

## DEX SKILLS -TRAINING PROGRAM

### **Privacy policy**

Data protection means the protection of personal data and individuals' privacy during the processing of personal data. Data protection covers all the operations at Vaasa University of Applied Sciences (VAMK) involving the processing of personal data. Whenever processing personal data, we comply with the EU's General Data Protection Regulation (GDPR), national legislation, and the regulations and guidelines of public officials.

This is a privacy notice about the processing of personal data in DEX Skills - project.

#### **1. Controller of the data**

VAMK University of applied sciences, Design Centre MUOVA, Wolffintie 36 F 11, 65200 VAASA, FINLAND

#### **2. Data subjects**

The information of persons registered for the training program is recorded in the DEX Skills participant register.

#### **3. Purpose and legal basis of the processing of personal data**

The personal data will be collected for the implementation of the DEX Skills - project. Personal data is collected from the participant through Webropol electronic form. Personal data will be processed on the basis of the data subject's consent to fulfil the data controller's obligations for the purpose of handling registrations, service provision, marketing, reporting, and other communications purposes.

Personal data will only be used for pre-defined purposes such as:

- Organising the DEX Skills -training program

- Announcements and communication related to DEX Skills -training program
- Coordination of DEX Skills -training materials, surveys and feedback
- Meeting the reporting obligations of DEX Skills -project as well as EU obligations

#### 4. Data to be stored in the register

Registration to DEX Skills -training program contain the following contact information

- first name
- last name
- phone number
- e-mail address
- home address
- post code
- city

The following systems may be used to collect data for the events register:  
Webropol

#### 5. Rights of data subjects

Data subjects have the right to:

- request from the controller and/or organiser access to their personal data and to check such data;
- ask for the rectification of incorrect personal data. In such a case, the request must specify what information is incorrect, and why and how it should be changed. The controller must rectify the mistake without undue delay. The request must be submitted to the controller in writing.
- restrict processing. If the data subject has indicated that his or her data are incorrect, they have the right to request that the processing be restricted until the accuracy of the data is verified;
- withdraw consent. When the processing of personal data is based on consent, the data subject has the right to withdraw his or her consent at

any time. After that the personal data will not be processed unless there is some other legal basis for doing so.

- request erasure of personal data. The data subject has the right to have his or her personal data erased. This right does not apply to the personal data that DEX Skills needs in order to perform its responsibilities.
- lodge a complaint to the supervisory authority if their personal data have not been processed appropriately. The Data Protection Ombudsman's contact details can be found at [www.tieto-suoja.fi](http://www.tieto-suoja.fi)

## 7. Regular disclosure of data

The name and contact details of the attendees will not be disclosed outside DEX Skills -project without the consent of the data subject.

## 8. Storage of data

Data is protected by technical means.

Personal data will be stored for as long as is necessary for participating in DEX Skills -training program and ensuring compliance with the financier regulations. After the DEX Skills -training program, the data controller reserves the right to include the number of the attendees in separate statistics.

The duration of the DEX Skills -project is until 31.08.2023. After the end of the project, the personal information will be retained and disposed of in accordance with the requirements of the EU financial agreement.

The data is properly protected and stored on secured network drives. Access to the information is restricted to authorized personnel only.

## 7. Contact details

VAMK as the controller is responsible for the personal data in the register.

Person in charge of the register: Director Annika Hissa, +358 50 568 5863, annika.hissa(at)vamk.fi, Wolffintie 36 F 11, 65200 VAASA, Finland

# DEX SKILLS

Vipuvoimaa  
EU:lta  
2014–2020



5.5.2023

Person in charge of the project: DEX Skills project manager, Miia Lammi, +358 50 408 4969, [miia.lammi\(at\)vamk.fi](mailto:miia.lammi(at)vamk.fi), Wolffintie 36 F 11, 65200 VAASA, Finland

Data Protection Officer Eija Grims, [tietosuojavastaava\(at\)vamk.fi](mailto:tietosuojavastaava(at)vamk.fi), +358 (0)20 766 3526