PRIVACY NOTICE

STEAM Project Participant, Company and Event Register

1. Data Controller

Haaga-Helia University of Applied Sciences Ltd
Ratapihantie 13
FI-00520 Helsinki
Finland

2. Contact Person Responsible for the Register

Nina Kallberg
Project Manager, STEAM Project
Haaga-Helia University of Applied Sciences Ltd

Email: nina.kallberg@haaga-helia.fi
Phone: +358 40 488 7364

3. Data Protection Officer

Data Protection Officer
Haaga-Helia University of Applied Sciences Ltd

Email: tietosuojavastaava@haaga-helia.fi

4. Name of the Register

STEAM Project Participant, Company and Event Register

5. Purpose of Processing Personal Data

Personal data are processed for the purposes of:

- recruiting participating companies and project participants
- organising project events, workshops, training sessions and other activities
- communicating with participants and stakeholders
- implementing, managing and coordinating the project
- monitoring project activities and results
- fulfilling reporting obligations required by the funding programme and authorities
- facilitating cooperation between project partners

6. Legal Basis for Processing

Personal data are processed on the basis of:

- the data subject's consent
- the legitimate interests of the project consortium in implementing the project
- obligations related to project funding, monitoring, reporting and auditing

7. Categories of Personal Data Processed

The register may contain:

- first and last name
- organisation or company
- job title or role
- email address
- telephone number
- participation-related information
- correspondence related to project activities
- other information necessary for implementing the project

8. Sources of Personal Data

Personal data are collected from:

- the data subjects themselves
- registration and application forms
- event registrations
- email correspondence and other communications
- representatives of participating organisations and companies

9. Recipients of Personal Data

Personal data are processed only by individuals whose tasks require access to the information.

Authorised employees of the STEAM project partner organisations in Finland and Estonia may access personal data where necessary for project implementation.

Personal data will not be disclosed to third parties except when required by law, authorities, funding obligations or audit requirements.

10. Transfers of Data Outside the EU/EEA

Personal data are not intended to be transferred outside the European Union or the European Economic Area.

11. Data Security

Personal data are stored in the STEAM project's Microsoft Teams environment.

- access is restricted to authorised project personnel
- access rights are granted on a need-to-know basis
- project partners follow their organisations' information security policies

12. Retention Period

Personal data will be retained for the duration of the STEAM project.

The data will be deleted no later than 31 May 2029 unless legislation, funding requirements or audit obligations require longer retention.

13. Rights of the Data Subject

The data subject has the right to:

- obtain information about the processing of personal data
- access their personal data
- request correction of inaccurate data
- request deletion of personal data where applicable
- request restriction of processing
- object to processing
- withdraw consent
- lodge a complaint with the competent supervisory authority

14. Automated Decision-Making

No automated decision-making or profiling is carried out in connection with the processing of personal data.