



## **PRIVACY NOTICE – Action form for HELSUS members**

EU General Data Protection Regulation

Art. 12 to 14

Date: 13.4.2022

### **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 persons** for the processing described in this notice is:

Katri Dewald  
[Katri.dewald@helsinki.fi](mailto:Katri.dewald@helsinki.fi)  
Project Coordinator  
Helsinki Institute of Sustainability Science, HELSUS  
Porthania, 2nd floor  
Yliopistonkatu 3  
00014 University of Helsinki  
0294122457  
0503769443

### **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?**

We collect personal information (name and e-mail) only from those respondents who would like to receive feedback on their questions. It is voluntary to give any personal information.

The legal basis for processing is (X):

your consent that you can withdraw

the processing is necessary to comply with legal obligation based to  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?**

We process the following data:

- Name and e-mail address are gathered for communication purposes

- Respondents ideas/suggestions for (as stated in the e-lomake form):

- An event
- Suggestions for policy briefs
- Ideas for a new new task force/pressure group/collaboration/project/activity at HELSUS
- Answers in the "other" section of the form

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

All the data is collected via questionnaire and respondents have given the data themselves

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

The personal data is not disclosed to any third parties outside University of Helsinki.

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

The personal data (name and e-mail address) IF given by the respondent will be used only during the analysis of questionnaire and for the purposes of replying the respondents' questions, comments or responses.

After that the personal data will be deleted and the rest of data gathered will be saved to University's server. The data will be used by HELSUS Coordination (including HELSUS director and coordinators) to assess yearly basis on how the Institute is developing in time. The data will be saved as long as it is relevant to develop the institute.

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

**Area** No personal data will be transferred to recipients outside the European Economic Area.

#### **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 data portability**

When the processing is done by automatically means and the processing is based on your consent or a contract between you and the University, you have the right to have your data that you have provided, in a structured, commonly used and machine-readable format and have the right to transmit this data to another controller.]

When it is technically feasible, you have the right to have the data transmitted directly to the other controller.

### **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

