



Student Union of LUT University

Privacy Notice – Access Card

Data Controller

Student Union of LUT University (LTKY)

Laserkatu 10

53850 Lappeenranta, Finland

Tel: +358 44 5884025

Business ID: 0225936-6

Data Protection Officer

Arttu Kaukinen, Tel: +358 44 293 8818, toiminnanjohtaja@ltk.fi

The Data Protection Officer also acts as the responsible person for the data controller.

Processing of Personal Data

Why do we process your personal data?

The Student Union of LUT University (LTKY) has an agreement with LUT University to handle the production and distribution of access cards for students at the Lahti campus.





Legal basis for processing your personal data:

The processing of personal data is based on the EU General Data Protection Regulation. The specific legal bases are:

- Consent of the data subject (providing data is voluntary)
- A contract between LTKY and LUT University regarding access card services for students at the Lahti campus

Do we use automated decision-making or profiling?

Automated decision-making refers to a decision made solely through automated processing that has legal effects or similarly significant impacts on the individual. Examples include credit scoring and profiling.

Profiling refers to the automated processing of personal data to evaluate personal aspects of an individual, such as performance at work, financial situation, health, preferences, interests, reliability, behavior, location, or movements.

No automated decision-making or profiling is performed.

What personal data do we process?

- Full name
- Date of birth
- Student number
- Email address
- Photograph

Where is the data collected from?

The individual voluntarily provides the information to LTKY through an online form on LTKY's website when applying for an access card.



Regular Disclosures

LTKY does **not** disclose personal data to third parties.

Data Transfers Outside the EU or EEA

Personal data is **not** transferred outside the EU or EEA.

What IT systems do we use to process your data?

- WordPress
- CardPresso

Use of Cookies

Cookies are used in browser-based systems involved in personal data processing. A cookie is a small text file stored on the user's device by the browser. Cookies are used to deliver services, facilitate logins, and enable usage statistics.

Users can disable cookies in their browser settings, but this may impact the proper functioning of the system.

Cookies are used in the following system: WordPress

How do we protect your personal data?

Personal data is stored only in electronic form. During transmission over networks, data is secured using WordPress server technologies. Access to the database containing personal data is restricted by both network technology and personal login credentials. Only a limited group of the Student Union's salaried employees have access rights.

What rights do you have?

You have the right to:

- Be informed about the processing of your personal data, unless otherwise provided by law



- Access your data
- Correct your data
- Delete your data (not applicable if the legal basis is compliance with a legal obligation or public interest)
- Restrict the processing of your data
- Object to processing based on public or legitimate interest
- Request the transfer of your own personal data to another system, if processing is based on consent
- Withdraw your consent
- Be informed of rectification/deletion/restriction of your data
- Not be subject to automated decision-making (unless you have consented)
- File a complaint with the Office of the Data Protection Ombudsman if you believe that your personal data has been processed unlawfully

To exercise your rights, contact the Student Union's Data Protection Officer at toiminnanjohtaja@ltk.fi or send your request to LTKY.

For advice and further information regarding your rights, contact the Data Protection Officer.