



Privacy statement

3.9.2026

Version EN-1

Processing of Registration and Customer Data

This privacy statement explains how we process personal data. This statement tells you, the data subject, how we process your personal data and what your rights are and how you can exercise them. Provisions on the content of the statement, the rights of the data subject etc. are laid down in the EU General Data Protection Regulation 2016/679.

The processing of personal data refers to activities concerning the personal data of natural persons, e.g. you, and datasets containing personal data. Personal data processing may occur in data systems or manually, e.g. on paper or in conversation. The processing of personal data includes activities such as the collection, recording, organisation, storage, modification, transfer, aggregation, disclosure and publication as well as the erasure and destruction of data.

1. Controller and data protection officer

Controller's name and address:

Rovaniemi Municipal Federation of Education (REDU)
Korvanranta 50
96300 Rovaniemi

Controller's data protection officer

In matters relating to data protection and the processing activities, please primarily contact the contact person of the register as specified in section 2.

If necessary, you can also contact the REDU data protection officer. You can find their name and contact details on the redu.fi/en/privacy-policy website.

2. Result area, unit or company in charge of the processing

Lapin Urheiluopisto Santasport
Lapin kesäyliopisto (Lapland Summer University)

Manager in charge

Principal	Hannola Heikki
E-mail	heikki.hannola@santasport.fi
Tel.	+358 40 350 9170

Contact person for the processing activities or the register

Educational planner	Hinno Päivi
E-mail	paivi.hinno@lapinkesayliopisto.fi
Tel.	+358 40 079 2396

3. Information on processing activities

Processing activity name

Processing of Registration and Customer Data

Name of the register or information pool used for processing

Customer data – Lapin kesäyliopisto (Lapland Summer University)

Purpose of processing

Managing the customer data of persons registered for training and monitoring payments.

Legal basis for processing

The processing of personal data is based on a customer relationship (contract), which begins when a person registers for training.

Retention period of personal data

Certificate data is retained permanently. Other data is retained for 3 to 10 years in accordance, depending on the type of data. Newsletter recipient data is retained until the user unsubscribes from the newsletter or the email address is no longer valid.

4. Data subjects**Data on the following categories of persons are processed in the processing activity:**

Customers of Lapland Summer University training may be private individuals or employees of companies, organizations and employers

5. Personal data to be processed, its sources and transfer

The table below presents the personal data or categories of personal data to be processed, where it has been obtained from, i.e. the source of the personal data and to where it may be transferred, i.e. the object of the transfer of personal data. The table describes at a general level the personal data flow of the processing operation.

Personal data or category of personal data	Source of personal data	Where personal data is transferred
Name details Year of birth Invoicing information, invoice sales: - payer's name - Business ID or Personal ID (HETU) (*) - contact information	Provided by the customer (registration form)	Billing and debt collection, where necessary
Home address, telephone number, email address and municipality of residence Gender Statistical data: - Age group, - Native language, - Educational background, - Purpose of studies How the customer learned about the training Job title and background organization Purpose for applying to the studies Depending on the training, a description of the applicant's own grounds or objectives for registering	Provided by the customer (registration form)	Not transferred
Additional information, such as special dietary requirements	Provided by the customer (registration form)	To a restaurant service provider for arranging catering services, anonymously

*) In credit invoicing sales, a business ID or personal identification number is mandatory.

6. Disclosure and publication of personal data

Disclosure of personal data

Information may be disclosed to a competent authority based on a statutory request for information.

Information about participants necessary for the implementation of the training may be disclosed to the trainer to the extent that has been separately agreed in writing with the trainer or organization responsible for implementing the training.

Transfer of personal data outside the EU

No personal data is transferred outside the EU.

Publication of personal data

Personal data is not published.

7. Information systems, data security and manual processing of personal data

Information systems and/or information pools used in processing activities:

Lyyti registration systems, Webropol and the LianaMailer newsletter system.

Information security in information systems and/or information pools with regard to the processing of personal data shall be ensured as follows:

Access rights are restricted, users are authenticated and use is monitored. The registration form uses a secure network connection.

Manual processing of personal data or documents used for processing of personal data:

Excel spreadsheets and printouts of course participants are used for course instructors and billing. Email or secure email is used where necessary to transfer data and files.

In manual processing, data security is ensured as follows:

Manual records and printouts are stored and distributed securely and only to persons who need them.

8. Rights of data subjects and exercise thereof

Under the Data Protection Regulation, you have the rights listed below.

1. **The right to receive information about the processing of your personal data.**
> You can find information about the processing of your personal data in this privacy policy.
2. **The right to access information.**
3. **The right to correct information.**
4. **The right to delete data and be forgotten.**
5. **The right to limit data processing.**
6. **The right to transfer data from one system to another.**
7. **The right to object to data processing.**
8. **The right not to be subject to automated decision-making.**

For more information about these rights and how you can exercise them, please visit the REDU page on the rights of data subjects: redu.fi/tietosuoja/rekisteroidyn-oikeudet (in Finnish).

9. Distribution

All original Rovaniemi Municipal Federation of Education (REDU) privacy statements are recorded in the REDUs intranet in the privacy statements file library. In addition to this, copies of the statements are available on:

☒ the REDU website at www.redu.fi/en/privacy-policy/privacy-statement.