

Privacy notice

EU's General Data Protection Regulation (2016/679), Articles 13 and 14.

 Date: 9th April 2020

1. Data controller	Lappeenranta-Lahti University of Technology LUT Business ID: 0245904-2 Address: Yliopistonkatu 34, 53850 Lappeenranta, Finland Phone: +358 294 462111 E-mail: info@lut.fi
2. Data controller's representative and contact	Paavo Rikkilä paavo.rikkila@lut.fi +358 504781213
3. Data protection officer	Anne Himanka (Legal Counsel) anne.himanka@lut.fi +358 505644623 dataprotection@lut.fi
4. Registry	Learning management system LUT MOOC Moodle
5. Purpose of personal data processing and legal basis of personal data processing	<p>LUT processes personal data on students based on consent and legitimate interests pursued by the controller.</p> <p>The purpose of the processing of personal data is to enable access to and the use of Moodle, to monitor and control learning, and to monitor and evaluate credits at Moodle and at Sisu. The processing of personal data is lawful, secure and confidential.</p> <p>The log information accumulated in the service can be used to monitor student learning and activity, to develop the service and increase reliability, to identify various technical malfunctions and problems, and to investigate potential abuses.</p>
6. Content of data filing system and storage period	<p>The data collected includes: username, password, email address, first name, surname, middle name(s), country, first language and gender. Optional data collected includes selection about whether the student want to get the credits from the course or not, Finnish social security number, date of birth and marketing permit.</p> <p>In addition, the user can store personal information such as picture, home address and telephone number.</p>

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	<p>Moodle collects log information about its user from the user's activity on the site. Moodle logs are retained for one year.</p> <p>Personal data will be retained for staff and degree students for the duration of the student/work account or duration of studies, and for other users for the duration of that the account is valid. The validity can be ended after two years of inactivity.</p>
7. Data sources	<p>Information stored in the register is obtained from the University's personal information systems, self-added, e-mail, and other situations where a customer discloses his or her information.</p>
8. Data transfer and disclosure beyond the EU or EEA	<p>The data of the register will not be transferred by the controller outside the EU or the EEA.</p> <p>It is possible that YouTube service can process your IP-number via YouTube links on the course.</p>
9. Safeguards for data processing	<p>The data is processed in a way that does not compromise the students' right to privacy. Personal data is processed only by those whose duties require access to the data. The data may be accessed only by those with a username for the system. Usernames are personal and their user rights have been defined based on the person's duties. Printed documents are stored and safeguarded from external access. Software for the processing of personal data is protected in accordance with the university's information security practices.</p> <p>The user is always required to have a username and password that is personal. The user can only see their own data and possibly those of the persons required to complete a study or work assignment.</p> <p>Your connection to MOOC Moodle is protected by SSL.</p>
10. Automated decision-making	<p>No automated decision-making takes place in the data processing.</p>
11. Rights of the data subject	<p>Data subjects have the right to withdraw their consent if the data processing is based on consent.</p> <p>Data subjects have the right to lodge a complaint with the Data Protection Ombudsman if the subjects consider that the data processing regarding them is in breach of data processing legislation in force.</p>

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	<p>Data subjects have the following rights under the EU's General Data Protection Regulation:</p> <ul style="list-style-type: none">a) Right of access to data concerning the data subject (article 15)b) Right to rectification of data (article 16)c) Right to erasure of data (article 17)d) Right to restriction of processing (article 18)e) Right to data portability to another data controller (article 20). <p>The liaison in matters related to the data subject's rights is the data protection officer; contact details in section 3.</p>
12. Use of cookies	<p>Browser-based data filing systems employ cookies to process personal data. A cookie is a small text file that the browser saves on the user's device. Cookies are used to implement services, facilitate login, and enable the compilation of statistics on services. Users may prevent the use of cookies in their browser programmes, but this may prevent the system from operating correctly.</p> <p>Moodle uses cookies in the processing of personal data.</p>
13. Data transfer and disclosure	<p>If the user has given consent for collecting credits, personal data will be transferred to the Sisu system and to Virta higher education achievement register. These will be used for processing and storing the credits.</p>