



SDG₄BIZ PROJECT

Business Opportunity Recognition in SDGs

Privacy Notice for Learners

SDG4BIZ is an Erasmus project of eight partners, which aims at developing and piloting innovative and scalable curriculum and training material to enhance the awareness of business growth potential in Sustainable Development Goals (SDGs) by improving innovation capabilities of EU companies and competencies of European Higher Education Institutes (HEIs).

The project is processing the personal data of **learners** as a joint data controller. This privacy notice describes in more detail, who is the controller, whose and what personal data, on what purpose and the basis we are processing it and from where do we get it, how the personal data is processed, and what are data subjects' rights and how these rights can be exercised.

1 Data controller

Joint Data Controller consists of the following organizations:

- Metropolia Ammattikorkeakoulu Oy, Finland
- Haaga-Helia Ammattikorkeakoulu Oy, Finland
- Schabereiter Wolfgang, Austria
- Slovak University of Technology in Bratislava, Slovakia
- Itslearning Oy, Finland
- Fondazione Fenice Onlus, Italy
- TKNIKA, Basque VET Applied Research Centre, Spain
- Yasar University, Turkey

2 Contact person in matters concerning the register

Data Protection Owner (DPO) information of each joint data controller organization:

- Metropolia Ammattikorkeakoulu Oy: tietosuojavastaava@metropolia.fi
- Haaga-Helia Ammattikorkeakoulu Oy: tietosuojavastaava@haaga-helia.fi
- Schabereiter Wolfgang: wolfgang.schabereiter@brainlus.at
- Slovak University of Technology in Bratislava: dpo@stuba.sk
- Itslearning Oy: privacyteam@sanoma.com ¹⁾
- Fondazione Fenice Onlus: spatharos@fondazionefenice.it
- TKNIKA, Basque VET Applied Research Centre: info@tknika.eus
- Yasar University: cagri.bulut@yasar.edu.tr

To remove your consent related to the learner's personal data in the learning platform, it is recommended to send an email directly to the key user sdg4biz@metropolia.fi

3 What personal data, on what purpose and the basis we are processing it and from where do we get it?

Data subjects are learners of the training materials.

Data types are learner's name, e-mail address, category, working country, organization name, organization category, organization country, messages and discussions, responses to assignments, tests and assessments by teachers and final feedback from the learner itself.

Processing is based on consent from the learner.

The purpose is the evaluation and development of the SDG4BIZ training materials and curriculum.

Regular data sources are learners themselves and teachers.

4 Regular disclosure of information

We do not regularly disclose personal data under this register outside of the Controllers.

5 Data transfers outside the EU or the EEA

Personal data is transferred outside of the EU or the EEA only to a partner in Turkey, Yasar University, which has signed the EU Standard Contractual Clauses.

6 Principles on how the processing is protected

Only designated employees of our organization, whose job description includes it, have the right to use and maintain the data under this register via personal IDs and passwords. The data system is protected by necessary technical and logical measures.

7 How long the personal data will be kept?

Your personal data will be deleted three months after the project end from the learning platform. Your contact data (name, e-mail address, organization, organization address) will be archived for five years by project coordinator Metropolia for auditing purposes based on EU law. The archival period can be extended if there are ongoing audits or legal claims concerning the grant. After the archival period, archives will be deleted.

8 Rights of the data subject

The data subjects have the right to

- obtain information on the processing of their personal data
- access to their data
- rectification of their data
- the erasure of their data and to be forgotten
- restrict the processing of their data
- object to the processing of their data
- not to be subject to a decision based solely on automated processing

Under the GDPR, the data controller must respond to requests by the data subjects to exercise their rights within one month of receiving such a request.

The data subject has the right to complain about unfair processing to the local data protection authority.

9 How to use the rights?

A data subject may submit a request by sending an email to the contact person mentioned above in chapter 2. In the email the data subject should include the following information:

- data subject's own contact information
- what is requested