

Privacy notice
Student's Compass (Opiskelijan kompassi) - Student's Wellbeing and Life Skills course unit (1 credit)

1. Data controller	Tampere University Foundation sr FI-33014 Tampere University Kalevantie 4, 33100 Tampere Business ID 2844561-8
2. Contact person in matters related to the register	Suvi Ikonen Tel. 050 301 1948 Email: opiskelijankompassi.tau@tuni.fi (primary contacting method)
3. Data Protection Officer	dpo@tuni.fi
4. Name of the register	Student's Wellbeing and Life Skills course unit (1 credit), Summer 2021, first implementation
5. Purpose of processing personal data and the legal basis	<p>The aim of the Student's Wellbeing and Life Skills course unit (1 credit) is to enable participating students to become aware of factors related to their wellbeing and self-knowledge, to identify suitable ways to cope with study-related challenges and to find ways to prevent stress, anxiety, and mood problems.</p> <p>Completion of the course unit is optional for the student.</p> <p>This privacy notice complements the general Student Privacy Policy of the Tampere Universities community. This privacy notice describes the purpose, data content and procedures for processing personal data related to the surveys that students complete during the course when the extent of the implementation is one credit (1 ECTS).</p> <p>Student's Compass</p>

	<p>Completing the course unit is based on the use of the Student's Compass (OK). The Student's Compass is a web-based wellbeing and life skills programme developed and provided by the University of Jyväskylä whose materials the student studies independently during the course.</p> <p>To use the Student's Compass, the student must have a valid TUNI user ID. The student logs in to the Student's Compass with his or her personal user ID. When logging in, the student's login details (name, email address and TUNI username) are transmitted to the service.</p> <p>The privacy notice of the Student's Compass contains the data security issues related to the web-based programme.</p> <p>Wellbeing surveys and final questionnaire</p> <p>In addition to the independent use of the Student's Compass, the student answers surveys that are completed during the course. The student also completes a final questionnaire at the end of the course to verify the completion of the course (the final questionnaire serves as proof of completing the course) and to assess the effectiveness of the course. The data content of the wellbeing surveys and the final questionnaire is described in section 6 of this privacy notice.</p> <p>The grounds for processing personal data collected in the context of the course unit are a public interest task (EU's General Data Protection Regulation 2016/679, Article 6.1(f)).</p> <p>Due to the nature of the course unit, the wellbeing surveys mean processing information related to specific categories of personal data, such as health information or information on religious or philosophical beliefs. The course unit is optional for the student who decides which information he or she divulges in the surveys. The legal basis for the processing of personal data belonging to special personal data categories is the explicit consent of the student (EU General Data Protection Regulation 2016/679, Article 9.2(a)).</p>
<p>6. Contents of the register</p>	<p>Sign in (Student's Compass):</p> <p>When using the Student's Compass service, the login details (name of the student, email address, TUNI username) of the student are</p>

	<p>transmitted to the service in order to verify access rights and to enable using the service.</p> <p>Wellbeing surveys and final questionnaire:</p> <p>In the context of filling in the wellbeing surveys and the final questionnaire, the following types of personal data are generally collected:</p> <ul style="list-style-type: none"> - Basic and background information, such as gender, degree programme, life situation - Data from the batches of questions, such as the surveys on wellbeing, loneliness, study fatigue, psychological resilience, stress, and health.
7. Regular sources of information	The information collected when implementing the course unit comes from the data subjects.
8. Regular disclosure of data and recipients	<p>As a rule, the personal data collected in connection with the surveys are not disclosed to other parties than the data controller.</p> <p>The wellbeing surveys are carried out in a server environment managed by the Tampere Universities community (Lime Survey software).</p> <p>The final questionnaire is carried out on the Microsoft Forms platform. The University has a valid contract with the service provider. The contract contains the terms and conditions for the processing of personal data in accordance with the EU's General Data Protection Regulation. The server environment is within the EU.</p>
9. Transfer of data outside the EU/EEA	Personal data is not transferred outside EEA.
10. Data protection principles	<p>A Manual data</p> <p>No manual data are gathered in the implementation of the course unit.</p>
	<p>B Electronic data</p> <p>The information systems used in the course unit are protected in accordance with Tampere University's data security practices. The</p>

	<p>controller uses appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing and against damage to or loss of personal data.</p>
<p>11. Personal data retention period or criteria for determining the retention period</p>	<p>Personal data will be processed for the duration of the course and follow-up (12 months). After the retention period, the personal data will be securely destroyed.</p>
<p>12. Existence of automated decision-making or profiling</p>	<p>Register information is not used for automated decisions including profiling.</p>
<p>13. Rights of data subjects</p>	<p>Data subjects have the following rights under the EU's General Data Protection Regulation (GDPR):</p> <ul style="list-style-type: none"> - <u>Right of access to personal data</u> <ul style="list-style-type: none"> ○ Data subjects are entitled to find out whether their personal data is held by the University and to confirm what personal data have been saved. - <u>Right to rectification</u> <ul style="list-style-type: none"> ○ Data subjects have the right to have any incorrect, inaccurate, or incomplete personal details held by the University revised or supplemented without undue delay. In addition, data subjects are entitled to have any unnecessary personal data deleted. - <u>Right to erasure</u> <ul style="list-style-type: none"> ○ In exceptional circumstances, data subjects have the right to have their personal data erased from the Data Controller's records (right to be forgotten). - <u>Right to restrict processing</u> <ul style="list-style-type: none"> ○ In certain circumstances, data subjects have the right to request the University to restrict processing their personal data until the accuracy of their data has been appropriately reviewed and revised or supplemented.

	<ul style="list-style-type: none">- <u>Right to object</u><ul style="list-style-type: none">○ In certain circumstances, data subjects may at any time object to the processing of their personal data for compelling personal reasons. - <u>Right to data portability</u><ul style="list-style-type: none">○ In certain circumstances, data subjects have the right to obtain a copy of the personal data they have submitted to the data controller in a commonly used, machine-readable format and transfer the data to another Data Controller. - <u>Right to lodge a complaint with a supervisory authority</u><ul style="list-style-type: none">○ Data subjects have the right to lodge a complaint with a supervisory authority in their permanent place of residence or place of work if they consider the processing of their personal data to violate the provisions of the EU's General Data Protection Regulation (EU 2016/679). In addition, data subjects may follow other administrative procedures to appeal against a decision made by a supervisory authority or seek a judicial remedy.○ Contact details: Office of the Data Protection Ombudsman, P.O. Box 800, 00521 Helsinki, tietosuoja@om.fi <p>Requests related to the rights of a data subject should be emailed to the University's address tau@tuni.fi or sent by post to Tampere University FI-33014 Tampere University</p>
--	---