

**ERASMUS MUNDUS MASTER'S PRO-  
GRAMME SE4GD****DATA PROTECTION NOTIFICATION  
EU's General Data Protection Regulation  
(2016/679), articles 13 and 14  
Date: 11.12.2020****1. Data controller:**

Name: Lappeenranta-Lahti University of Technology LUT (LUT University)

Address: Yliopistonkatu 34, 53850 Lappeenranta, Finland

Other contract details (phone, e-mail): 0294 462 111, info@lut.fi

**2. Parties and division of duties in a collaborative master's degree project**

Lappeenranta-Lahti University of Technology LUT (LUT University), The Vrije Universiteit Amsterdam (VUA), established in Amsterdam, the Netherlands, the University L'Aquila (UDA) established in L'Aquila, Italy have agreed to organize an Erasmus Mundus Masters Course (EMMC) named SE4GD (Educating software engineers with a sustainability mindset to improve the well-being of people through software solutions), approved and funded by the Education, Audiovisual & Culture Executive Agency (EACEA) of the Commission of the European Communities (CEC) under the Erasmus Mundus Framework programme.

Liabilities and obligations have been agreed in Grant and Consortium Agreements.

**3. Director or group in charge of programme**

Professor Jari Porras, Coordinator, head of the SE4GD programme.

**4. Contact person in matters concerning the programme register**

Name: Jari Porras

Address: Yliopistonkatu 34, 53850 Lappeenranta, Finland

Other contract details (e-mail): se4gd (at) lut.fi

**5. Data protection officer**

Name: Anne Himanka, Legal Counsel

Address: LUT University, Yliopistonkatu 34, 53850 Lappeenranta, Finland

E-mail: dataprotection (at) lut.fi

**6. Programme register**

Name of register: SE4GD Applicants

Duration of data storage: Two years after application period ends (annually) of all applicants, 5 years of the selected students.

## **7. Purpose of personal data processing**

Parties processes personal data of applicants to studies in order to carry out student selections and admissions. Personal data of students is collected to determine the eligibility of students, to evaluate student selections, to enable admission decisions, and to transfer admission data to a study administration data file.

In addition, parties process the personal data of students to manage admission data and compile statistics on it and develop the admission process.

Parties may process student data also for the purposes of scientific research, accreditations, and study-related marketing communication.

## **8. Legal basis of personal data processing**

The processing of applicant's data is necessary on the grounds of public interest and the exercise of official authority vested in the controller.

## **9. Contents of register**

The specific identifiers collected include the applicant's name, birth date, personal identity code, student identification number, national student OID code, and username. The background data collected includes the student's admission data, gender, nationality and languages (native and administrative language). The contact information collected includes the applicant's country of origin, address, phone number and e-mail addresses. In addition, in international student admissions, data on the student's right to study in Finland or the EU or the absence of the right is collected to determine the student's obligation to pay a tuition fee.

Data concerning studies, which may include sensitive information, refers to personal entrance examination arrangements and corrections to admission decisions.

The storage periods of selected students' data are defined in the universities' data management plan.

## **10. Information systems employed and data transfer**

Applicants personal data is collected and processed in a separate admission portal. Applicants' applications are transferred for archival to the LUT University's document management system. The personal data of the applicants selected as a student is transferred to the educational institution and each university processes the personal data according to its own data processing principles.

Personal data collected is processed in the EU or in the EEA area.

## **11. Data sources**

Applicants' personal data and other admission-related data are provided by the applicants themselves.

Browser-based filing information systems employ cookies to process personal data.

## **12. Data transfer and disclosure beyond the programme group**

Applications are processed in a separate admission portal. The admission portal is located in the EU and the supplier complies with EU data protection legislation.

### **13. Protection of the register**

The data is processed in a way that does not compromise the applicants right to privacy. Personal data is processed only by those whose duties require access to the data. The data may be accessed only by those with a username for the admission portal system and their employer's systems. Usernames are personal and their user rights have been defined based on the person's duties in accordance with each university's own data protection guidelines. Printed documents are stored and safeguarded from external access. Software for the processing of personal data is protected in accordance with each university's information security practices.

### **14. Rights of the data subject**

Data subjects have the right to withdraw their consent if the data processing is based on consent. Data and samples collected before the termination of the research or the withdrawal of consent may be used as a part of the research materials.

Data subjects have the right to lodge a complaint with the Data Protection Ombudsman if the subjects consider that the data processing regarding them is in breach of data processing legislation in force.

Data subjects have the following rights under the EU's General Data Protection Regulation:

- a) Right of access to data concerning the data subject (article 15)
- b) Right to rectification of data (article 16)
- c) Right to erasure of data (article 17). The right to erasure shall not apply if the processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes if the right to erasure prevents or significantly hinders the data processing
- d) Right to restriction of processing (article 18)
- e) Right to data portability to another data controller (article 20)

*The liaison in matters related to the data subject's rights is the data protection officer; contact details in section 5.*