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| 1  Controller of the register | University of Lapland |
| PL 122, 96101 Rovaniemi  Yliopistonkatu 8, 96300 Rovaniemi  Phone: 016 341 341  Business ID: 0292800-5 |
| 2a  Person in charge of the register | Henna Pirskanen, University lecturer, social work  Yliopistonkatu 8, 96300 Rovaniemi  tel. +358 40 484 4426  henna.pirskanen(at)ulapland.fi |
| 2b  Contact person in issues concerning the register | Henna Pirskanen, University lecturer, social work  Yliopistonkatu 8, 96300 Rovaniemi  tel. +358 40 484 4426  henna.pirskanen(at)ulapland.fi |
| 2c  Data Protection Officer’s contact information | Hannu Mikkola, Lawyer  Administration, Research Services  +358 40 735 6200  dbo@ulapland.fi |
| 3  Name of the register | Applicants of the Summer School 2020 |
| 4  Purpose of personal data processing / Purpose of controlling the register | The purpose of the personal data file is to first select the Summer school participants and then arrange their participation to the Summer school, accommodation, excursions and other activities. |
| 5  Grounds for controlling the register | Consent: the data subject’s consent is requested for processing his/her data. |
| 6  Data contents of the register | Information collected through webropol-survey:  Name, phone number, e-mail address, mailing address, date of birth, sex, native language and citizenship. |
| 7  Regular data sources | The information is collected through webropol-survey. The consent to use applicants’ personal data is requested in the survey. |
| 8  Regular data transmissions | The names of the data subjects are transmitted to the accommodation and excursion organisers. |
| 9  Data systems utilising the register | The data in this register are not used in any data system. |
| 10  Transfer of data outside the EU and the EEA | The Summer School applications will be transferred to USA, Skidmore College, for selection of participants. This is based on the actively expressed consent of the applicant in the application form. |
| 11  Principles of the protection of the register | The collected personal information is handled with caution and care. The manual data is stored in a locked room at the university of Lapland. |
| The electronic information will be saved on the universities’ servers by the persons responsible for the personal data file. The information can only be accessed by entering a username and a password. |
| 12  Data storage period | The personal information data is stored only as long as it is necessary for the Summer school 2020 arrangements and will be erased right after the Summer School feedback survey has been collected. |
| 13  Data subject’s rights | The data subject’s rights are determined according to the EU’s General Data Protection Regulation, articles 15–22:   * right of access * right to rectification * right to erasure * right to restriction of processing * right to data portability * right to object   The contact person in issues related to the data subject’s rights is the Data Protection Officer, whose contact information is at the beginning of this document. |