access and permission to use the data is restricted to persons in connection with the performance of their duties and functions. Only authorized persons have the right to access the data.
Rights of data subjects	<p>As set out in the GDPR, data subjects have the right:</p> <ul style="list-style-type: none"> • to access the data held about them by the data controller unless otherwise expressly provided by law • to review the personal data held about them by the data controller and have any inaccurate or incomplete data revised • to have their data erased (not applicable if the lawful basis for processing personal data is legal obligation or public interest) • to restrict the processing of their personal data • to object to the processing of their personal data if the lawful basis for processing personal data is public interest or legitimate interest • to request the transfer of personal data, which they have submitted to the data controller, to another data controller if the lawful basis for processing personal data is consent or contract • to withdraw their consent for processing their personal data <p>Personal data will not be used for profiling purposes.</p> <p>Data subjects have the right to file a complaint with the Office of the Data Protection Ombudsman if they consider the processing of their personal data to violate the provisions of the GDPR. The data protection officer's contact details are provided at the beginning of this privacy policy. All subject access requests will be processed on a case-by-case basis.</p>