

Privacy notice: INCLUDES

This is a privacy notice, which is based on articles 13 and 14 of the EU's General Data Protection Regulation.

Controller

Turku University of Applied Sciences Ltd

Joukahaisenkatu 3

20520 Turku

Telephone exchange +358 (0) 2 263 350

kirjaamo@turkuamk.fi

Person in charge / contact person

Annika Kunnasvirta, projektipäällikkö

annika.kunnasvirta@turkuamk.fi

Contact information of the Data Protection Officer

Harri Kilpiö, DPO

Telephone: +358 50 598 5830

Please contact in all data protection related matters: tietosuoja@turkuamk.fi

The messages sent to this address are processed by the Data Protection Officer (DPO) and a data protection specialist working with them and as their substitute.

Purpose of processing the personal data

Personal data is collected for the purpose of the INCLUDES Promoting Just and Inclusive Mobility Policies in European Regions (hereinafter referred to as the INCLUDES project), group project of Turku UAS Ltd, Regional Council of



Southwest Finland, Centre for Budapest Transport, Municipality of Heraklion, SRM Networks and Mobility, Transport Research Centre CDV and County of Seine-Saint-Denis, where the purpose of the processing is the implementation of the project in question. The project will be implemented during the period 1.5.2025 – 31.7.2029.

Personal data is collected and processed:

1. For communicating project activities to members of the public, public officials, researchers, and other stakeholders through a project newsletter co-ordinated between all project partners. The newsletter is compiled by Turku University of Applied Sciences. During the project, the personal data for the newsletter of will be managed by Turku University of Applied Sciences. The processing and storage period of personal data will comply with Turku University of Applied Sciences privacy policy. Personal data will be stored for the duration of the project. The contact information will be removed from the contact list at the request of the Data Subject.
 2. For communicating project activities to members of the public, researchers, officials and other stakeholders through other means such as direct emails. The contact information will be removed from the contact list at the request of the Data Subject.
 3. For targeted marketing of workshops, trainings and other events and collecting participant feedback. The contact information will be removed from the contact list at the request of the Data Subject.
 4. For reporting purposes to the funder, including indicator data to the funder.
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Legal basis for processing personal data

Legal basis for the processing of personal data is the consent of the data subjects.

Legal basis for processing personal data Compliance with a legal obligation of the controller (reporting indicator data to the authority funding the project).

Processed categories and storage times of personal data

Categories of personal data processed and storage periods:

1. Processing of personal data during the implementation of the INCLUDES project (1.5.2025 – 31.7.2029) with regards to the project newsletter: first and last name, email, company / organisation name, if any and country. Personal data will be stored for the duration of the project.
 2. Processing of personal data during the implementation of the INCLUDES project (1.5.2025 – 31.7.2029): Name, contact information, company / organisation name and information about food allergies (if the information was provided, for example, when registering for the event. Personal data will be stored for the duration of the project.
 3. Contact list of actors who have participated in project: Name and contact information. Contact information is stored indefinitely. Contact information will be deleted upon request. During the project and after its end, the personal data of will be managed by Turku University of Applied Sciences, and the processing and storage period of personal data will comply with Turku University of Applied Sciences privacy policy.
 4. Contact list for marketing and information used for project communication during and after the INCLUDES project: Name, contact information, company / organisation name, business ID and photo, if the person has given their consent to the filming. The contact information will remain in
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use for the time being. Contact information will be deleted at the Data Subject's request.

Contact persons after the end of the project:

Annika Kunnasvirta, annika.kunnasvirta@turkuamk.fi

Personal data, the legal basis for which is compliance with a legal obligation of the Data Controller, will be stored in accordance with the requirements of the Funder for at least five years from the beginning of the year following the last instalment of the project.

Regular information sources

The data is primarily obtained from the data subjects themselves. In addition, the information is also sourced from websites and other public sources of information.

Receivers or receiver groups of personal data

Information can be given to the funder, so that they are able to follow the progress of the project and the fulfilment of the funding requirements.

Information can be given to auditors, so that they are able to view documents relating to the progress of the project and monitor the appropriate use of project funds.

Essential information regarding transfer of data to third countries (outside the EU or EEA countries)

The personal data will not be transferred to third countries / outside EU/ETA countries.

Principles of data protection

The data is accessed only by people whose tasks require access to the data.
Access to the service is limited with user IDs and user rights.

Data subjects' rights

According to the General Data Protection Regulation, the data subject has the right:

- to receive information on the processing of their personal data, unless otherwise regulated by the law
- to request for access to their personal data and rectification regarding incorrect or insufficient information
- to erase their data (not applied, if the basis for processing is compliance with a legal obligation or performance of a task carried out in the public interest)
- to restrict the processing of their data
- to object to the processing of their data, if the basis for processing is general or legitimate interest
- to request the transfer of data they have submitted themselves from one controller to another, if the basis for processing is consent or agreement
- withdraw the consent they have given
- notification obligation of the controller on the rectification/erasure/restricting of processing of personal data
- not to be subject to automated decision-making (the data subject may allow automated decision-making by their consent)

Data subjects may exercise their rights by contacting the contact person mentioned in the privacy notice or the Data Protection Officer. More

information on data subjects' rights is provided by the contact person and/or Data Protection Officer.

If processing the data does not require identifying the data subject without additional information or the controller cannot recognize the data subject, the right to inspection, rectification, data erasure, restriction of processing, obligation to report and transmittal is not applied.

You have the right to file a complaint with the Data Protection Ombudsman's office, if you consider that valid data protection legislation has been breached in processing your personal data. The contact details of the DPO can be found in the beginning of the privacy notice. All requests are processed on a case-by-case basis.
