

1. Name of the register	Privacy notice for surveys conducted using the Microsoft Forms application. EU General Data Protection Regulation (2016/679), Articles 12, 13 and 14.
2. Data controller	City of Loviisa PL 77, 07901 Loviisa Visiting address: Mannerheiminkatu 4
3. Person in charge for register matters	Person in charge: Director of Education Area of responsibility: Education Department
4. Contact person for register matters	Contact person: Chief of Education PL 77, 07901 Lovisa Visiting address: Karlskronabulevardi 8, 07901 Loviisa Email: firstname.lastname@loviisa.fi
5. Purpose of processing personal data	As a rule, personal data is not collected; surveys are mainly conducted anonymously. If personal data is collected, it is used solely for the purpose of the specific survey. This purpose may include, for example, conducting online surveys, processing feedback from them, compiling statistics, arranging practical matters, or sending materials to participants after the event. The processing of data is based on the data subject's consent.
6. Data content of the register	Depending on the survey, possible personal data collected may include: Name, email address, address, phone number, mother tongue, title or job description, organization, class, school community, dietary requirements, accessibility needs.
7. Regular sources of data	Respondents to the survey or their guardians.
8. Recipients of personal data and disclosure to third parties	Access to the data in the register is granted to the project coordinator, responsible persons of the project working group, the Chief of Education, the Director of Education, and the schools' ICT-administrative planner. Name and address information may be disclosed to pupil and student welfare services with the consent of the respondent or their guardian, for the purpose of arranging necessary support measures.

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	Personal data may also be disclosed, if the survey has been conducted for the purpose of organizing an event, to organizations responsible for facilities and catering, as well as to other event organizers. Personal data of projects managed by the City of Loviisa's Education Department may also be disclosed to the project's auditor and, for a special reason, to the project financier and project partners. Otherwise, personal data will not be disclosed outside the Education Department.
9. Transfer of data to third countries and international organizations	Personal data is mainly processed in systems and data repositories located within the European Union (EU) or the European Economic Area (EEA). If personal data is transferred outside the EU/EEA, appropriate safeguards such as adequacy decisions, standard contractual clauses, and technical and organizational measures are applied. Some of the processors of personal data or the services they provide are located outside the EU/EEA, which means that personal data is also transferred outside the area. The data of the systems is transferred outside the EU/EEA, for example, in situations where the IT system or cloud service used for the processing of personal data is located on a server outside the EU/EEA, such as a server provided by a US service provider. In situations where personal data is transferred outside the EU/EEA, protective measures are taken to ensure that the high level of protection of personal data required by European data protection legislation is maintained even after the transfer of personal data. Measures include the European Commission's adequacy decision and that the recipient of personal data is committed to the required safeguards, such as the EU-US Data Privacy Framework. The use of standard contractual clauses approved by the European Commission as part of contracts binding on processors may also be required as safeguards, in addition to which appropriate technical and administrative safeguards are required.
10. Retention period and deletion of personal data	Any personal data collected during the project will be stored at least until the end of the project period. During projects managed by the State with the help of grants, the personal data collected through surveys will be stored for the archiving period required by the funding programme in question. Statistical data made with the help of surveys can be stored for a longer period of time. Personal data will be deleted when it is no longer needed. Electronic personal data is removed from the systems and paper files are collected in appropriate file collection containers for disposal.

11. Principles of register protection	The register is not used for profiling or other automated decision-making. Electronic data is protected by user IDs and passwords. Passwords are changed every three months. Only designated persons have access to the information.
12. Right of access	According to Article 15 of the GDPR, everyone has the right to know what data concerning them has been stored in the personal data register or that there is no data concerning them in the register. The deadline for submitting information or providing additional information related to a request for information is one month from the date of receipt of the request. If the request for information is exceptionally complex and extensive, the time limit may be extended by two months. The request for inspection is made using an electronic form found on the website of the City of Loviisa or with a handwritten written request to the controller. The request must specify what information you want to check. The data subject can check their data free of charge once a calendar year. In the case of repeated and manifestly unfounded and unreasonable requests for information, the City of Loviisa may charge the administrative costs incurred in providing the information or refuse to provide the information altogether.
13. Rectification of data	According to Article 16 of the GDPR, the controller shall, on its own initiative or at the request of the data subject, rectify, delete or supplement the data in the register that is incorrect, unnecessary, incomplete or outdated with regard to the purpose of the processing. The request for correction must be made using an electronic form found on the website of the City of Loviisa or with a handwritten written request to the controller. The request must specify what information is required to be corrected and on what grounds. The repair will be carried out without delay. The person in charge of the register will issue a written certificate of the refusal of a request for correction, stating the reasons for which the request for correction has been refused. The person concerned may refer the refusal to the Data Protection Ombudsman.

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14. Right to be forgotten and right to withdraw consent	According to Article 17 of the GDPR, the controller must, without undue delay, delete the personal data contained in the register on its own initiative or at the request of the data subject. The data subject also has the right to withdraw consent to the processing of the data. The request to be forgotten or to withdraw the consent must be made using an electronic form found on the website of the City of Loviisa or with a handwritten written request to the controller. The request will be processed without delay.
15. Right to restrict processing	According to Article 18 of the GDPR, the data subject has the right to restrict the processing of personal data. The request to restrict the use of personal data must be made using an electronic form found on the City of Loviisa website or with a written request to the controller signed by hand. The request will be processed without delay.
16. Right to lodge a complaint with a supervisory authority	According to Article 77 of the GDPR, the data subject has the right to lodge a complaint with a supervisory authority if the data subject considers that the processing of personal data concerning him or her violates the EU's General Data Protection Regulation (GDPR) 2016/679.