



1 Controller of the register	University of Lapland PL 122, 96101 Rovaniemi Yliopistonkatu 8, 96300 Rovaniemi Phone: 016 341 341 Business ID: 0292800-5 ARCTISEN – Culturally sensitive tourism in the Arctic (NPA) project
2a Person in charge of the register	The responsible leader of ARCTISEN – Culturally sensitive tourism in the Arctic (NPA) project University Lecturer Monika Luthje, Multidimensional Tourism Institute, University of Lapland monika.luthje@ulapland.fi
2b Contact person in issues concerning the register	University of Lapland, Coordinator Marko Mehtälä, E-learning centre, tel. 040 721 4253, eoppimispalvelut@luc.fi
2c Data Protection Officer's contact information	Hannu Mikkola, Lawyer Administration +358 40 735 6200 hmikkola@ulapland.fi
3 Name of the register	Learn cultural sensitivity in Tourism online course personal data register
4 Purpose of personal data processing / Purpose of controlling the register	Personal data is used for registering to the course and controlling the achievements.
5 Grounds for controlling the register	The processing of the register is based on EU General Data Protection Regulation (EU-GDPR) Article 6.1 (e): processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller The relevant provisions and regulations are found in the following: <ul style="list-style-type: none">• EU General Data Protection Regulation EU-GDPR (2016/679)• Universities Act (558/2009)• Act on the Openness of Government Activities (621/1999)



6 Data contents of the register	First name, last name, e-mail address, password for the course
7 Regular data sources	Personal data register is collected using an electronical form when registering for the course
8 Regular data transmissions	Personal data will not be disclosed to third parties.
9 Data systems utilising the register	The data in this register are saved to University of Lapland's password protected cloud service
10 Transfer of data outside the EU and the EEA	The data are not transmitted outside the EU and the EEA.
11 Principles of the protection of the register	<p>Processing of the registered data requires special system user privileges. A username and password are required to log in to the system. The username is valid for a fixed period of time.</p> <p>The physical protection scheme complies with the data protection regulations of the university. The system servers are located in Finland. The connection between the application and the server is protected.</p>
12 Data storage period	The data will be stored for 10 years after the project has finished (30.9.2021) as defined in the approved project application.
13 Data subject's rights	<p>The data subject's rights are determined according to the EU's General Data Protection Regulation, articles 15–22:</p> <ul style="list-style-type: none">- right of access- right to rectification- right to erasure- right to restriction of processing- right to data portability- right to object <p>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.</p>