

KONGRESSI PRIVACY NOTICE

Last updated 13.4.2026

This privacy notice describes how the controller processes your personal data in the Kongressi training management system used by the controller.

The controller is responsible for ensuring that personal data are processed in accordance with the General Data Protection Regulation (EU) 2016/679 and other applicable national legislation. The controller is responsible for the personal data it collects, including the accuracy of the data, the implementation of data subjects' rights, and the security and compliance of the platforms it uses.

1. Controller

University of Vaasa

Wolffintie 32

FI-65200 VAASA

Business ID 0209599-8

Telephone: 029 449 8000

Contact details of the Data Protection Officer: tietosuoja@uwasa.fi

2. Purpose and legal basis for processing personal data

Personal data are processed in the Kongressi training management system for the administration of trainings and events organised by the controller.

The purposes of the processing are to enable:

1. Planning and management of trainings and events

- Planning and management of the content, schedules, number of participants, and resources of trainings and events.

2. Registration and participant management

- Management and monitoring of participant registrations
- Taking into account possible special requirements, such as accessibility needs or dietary information, in order to organise participation in a safe and appropriate manner.

3. Communications related to trainings

- Marketing of trainings
- Registration confirmation messages, participation instructions, training materials, and other communications related to the event
- Changes to schedules, cancellations, and event-specific arrangements.
- Collection of feedback after the event and delivery of certificates of participation.

4. Competence monitoring, reporting, and statistics

- Monitoring of personnel competence, qualifications, and training obligations, including register entries and the management of the validity and renewal needs of various certificates, permits, and qualifications.
- Statistical analysis and reporting of participation in trainings for statutory purposes as well as for internal development and management needs of the organisation.
- Collection of feedback surveys and development of trainings based on the responses received.

The processing purposes described above apply to the processing of personal data of individuals participating in trainings and events organised by the controller, regardless of whether the participants are employed by the controller or are participants external to the controller's organisation.

The processing of personal data related to trainings and events organised by the controller is primarily based on the employment relationship between the controller and the data subject, as well as on the performance of a task carried out in the public interest vested in the controller to ensure the development of personnel competence and the fulfilment of statutory training obligations as part of the university's duties laid down in Section 2 of the Universities Act (558/2009), including education, research, and societal interaction (Article 6(1)(e) of the EU General Data Protection Regulation).

In addition, the processing of personal data may be based on a contract between the data subject and the controller or on pre-contractual measures taken at the request of the data subject (Article 6(1)(b) of the EU General Data Protection Regulation), in particular in situations where, in addition to persons employed by the controller, individuals external to the university participate in trainings or events at their own request.

Personal data are not used for automated decision-making or profiling.

4. Tietosisältö ja säilytysajat Categories of personal data and retention periods

In the Kongressi training management system, the controller processes personal data of data subjects for the purposes described above, in accordance with their role (e.g. as a participant in a training course or event).

Personal data are collected primarily from the data subjects themselves via the Kongressi training management system, for example in connection with registration for trainings. In addition, personal data may be obtained from other systems or integrations used by the controller, such as human resources management systems.

Data subjects include employees of the controller and their supervisors, whose personal data are processed in the Kongressi training management system for purposes such as registration for trainings, participation in trainings, monitoring of participation, or administration of trainings.

If the system is also used to process personal data of persons who are not employed by the controller, such as doctoral researchers or external participants, these persons are considered data subjects insofar as their personal data are processed in the system.

The following categories of personal data are processed in the Kongressi system:

- name
- email address
- organisational unit, job title, employment status (employee or external), employee group, supervisor information
- information related to registrations for and participation in trainings

Depending on the event or training, the processed data may also include other information necessary for organising, delivering, or monitoring the event or training, such as:

- dietary information
- information related to completion of the training and records of completion

- information related to the recording of the event and participation therein
- feedback related to trainings or events

Personal data related to trainings of employees of the controller are retained for the duration of the employment relationship and for no more than two (2) years thereafter, insofar as this is necessary for the verification of trainings, monitoring of competence, fulfilment of statutory obligations, and reporting purposes.

Personal data of persons who are not employed by the controller (e.g. external participants) are deleted or anonymised no later than two (2) years after the end of the training or event, unless longer retention is required by law.

Dietary information and other data related to accessibility or participation constraints are retained for a maximum of one (1) month after the end of the training, after which they are deleted or anonymised.

After the above retention periods, the data are deleted or anonymised.

5. Transfer or disclosure of personal data

As a rule, the controller does not disclose personal data processed in the register to third parties.

Personal data may, however, be disclosed to third parties in the following situations:

- to comply with applicable laws or requirements of a competent authority (e.g. law enforcement authority, government authority, or court)
- based on a request from a public authority
- for the establishment, exercise, or defence of the controller's legal claims in legal proceedings

Personal data may be processed on behalf of the controller by service providers, such as IT system providers, who provide services under the controller's instructions. These service providers act as processors, and their processing is based on predefined purposes, appropriate contractual arrangements, and compliance with applicable data protection requirements.

Personal data are not transferred outside the European Union or the European Economic Area.

6. Data security

Personal data are processed only by those employees of the controller who, by virtue of their work duties, are authorised to process personal data in the Kongressi training management system.

The controller has implemented appropriate technical and organisational measures to protect personal data and requires an equivalent level of data security from its service providers. Such measures include, for example, appropriate access control, controlled granting of access rights, adequate staff instructions on the processing of personal data, and the use of encryption solutions.

7. Rights of the data subject and how to exercise them

If you wish to exercise any of the rights listed below, you may contact the controller at tietosuojavastaava@uwasa.fi

You have the following rights:

- The right to obtain confirmation as to whether personal data concerning you are being processed and, if so, access to the personal data and related information.
- The right to request that incomplete personal data concerning you be completed and that inaccurate or incorrect personal data be rectified without undue delay.
- the right to have your personal data erased without undue delay, provided that:
 - the personal data are no longer necessary for the purposes for which they were collected or otherwise processed;
 - you withdraw your consent on which the processing is based, and there is no other legal ground for the processing;
 - the personal data have been processed unlawfully; or
 - the personal data must be erased to comply with a legal obligation under European Union law or national legislation.
- Right to restriction of processing and right to object, where:
 - you contest the accuracy of your personal data;
 - the processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead;
 - the controller no longer needs the personal data for the purposes of the processing, but you require them for the establishment, exercise, or defence of legal claims; or
 - you have objected to processing pursuant to Article 21(1) of the GDPR, pending the verification of whether the legitimate grounds of the controller override those of the data subject.
- Right to withdraw consent, where the processing of personal data is based on consent. The withdrawal of consent does not affect the lawfulness of processing carried out prior to the withdrawal.
- the right to receive the personal data you have provided to the controller in a structured, commonly used, and machine-readable format, and the right to transmit those data to another controller, where:
 - the processing is based on consent or on a contract; and
 - the processing is carried out by automated means.
- Right to lodge a complaint with a supervisory authority.

Contact details of the supervisory authority:

Office of the Data Protection Ombudsman

www.tietosuoja.fi

Postal address: PO Box 800, FI-00521 Helsinki, Finland

Telephone (switchboard): +358 29 56 66700

Email: tietosuoja@om.fi