

Process for Handling Data Subject Rights Requests

1. Identification of Rights

Data subjects are entitled to exercise the following rights under the GDPR:

- Right of access
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to data portability
- Right to object to processing
- Right not to be subject to automated decision-making

2. Receipt of Requests

Requests may be submitted to Hanken School of Economics via:

- The Data Protection Officer, at: dpo@hanken.fi

3. Acknowledgement of Receipt

An acknowledgment of receipt will be sent to the data subject within seven (7) days of receiving the request.

4. Identity Verification

To ensure that information is not disclosed to unauthorized persons, the identity of the requestor is verified.

5. Evaluation of the Request

The request is assessed and responded to within one (1) month of receipt. In cases of complex or multiple requests, this period may be extended by up to an additional two (2) months. The data subject will be informed of the extension and the reasons for the delay within the initial one-month period.

6. Forwarding of the Request

The Data Protection Officer (DPO) forwards the request to Hanken's Steering Group for Data Protection, which decides on the necessary actions.

7. Implementation of Measures

Necessary actions are taken to fulfill the request, such as rectifying, deleting, or restricting the processing of personal data.

8. Communication with the Data Subject

The data subject is informed of the status of the request and any actions taken via email or other agreed communication channel.

9. Documentation

All steps in the process are thoroughly documented, and all communication and actions taken are logged to demonstrate compliance in the event of an audit.