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## PRIVACY NOTICE

according to the EU General Data Protection Regulation GDPR, Art. 13 and 14

### **This notice concerns:**

A register for mentors participating in the Job Shadowing collaboration within the Vaasa International Talents programme. The collaboration aims to match volunteer mentors with programme participants for a job shadowing day. The programme is a joint effort between five higher education institutions in Vaasa – University of Vaasa, VAMK University of Applied Sciences, Novia University of Applied Sciences, Åbo Akademi University, and Hanken School of Economics – and part of the activities of the Vaasa Consortium of Higher Education.

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### **Personal data controller**

Novia University of Applied Sciences  
Wolffintie 31  
65200 Vaasa  
Finland  
[www.novia.fi](http://www.novia.fi)

University of Vaasa  
Wolffintie 32  
65200 Vaasa  
Finland  
[www.uwasa.fi](http://www.uwasa.fi)

Vaasa University of Applied Sciences VAMK  
Wolffintie 30  
65200 Vaasa  
Finland  
[www.vamk.fi](http://www.vamk.fi)

Åbo Akademi University  
Tuomiokirkontori 3  
20500 Turku  
Finland  
[www.abo.fi](http://www.abo.fi)

Hanken School of Economics

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Arkadiankatu 22  
00100 Helsinki  
Finland  
www.hanken.fi

Novia University of Applied Sciences, University of Vaasa, VAMK University of Applied Sciences, Åbo Akademi University and Hanken School of Economics are controllers for the personal data collected and processed in the Vaasa International Talents Programme activities – in teaching, guidance, research and development, administration, and cooperation, internally and externally.

**Responsible unit for the processing that is described in this notice:**

International Office of Novia University of Applied Sciences

**Contact person:**

Aina Rodríguez Angelet, Coordinator for Vaasa International Talents  
[aina.rodriquezangelet@novia.fi](mailto:aina.rodriquezangelet@novia.fi)  
050-4097228

**Data Protection Officer at Novia University of Applied Sciences:**

[dataskyddsbud@novia.fi](mailto:dataskyddsbud@novia.fi), +358 6 328 5000 (switchboard)

**For what purpose do we process your personal data?**

The purpose of processing personal data is to enable Vaasa International Talents programme match the volunteer mentors with the programme participants for a job shadowing day. Employees of the collaborating organizations are invited to volunteer as mentors and host a student for a job shadowing day.

The personal data collected is used to identify and contact volunteer mentors, understand preferences regarding the type of student or field of interest, facilitate matching between mentors and programme participants and organize and coordinate job shadowing activities and related communication.

Participation as a mentor is voluntary, and personal data will only be used for the purposes described above.

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Novia University of Applied Sciences has by the Vaasa Consortium of Higher Education been assigned the coordinating role of the Vaasa International Talents programme.

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**According to GDPR there must be a legal basis for processing personal data. The legal basis for processing your personal data is:**

**Consent (Art. 6.1 a)**

You provide your consent by voluntarily submitting your information through the registration form and confirming that you have read this privacy notice.

You give your consent freely after getting information about how your personal data is processed (i.e., collected, stored, shared, archived, etc.). When consent is the only legal basis for processing your personal data, you have the right to withdraw at any time. You can notify that you have regretted your consent by sending an e-mail to [registrator@novia.fi](mailto:registrator@novia.fi). The processing completed before you withdrew consent is not affected.

**Justification:** No other legal basis is applicable to the purpose. Being part a mentor is completely voluntary. Therefore, Consent is used.

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**Which personal data do we process, and who processes the data?**

The personal data that will be processed are names, email addresses, phone numbers, job titles, organization and preferences regarding students' background and areas of interest.

The consolidated information forms the mentor register. The register is used for managing the job shadowing collaboration. The contact information can also be used for contacting individuals, such as for the purpose of guest lecturing or alumni events.

The data is processed by the Vaasa International Talents coordinator at Novia University of Applied Sciences.

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**Where do we collect your personal data from and how do we process the data?**

The personal data is collected directly from you through an O365 Forms survey distributed via the collaborating organization/s or Vaasa International Talents programme directly.

The data is processed and consolidated into a Mentor register in O365 Excel. The data will be stored for the duration of the collaboration.

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You can withdraw your consent at any time and request that your data is deleted from the register.

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**Is your personal data transferred (outside Novia University of Applied Sciences) for processing?**

Yes, personal data will be transferred for processing outside Novia University of Applied Sciences when using O365 Forms survey and O365 Excel.  
Personal data may be shared with Energy Academy or your own organization solely for coordination purposes.

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**Is your personal data transferred to a third party (outside Novia University of Applied Sciences) for that party's purposes?**

Yes, personal data might be transferred outside Novia University of Applied Sciences with the purpose of supporting the Vaasa International Talents programme.

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**Is your personal data transferred outside EU/EEA?**

Yes, personal data may be transferred temporarily outside EU/EEA due to the tools being used. As with all information stored in O365 and Microsoft, the data might be stored in the US.

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**Which rights do you have when Novia University of Applied Sciences processes your personal data?**

Novia University of Applied Sciences is responsible for taking appropriate technical and organisational measures to protect personal data against unauthorized or illegal processing and against damage to or loss of personal data. Personal data must always be processed in a fair and transparent manner in accordance with applicable data protection regulations.

**According to the EU General Data Protection Regulation GDPR (Art. 12-22), you have the right to**

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- get transparent information on how your personal data is processed and how you can exercise your rights (Art. 12)
  - get access to your personal data at Novia University of Applied Sciences and information on the processing of data (Art. 15)
  - have your personal data corrected (Art. 16). Note that employees and students at Novia University of Applied Sciences can in most cases correct their own data according to the instructions on the intranet.
  - have your data erased ("the right to be forgotten") in certain situations (Art. 17)
  - restrict the processing of your personal data in certain situations (Art. 18)
  - have your personal data transferred between systems in certain situations (Art. 20)
  - object to the processing of your personal data in certain situations (Art. 21)
  - not be subject to automated decision-making, with certain exceptions (Art. 22)

Also, you have the right to be informed of a personal data breach involving a high risk to your personal data (Art. 34).

**When the purpose of the processing is scientific research, statistics or archival purposes**, the rights may be restricted by the Data Protection Act (1050/2018). Restrictions on rights always require special safeguard measures.

**If you have questions about your rights**, you can contact the responsible contact person (see above) or the Data Protection Officer ([dataskyddombud@novia.fi](mailto:dataskyddombud@novia.fi)) at Novia University of Applied Sciences. See also the overall information on the processing of personal data on the Novia UAS website (<https://www.novia.fi/en/about-us/leading-documents/data-protection/>).

**You have the right to lodge a complaint with the data protection authority** if you believe that the processing of your personal data is an infringement of the General Data Protection Regulation (GDPR).

Contact information to the data protection authority  
Office of the Data Protection Ombudsman  
PL 800  
00531 Helsinki  
+358 29 566 6700 (switchboard)  
[tietosuoja@om.fi](mailto:tietosuoja@om.fi)  
[tietosuoja.fi](https://www.tietosuoja.fi)