



UNIVERSITY OF HELSINKI

## **PRIVACY NOTICE**

### **-Research Services, Business Collaboration Services**

EU General Data Protection Regulation

Art. 12 to 14

Date: 8.6.2018

#### **1. Controller for the processing of personal data**

The organization responsible for the processing of personal data is the University of Helsinki

Contact information:

University of Helsinki

P.O.Box 3

00014 Helsingin yliopisto

Contact for the processing described in this notice is:

Head of the Services, Maarit Haataja

Business Collaboration Team,

[businesssteam@helsinki.fi](mailto:businesssteam@helsinki.fi)

#### **2. Contact details for the Data Protection Officer**

You can contact the Data Protection Officer by email:

[tietosuoja@helsinki.fi](mailto:tietosuoja@helsinki.fi)

#### **3. Why do we process your personal data and what is the lawful basis for processing?**

A) Support for university-research activities with external partners. Support include but is not limited to identification of potential collaborators, preparing collaboration plans and funding applications, negotiations, project management and execution, reporting, auditing and dissemination. Evaluation of collaboration progress and university decision making.

B) Training e.g business collaboration training and impact training for Research Service's staff and University's staff and also for company representatives.

C) Collecting feedback for developing support services.

D) Identifying and activating potential collaborators and applicants: researchers and companies.

E) Organizing information, training, co-creation and matchmaking events and other types of events for potential research-business funding applicants and collaborators.

F) Statistics for developing services, planning, decision-making, reporting.

G) Archival, e.g. archival of contracts.

The legal basis for processing is:

your consent that you can withdraw

the processing is necessary to comply with legal obligation based to legislation such as University act and the law on Archiving

the processing is necessary for the performance of a tasks carried out in the public interest or in the exercise of official authority

scientific or historical research purposes or statistical purposes

archiving

authority's task carried out in the public interest

the legitimate interest to

contract to which the data subject is party.

#### 4. What personal data do we process?

A) For support services we collect: Personal identification data such as name, title, position, employer, email, phone number and similar contact information. Both UH personnel and employees of potential or actual collaboration party. Involvement data of earlier mentioned data subjects to collaboration with UH. Progress data of collaboration, including grant proposals and projects; grant proposals and drafts, evaluation reports, funding decisions, grant agreements, consortium agreements, other contracts, supporting documents or similar data.

B) For training purposes we collect: Participant lists, name, contacts.

C) When collecting feedback, we collect: Lists of Business Collaboration Service users. Feedback questionnaires (usually anonymous but might contain identifiable information if given by the respondents, depending on the feedback system may also contain identifying IP and time stamp data)

D) For potential collaboration purposes we collect: Names and contact details of potential and actual Research Services, Business Collaboration users.  
No sensitive data is collected.

- E) For event organization purposes we collect: Participants' name, contact details, organizational information, background information, special diets, interests and questions.
- F) For statistics we process the following data: Basic data on research-business collaboration proposals, evaluation reports, funding decisions, projects, including personal data on the applicants.
- G) We archive the following information: Funding proposals, decisions, contracts and related/supporting documents.

## **5. What are the sources for personal data?**

- A) Support services: Principal investigator and other researchers applying for funding, including external participants in collaborative projects; University Services and university's other units; funding bodies and their proposal submission.
- B) For training purposes: Participants.
- C) Feedback: Service users.
- D) Potential collaboration partners: Service users, funding bodies' proposal submission and project information systems, other university services, personal communication and public sources.
- E) Events: Participants through Lyyti and eLomake, electronic communication, similar systems or paper forms.
- F) Statistics: Applicants; funding bodies' proposal submission and project information systems.
- G) Archiving: Researchers applying for funding; funding bodies' proposal submission and project information systems.

## **6. Do we disclose your personal data to third parties?**

- A) Support services: Data may be transferred to external partners as required by preparation, application, execution, auditing or similar activity related to the collaboration.  
Data may be transferred to funding bodies as required by preparation, application, execution, auditing or similar activity related to the application for funding.  
Proposal and project data can be processed in University of Helsinki's project management systems e.g. PROHA, Salesforce, Contracts Register and similar systems.
- B) For training purposes: None
- C) Feedback: None
- D) Potential collaboration partners: None
- E) Events: Externally to co-organizers and staff.
- F) Statistics: No transfer of identifying information outside the university. Internally for the superiors and the academic leaders of the unit in question.
- G) Archiving: None

Addition to the aforesaid we use services providers (such as software service providers) which may have limited access to your personal data.

