

Privacy Notice: Finnish University Partnership for International Development - UniPID's activities

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For what purposes will your personal data be processed and what is the legal basis for the processing?

The University of Helsinki, acting as the coordinator for the Finnish University Partnership for International Development (UniPID Network), is committed to collecting and processing your personal data in a fair and transparent manner and in compliance with the law on the processing of personal data. This privacy notice outlines how the University manages your personal information in accordance with the data protection legislation.

This privacy notice concerns all UniPID activities except for the FinCEAL project and Virtual Studies courses, which have their own privacy notices.

You as the data subject have given consent to the processing of your personal data for one or more specific purposes, outlined below.

- 1) In the case of UniPID event registration databases, the information is collected for registering participants and for communicating pertinent information. Your personal data is processed to carry out event arrangements. Statistics can also be compiled of event participants.

The processing of personal data is based on the data controller's legitimate interests (Article 6.1(f) of the EU General Data Protection Regulation (GDPR, 679/2016)). Such legitimate interests exist because a meaningful and proper relationship is established between the data subject (participant) and the University of Helsinki as a result of a registration for a seminar, conference, or event. This can be considered to be equal to a customer relationship. On the basis of this, the University of Helsinki issues notifications of upcoming events.

If separate agreements are entered into regarding events, processing may also be based on article 6.1(b) of the GDPR, in which case processing is necessary for the performance of the agreement or in order to take steps prior to entering into the agreement.

In the case of activities subject to a charge, processing may also be based on statutory obligations (taxation, accounting) as defined in article 6.1(c) of the GDPR.

In case we request data regarding a person's dietary restrictions or allergies, a specific consent for allergies or special dietary requirement will be requested.

- 2) In the case of the UniPID Infobank expert database (Infobank), the information is collected for publishing researcher profiles and/or research projects on the Infobank website (www.unipid.fi/infobank/). The purpose of the Infobank is to facilitate knowledge exchange, communication, and cooperation opportunities between researchers in Finland working on/in Africa, Asia, and Latin America and the Caribbean, and Finnish ministries and embassies, as well as potential partners abroad and other

stakeholders. The legal basis for the processing of this data is the data subjects' consent.

- 3) In the case of UniPID DocNet, the information is collected for supporting development research doctoral training in Finnish universities and for publishing researcher profiles and/or research projects on the Infobank website. The purpose of publishing the profiles is to facilitate peer support and the establishment of relevant academic contacts. The legal basis for the processing of this data is the data subjects' consent.
- 4) In the case of UniPID mailing lists (unipid-list@helsinki.fi, docnet-list@helsinki.fi, UniPID List on Mailchimp, FinCEAL News List on Mailchimp, Focus on Africa list on Mailchimp), the information is collected for sharing information via email. When signing up for any of these mailing lists, you give consent for adding your email address to the list. The legal basis for the processing of this data is the data subjects' consent.
- 5) In the case of UniPID seminar grants, the information is collected for evaluating grant applications and awarding grants. The purposes of processing personal data are managing and evaluating grant applications and paying grants to the recipients, communicating about them, and complying with statutory obligations and authority guidelines. The legal basis for the processing of this data is that processing is necessary for the implementation of a contract in which the data subject is a party, or in order to take necessary steps at the data subject's request prior to entering into a contract.
- 6) In the case of the Master's Award in Development Studies, the information is collected for ensuring submissions are legitimate and eligible, and contacting the participants. The legal basis for the processing is the data subject's consent.
- 7) In the case of the Commissioned Studies Mechanism, the information is collected for evaluating tenders and contacting the submitters, and for preparing a contract and paying the fee with selected researchers. The legal basis for the processing is that the processing is necessary for the implementation of a contract in which the data subject is a party, or in order to take necessary steps at the data subject's request prior to entering into a contract.
- 8) In the case of the UniPID Virtual Studies Call for Course Proposals, the information is collected for evaluating submissions and contacting the submitters, as well as preparing course contracts with those who receive funding. The legal basis for the processing is that the processing is necessary for the implementation of a contract in which the data subject

is a party, or in order to take necessary steps at the data subject's request prior to entering into a contract.

What personal data do we process?

- 1) In the case of UniPID event registration, the following information is collected: First & Last name, Title/position, Institution, Department/unit, Work address, Postal code, City, Work Phone, and Email address. In some cases, special dietary information may also be collected.
- 2) In the case of the UniPID Infobank, the following information is collected: First & Last name, Role/title, Email address, Telephone, Institution, Department/Faculty, City, Country.
- 3) In the case of UniPID DocNet, the following information is collected: First & Last name, Role/title, Email address, Telephone, Institution, Department/Faculty, City, Country.
- 4) In the case of UniPID mailing lists, the following information is collected: email address, which may show your name and/or institutional affiliation. For the Mailchimp lists, you may also state your first and last name and organization on the registration form directly if you wish.
- 5) In the case of UniPID seminar grants, the following information is collected: First & Last name, Title/position, Work address, Postal code, City, Telephone, Email address.
- 6) In the case of the Master's Award in Development Studies, the following information is collected: First & Last name, Home address, Email, Telephone.
- 7) In the case of the Commissioned Studies Mechanism, the following information is collected: First & Last name, Title/Position, Email, Telephone and Institution if included in the CV.
- 8) In the case of the UniPID Virtual studies Call for Course Proposals, the following information is collected: First & Last name, Title/Position, Institution, Department/Faculty, Telephone, Email.

The information we process is provided by the data subject when filling in the online form or communicating via email for each specific purpose. Personal information from other sources will not be combined to the information provided for a specific purpose.

Who will have access to your data?

