

## Register Description

Register description in accordance with section 10 of the Personal Data Act (523/1999)

### 1. Name and address of the controller

Finnish Institute for Educational Research  
BOX 35, 40014 UNIVERSITY OF JYVÄSKYLÄ, Finland  
Telephone +358 14 260 1211

### 2. Person in charge of register issues

Dr. Raimo Vuorinen  
ELGPN/Finnish Institute for Educational Research  
BOX 35, 40014 UNIVERSITY OF JYVÄSKYLÄ, Finland  
Telephone +358 50 361 1909

### 3. Name of register

ELGPN database of LLG related initiatives and practices

### 4. The purpose of the processing of the data

ELGPN database includes Lifelong Guidance policy related initiatives and practices from the ELGPN member countries. The cases are selected and promoted by the national ELGPN representatives. The format for these examples is based on the European Commission's Knowledge System for Lifelong Learning (KSLLL). Some examples include an additional narrative description for those who want more details of the implementation of the practice. The examples are categorised in accordance to the priorities of the EU Council 2008 Resolution on better integrating lifelong guidance into lifelong learning strategies and the OECD/EU 2004 handbook for guidance policy makers.

### 5. Contents of the register

The content provider can save in ELGPN database different kinds of practices, initiatives and/or policy. For registration, only name and email address are required. The content provider can also provide additional contact information such as:

- Name;
- Role;
- Organisation;
- Address;
- Phone;
- Fax;
- E-mail;
- Website address;
- Documents and publications;
- Links.

The content provider providing contact information assures that she/he has right to provide such information.

## **6. Regular sources of information**

Information providers themselves.

## **7. Regular disclosure and transfer of data outside the EU or the EEA**

Public data kept in electronic form can be freely observed by anyone, i.e. the information in the register can viewed through a web browser interface.

## **8. Register protection principles**

The content of the register is stored in electronic format only. The server equipment is located in facilities with access control. The data is backup copied every night. Access to the database containing the register information is restricted using both network technology and user IDs and passwords. Only the main users of the system have register administration rights. Information related to the activities is administered by the persons verifying the publication information at the Finnish Institute for Educational Research contact persons and the users themselves. The visibility of the personal information of other people is restricted according to the roles of the users. All data in the templates provided by the user is public.