

1. Data Controller

Folklore Fellows' Summer School 2020 (Project #65585)

2. Representative of the Data Controller

Dr. Pertti Anttonen, Chairperson of the Folklore Fellows' Summer School 2020 organization committee,
 pertti.anttonen@uef.fi

Dr. Tiina Seppä, Vice-chairperson of the Folklore Fellows' Summer School 2020 organization committee,
 tiina.seppa@uef.fi

Ms Sonja Mutanen, Secretary of the Folklore Fellows' Summer School 2020 organization committee,
 secretary-ffss20@uef.fi

3. Contact person of the Data Controller

Ms Sonja Mutanen, Secretary of the Folklore Fellows' Summer School 2020 organization committee,
 secretary-ffss20@uef.fi

4. Contact information of the Data Protection Officer

Ms Helena Eronen, Data Protection Officer, University of Eastern Finland Joensuu Campus, Aurora 3023,
 tel. +358294458187, tietosuoja@uef.fi

5. Purpose of processing personal data

The purpose of processing personal data is to collect information on applicants for the Folklore Fellows' Summer School 2020. The data subjects identify as applicants by sending their personal information to the secretary. The personal data thus collected enables the organization committee to ensure that the data subjects qualify as applicants.

6. The legal basis of processing personal data

The processing of personal data is based on the EU's General Data Protection Regulation (select at least one basis).

The EU's General Data Protection Regulation, Article 6, Section 1, sub-sections a–f.

- the data subjects have given consent to the processing of their personal data
- processing is necessary for the performance of a contract (to which the data subject is party)
 the contract: the application process of the Folklore Fellows' Summer School 2020
- processing is necessary for compliance with a legal obligation to which the controller is subject
 statutes:
- processing is necessary in order to protect the vital interests of the data subject or of another
 natural person

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
 - data pertaining to the person's status, duties or their performance
 - public authorities exercising their official mission in the general interest
 - scientific or historical research, or compilation of statistics
 - archiving of research and cultural heritage materials.
- exercising the interests of the controller or of a third party
Please describe which interests:

As regards processing of special categories of personal data, the EU's General Data Protection Regulation, Article 9, Section 2, sub-section a–j:

- the data subject has given consent to the processing of his or her personal data
- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security
- processing is necessary to protect the vital interests of the data subject or of another natural person
- processing is carried out in the course of its legitimate activities by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim
- processing relates to personal data which are manifestly made public by the data subject
- processing is necessary for the establishment, exercise or defence of legal claims
- processing is necessary for reasons of substantial public interest
- processing is necessary for the purposes of occupational medicine
- processing is necessary for reasons of public interest in the area of public health
- processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

7. The categories of personal data to be processed and their retention periods

The type of personal data to be processed includes name, street address, year of birth, phone number, email address, academic affiliation and academic degree. In addition, the data subjects submit documents that contain personal information, such as degree certificate, motivation letter, and CV.

All collected personal data, including the documents containing personal information, will be deleted and erased after the summer school has ended, by 30th September 2020 at the latest. The personal data of those who are not selected as participants in the summer school will be deleted and erased after the selection has been confirmed.

8. Information systems used in the processing

Applications and personal documents are to be sent by email to secretary-ffss20@uef.fi. The transfer of data between the secretary and the members of the organization committee is carried out electronically. All applications and their attached documents will be stored on an external hard disc, which is protected by password.

9. What is the source for personal data needed in the processing?

Personal data, including the documents containing personal information, are obtained directly from the data subjects. The information delivered by the data subjects is necessary for the identification and the confirmation of the entry qualification of the applicants.

If the data subject consents to the processing of his or her personal data, the basis for giving access is:

- compliance with a legal obligation to which the controller is subject
- contract between the controller and the data subject

10. Use of cookies

Browser-based information systems of personal data processing use cookies. A cookie is a small text file saved by the browser on the user's device. Cookies are used to implement services, to make it easier to log into services, and to enable the collection of statistics on service use.

The user may disable cookies, but this may prevent the system from functioning properly.

Cookies are used in the processing of personal data:

- Yes, in the following browser-based systems:
 No

11. Regular transfers and disclosures of data

After the application period has ended, personal data (applications and application documents) are transferred from the secretary to the agents responsible for student selections, the Folklore Fellows' Summer School 2020 organization committee. Access to the collected personal data is not granted to anyone outside the Folklore Fellows' Summer School 2020 project, nor to anyone who does not have a role in the student selections. The person responsible for processing personal data is the contact person of the data controller. All information is processed confidentially and with care.

12. Transfer or disclosure of data outside the EU/EEA

No personal data is transferred outside the EU or the EEA.

13. Principles of protecting personal data

Personal data (applications and application documents) are kept in the email account of the Folklore Fellows' Summer School 2020 secretary, at secretary-ffss20@uef.fi, which is accessible only to the personal UEF user accounts of the vice-chairperson of the Folklore Fellows' Summer School 2020 organization committee and the secretary. An external hard disc drive, which contains backup copies of the applications and application documents, is protected by password and is accessed and operated only by the secretary.

14. Automated decision-making

Automated decision-making refers to a decision intended to assess certain characteristics of a person, relying solely on automatic data processing and causing legal implications on the data subject, or otherwise has a major impact on the data subject. Examples of automated decision-making include, for example, credit ratings and profiling. The data subject has the right not to be subject to automated decision-making.

Automated decision-making is not used here in the processing of personal data.

15. Rights of the data subject

The data subjects have the right to:

- Check their own data
- Ask for the rectification of their data
- Demand the erasure of their data

- Demand limited processing of their data
- Object to the processing of their data
- Request the transfer of their data from one controller to another
- Cancel previous consent if the processing of personal data is based on the data subject's consent
- Not to be subject to automated decision-making

To exercise their rights, the data subjects can make a request to the secretary of the Folklore Fellows' Summer School 2020 by email, at secretary-ffss20@uef.fi.

The data subjects have the right to file a complaint with the Office of the Data Protection Ombudsman, if they feel that existing data protection legislation has been violated in the processing of their personal data. Contact information:

Office of the Data Protection Ombudsman, P.O. Box 800, 00521 Helsinki
tietosuoja@om.fi

Guidance and instructions relating to the data subject's rights can be obtained from the university's Data Protection Officer:

University of Eastern Finland, P.O. Box 111, 80101 Joensuu
tietosuoja@uef.fi, tel. +358 294458187, Joensuu, Aurora building, room 3023