Project management register

Pia Halttunen

Title of register	Project management register	
Contact person	Pia Halttunen	pia.halttunen@samk.fi
Cause for handling	In cases of research, development and innovation activities and cooperation, the processing of data is based on the statutory tasks of the university of applied sciences, which are described in the Act on Universities of Applied Sciences (932/2014). Otherwise, the processing of personal data in the register is based on a material connection or the performance of a contract to which the data subject is party. For participants in organised events, the processing of personal data is based on the consent given by the data subjects when registering for the event.	
Purpose of handling	• carrying out research, development and innovation activities • managing stakeholder relations • implementation of cooperation projects • marketing and information • organising events	
Groups of registered	The register contains the participants identified in the projects. A participant is defined as SAMK and an external person belonging to the target group of the project.	
Information groups	**Information group**	**Säilytysaika**
	First and last name(s)	period of validity + 5 years
	Contact	period of validity + 5 years
	Job title	period of validity + 5 years
	Employer or organisation to be represented	period of validity + 5 years
	Food restrictions (if the project involves events)	disposed of after the event
	Revisions may be notified on a project-by-project basis	
Information sources	Person him-/herself	
Groups of receivers	Depending on the project, lists of participants in events are handed over to the project's sponsors. The data necessary for catering and identification purposes will be disclosed to the event organisers' partners and will be destroyed immediately after the event.	
Data transfer outside EU/ETA	Data is not disclosed outside EU/ETA	
Automatic decision-making	No automatic decision-making	
Profiling	No profiling of registered	