



Privacy Notice: Management of internship agreements

This is a privacy notice based on Articles 13 and 14 of the EU General Data Protection Regulation.

Data Controller

Turku University of Applied Sciences Ltd

Joukahaisenkatu 3

20520 Turku

Switchboard (02) 263 350

kirjaamo@turkuamk.fi

Responsible person and contact persons

Mikko Siitonen, Partnership Manager,

etunimi.sukunimi@turkuamk.fi

Sinikka Salmi, Coordinator, etunimi.sukunimi@turkuamk.fi

Contact details of the Data Protection Officer

Please send all privacy-related inquiries to: tietosuoja@turkuamk.fi

Messages sent to the data protection email address are processed by the Data Protection Officer and the Data Protection Specialist acting as their partner and deputy.

Purpose of processing personal data

We process data for the purpose of drawing up an internship agreement, for purposes related to internships and to collect information about TUAS's working life connections. The data is analyzed to develop the services and people can be contacted to collect feedback. The data is processed by the students for their own internship, the internship instructors for the students they supervise, and a limited number of other university of applied sciences staff in accordance with their duties. In case of problems, the data is

processed by the administrators. The data in anonymous reports generated from targeted data can be seen by the staff.

Legal basis for processing personal data

The legal basis is the conclusion of a contract (Article 6(b) of the GDPR) and the duties or obligations imposed on the controller by law or on the basis thereof (Article 6(c) of the GDPR), section 2(3) of the Government Decree on Universities of Applied Sciences.

Categories of personal data processed and storage periods of personal data

Mandatory information about students is first name, last name, student number, degree title and email address. The information is partly obtained from the student register of Turku University of Applied Sciences. The phone number is voluntary. In addition, information on the internship is collected (country and location in Finland, duration, time, agreed tasks).

The name of the company, the name, email and phone number of the internship contact person, and the name, email and title of the signatory of the agreement are collected from the internship organisation.

The first and last name, phone number and email address of the internship instructor of Turku University of Applied Sciences can be obtained from the Turku University of Applied Sciences' staff register.

Personal data is stored in this register for 5 years.

Regular sources of information

The personal data of students and staff has been obtained partly from the staff and student register of Turku University of Applied Sciences. The students enter their student and phone number themselves. Other information is collected from the company in order to draw up a contract.

Recipients or categories of recipients of personal data

The internship data is transferred to the customer relationship management system of Turku University of Applied Sciences. The data to be transferred

includes the sector, area of expertise, name and business ID of the company, and the location of the internship. The personal data will be deleted after five years.

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

Personal data will not be transferred to third countries.

Data Protection Principles

Only those people who need the information for their work duties have access to the data. Access is limited by usernames and user rights.

Rights of the data subject

According to the GDPR, the data subject has the right to:

- receive information about the processing of personal data, unless there is a separate exception provided by law.
- check information about themselves and correct incorrect or missing information
- delete their data (not applicable if the basis for processing is a statutory or public interest task).
- restrict the processing of their data.
- object to the processing of their data if the basis for processing is public interest or legitimate interest
- request the transfer of personal data provided by the controller from one controller to another, if the basis for processing is consent or a contract
- withdraw their consent.
- the controller's notification obligation regarding the rectification/deletion/restriction of processing of personal data
- not be subject to automated decision-making (the data subject may consent to automated decision-making with their consent).

The data subject may exercise his or her rights by contacting the contact person or data protection officer mentioned in the notification. For further

information on the rights of the data subject, please contact the contact person and/or the Data Protection Officer.

If the processing of personal data does not require the identification of the data subject without additional information and the controller is unable to identify the data subject, the right to access, rectification, erasure, restriction of processing, notification obligation and transfer does not apply.

You have the right to lodge a complaint with the Office of the Data Protection Ombudsman if you consider that the processing of your personal data has violated the applicable data protection legislation. The contact details of the Data Protection Officer are mentioned at the beginning of the Privacy Notice. All requests are handled on a case-by-case basis.