Employees of the UniPID coordination unit based at the University of Helsinki have access to the data. In addition, the employees of Nordenswan & Siirilä Ltd. who are responsible for the maintenance and technical support of the system have access to the database. However, it has been agreed that the employees of Nordenswan & Siirilä Ltd. do not process the data as that is not a part of the maintenance and support role.

The database is accessed with a personal user ID and password.

In addition, the owner of the service provider Mailchimp, The Rocket Science Group LLC, has access to the data related to the Mailchimp mailing lists. A separate data processing agreement has been made with The Rocket Science Group LLC. For more information, please see the Mailchimp Privacy Policy at <https://mailchimp.com/legal/privacy/>

Will your personal data be transferred outside the EU/EEA area? How are the transfers protected?

Your personal information is NOT transferred outside EU/EEA area, with the exception of the Mailchimp mailing lists.

Data related to the Mailchimp mailing lists may be stored on servers of The Rocket Science Group LLC located in the U.S. The Rocket Science Group LLC have incorporated European Commission approved "Standard Contractual Clauses" into their agreement with us. They are also self-certified in the EU-U.S. Privacy Shield Framework related to international data transfers and complies with the Privacy Shield Principles. For more information, please see the Mailchimp Privacy Policy at <https://mailchimp.com/legal/privacy/>.

For how long will your data be processed? Will the data be archived? (Retention periods)

The processing of personal data will be terminated and the associated identification data will be deleted as outlined below:

1) In the case of UniPID event registration, the information you provide when you register for an event will be deleted within 12 months after the event has occurred. If you consent to stay in touch with us, essential information to communicate with you will be kept until you withdraw your consent. Anonymized data may be archived for statistical purposes.

2) In the case of UniPID Infobank, the data in the Infobank will be available permanently or until you want it to be removed.

3) In the case of UniPID DocNet, the data in the Infobank will be available permanently or until you want it to be removed.

4) In the case of UniPID mailing lists, the data you provide when signing up for the mailing list will be kept permanently or until the mailing list is taken out of use or until you want it to be removed.

5) In the case of UniPID seminar grants, the data you provide when applying for a grant will be deleted within 12 months of the closing date of applications if your application was unsuccessful. If you receive a grant, the data will be deleted within 2 years of the closing date of applications, but names and event titles may be stored permanently for historical research purposes. Anonymized data may be archived for statistical purposes.

6) In the case of the Master's Award in Development Studies, the data you provide when submitting your thesis will be deleted within 12 months of handing out the award. Anonymized data may be archived for statistical purposes.

7) In the case of the Commissioned Studies Mechanism, the data you provide when submitting a tender request will be deleted within 12 months of the closing date of submissions if your request was unsuccessful. If your tender is accepted, the controller shall keep the data for at least 6 years after the

contract is signed or for a period defined in the university records management plan (TOS). In addition, the controller shall keep book-keeping material for at least 6 years after the accounting period has ended or for a period defined in the university records management plan (TOS). The author names and report titles of completed studies may be stored permanently for historical research purposes. Anonymized data may be archived for statistical purposes.

8) In the case of the UniPID Virtual Studies Call for Course Proposals, the data you provide when submitting a proposal will be deleted within 12 months of the closing date of submissions if your proposal was unsuccessful. If you receive and accept funding, the data will be kept for as long as the course is offered as a part of the UniPID Virtual Studies and until all contractual obligations are fulfilled. Names and course titles may be stored permanently for historical research purposes. Anonymized data may be archived for statistical purposes.

Withdrawal of consent

You have the right to withdraw the consent at any time. You may cancel your consent by sending an email to unipid-info@helsinki.fi. Withdrawing your consent does not affect the processing actions taken before the consent was withdrawn.

Your rights as a data subject

As a data subject, you have the following rights in relation to your personal data which is processed by the University:

- to access the personal information the University holds about you. This is known as a Subject Access Request.
- right to erasure ('right to be forgotten') in some cases
- to correct inaccuracies or, where appropriate and taking into account the purpose for which we process your data, the right to have incomplete data completed;
- to have your personal data erased. This is a limited right which applies, among other circumstances, when the data is no longer required or the processing has no legal justification. There are also exceptions to this right, such as when the processing is required by law or in the public interest (e.g. when the University need the data for research);
- to object to the processing of your personal data for marketing purposes.
- to object to the processing of your personal data when that processing is based on specific criteria such as the public interest or other legitimate interests, unless we have compelling lawful grounds to continue;
- to restrict the processing of your personal data. This is a limited right which will apply in specific circumstances and for a limited period;

- to ask for the transfer of your data electronically to a third party;
- where the legal basis for us processing your personal data is your consent, to withdraw that consent at any time.

If you have any questions about your rights, you can contact the University's Data Protection Officer or the contact person of the database concerned.

How can you use your rights?

All requests for the rights of the data subjects must be submitted to the responsible unit, contact details available at the end of this document. To ensure identity, a signed form or proof of identity is required.

A general description of the technical and organisational safety measures

The University as a data controller will take appropriate technical and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss or damage to personal data.

Traffic on the UniPID website is protected with the SSL certificate.

Contact details

Data Controller

As regards processing these personal data, the University of Helsinki is the data controller and takes over the responsibility from the Faculty of Agriculture and Forestry as a responsible unit.

Responsible unit

Johanna Kivimäki
P.O.Box 27 (Latokartanonkaari 7)
00014 University of Helsinki

johanna.a.kivimaki@helsinki.fi

+358 50 407 3681

Data Protection Officer

If you have any questions concerning data processing, please contact the University's Data Protection Officer, tietosuoja@helsinki.fi.

This privacy notice has been released and submitted to the data subject on **19.08.2021**.