## **7. For how long do we process and retain your personal data?**

- A) Support services: Collected data is archived until funding audit, legal storing requirements or other obligations are met. Typically 5-10 years after termination of collaboration or separate part of collaboration.
- B) For training purposes: The required time for the activity, and follow up. Usually no more than 2 years. If kept longer, data will be anonymized.
- C) Feedback: Retention up to one year. If kept longer, feedback data will be anonymized.
- D) Potential collaboration partners: As long as data is needed to proceed cases onwards.
- E) Events: The required time for the activity, and follow up. Usually no more than 2 years. If retained longer, the data will be anonymized.
- F) Statistics: Permanently, based on the principles of data minimization and anonymization. If old data cannot be anonymized with reasonable efforts, anonymization principle will not be applied, but data will be saved safely.
- G) Archiving: According to UH archiving plan.

## **8. Transfers of personal data to countries outside the EU/European Economic Area**

Personal may be transferred outside EU/European Economic Area in cases where it is necessary for business collaboration, we may also use subcontractors (such as software service providers) who processes the data outside EU. In these cases we ensure that the data is transferred according to data protection legislation, like for example by using EU Model Clauses or with your consent.

## **9. What rights do you have?**

The contact person in matters concerning the rights of the participant is the person mentioned in section 1 of this notice.

### **Right to withdraw your consent**

When the processing is based on your consent, you have the right to withdraw your consent any time. The withdrawal of your consent does not affect the lawfulness of processing based on consent before the withdrawal.

### **Right to access**

You have the right to know whether we process your personal data and what data we process about you. You have also the right to request for the access to that data.

### **Right to rectification**

You have the right to request for the rectification of inaccurate personal data concerning you. You also have the right to have incomplete personal data completed.

### **Right to erasure and right to be forgotten**

You have the right to request for the erasure of your data from our systems. The data will be erased in the following cases:

- a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed
- b) You withdraw your consent on which the processing was based and there is no other legal ground for the processing
- c) You object for the processing and there are no overriding legitimate grounds for the processing
- d) The personal data have been unlawfully processed
- e) The personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject

You do not have the right to erasure, if the processing is necessary:

- a) For compliance with a legal obligation which requires processing by law
- b) For the performance of a task carried out in the public interest or in the exercise of official authority
- c) For archiving purposes in the public interest, scientific or historical research purposes or statistical purposes if the erasure is likely to render impossible or seriously impair the achievement of the objectives of that processing
- d) For the establishment, exercise or defense of legal claims

### **Right to restriction of processing**

You have the right to request for the restriction of processing. This means that we store the data but do not process it in any other way.

You have this right when:

- a) The accuracy of the personal data is contested by you. Then the processing will be restricted until the accuracy of the data is verified.
- b) The processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead
- c) We no longer need the data for the purposes of the processing, but you need the data for the establishment, exercise or defense of legal claims
- d) You have objected to processing that is based on legitimate interest. Then the processing will be restricted for the time it is verified whether the legitimate ground for the controller override those of the data subject.

### **Right to object**

You have the right to object for the processing of your personal data. Then we shall no longer process the data unless we demonstrate compelling legitimate grounds for the processing

which overrides the interests, rights and freedoms of the data subject or for the establishment, exercise or defense of legal claims. University can also continue to process your personal data if it is necessary for the performance of a task carried out in the public interest.

**Right to lodge a complaint with a supervisory authority**

You can always contact us if you have any questions or concerns about the processing of your personal data. However, you have also the right to lodge a complaint with the Data Protection Ombudsman's Office if you think your personal data has been processed in violation of applicable data protection laws.

Contact details:

Office of the Data Protection Ombudsman

Visiting address: Ratapihantie 9, 6. krs, 00520 Helsinki

Postal address: PL 800, 00521 Helsinki

Switchboard: 029 56 66700

E-mail: tietosuoja@om.fi