

Privacy notice

dated: 08.01.2024

EU General Data Protection Regulation (EU 2016/679) Art. 13, 14

1. Data controllers:

Tampere higher education community

Tampere University Foundation sr (Business ID 2844561-8)

Tampere University of Applied Sciences Ltd (Business ID 1015428-1)

2. Contact person in matters concerning the register

Markku Tamminen

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3. The Data Protection Officers

TAU: dpo@tuni.fi

TAMK: tietosuoja.tamk@tuni.fi

4. Name of the register

SportUni Privacy Notice

5. Purpose of processing personal data and legal basis for processing

The Tampere Universities community processes the personal data of data subjects:

- To implement paid sports services provided by the community: payment monitoring, verification of access rights and processing of access rights, as well as processing sports courses, ball games, group exercise classes, facility reservations, guidance services and other sports service matters. (processing basis agreement)
- To inform you about the activities of SportUni. (processing basis consent; you can withdraw electronic communications at any time in accordance with the instructions you receive)
- To develop SportUni's operations by collecting feedback on sports services and by implementing raffles and prizes. (legal basis for processing: legitimate interest of the controller; collecting an e-mail address enables the provision of a targeted response)
- To enable internal communication between physical education instructors via email, to make lesson changes on the instructors' personal page and to maintain the instructor descriptions on the SportUni website. (processing basis agreement) To share with instructors the contact details of those who give their consent. (basis for processing: consent).

6. Data content of the register

Data processed on customers for the implementation of sports services:

- the name of the customer
- e-mail address

- educational institution
- status (student/staff)
- payment period data,
- reserved service (course, group exercise lesson, ball game, etc.) and its time
- the type of guidance service purchased, if any, and its payment information;
- the customer who has booked the individual guidance service is asked on a background information form: name, email, gender, age, educational institution, student/staff, weight, height, where did you find out about the service, and the background, goals and limitations of municipal hobbies. Personal training services are contracted for: name, email, address and phone number.

Data processed about customers for the purpose of informing about SportUni's activities:

- e-mail address

Development of activities, collection of feedback on sports services and customer data processed for sweepstakes and prizes:

- e-mail address
- responses to feedback or questionnaires.

Data collected in the register on physical education instructors:

- name
- e-mail address
- telephone number
- University of Applied Sciences (TAMK/TAU)
- type of remuneration (employment contract/invoice)
- the types of classes that can be controlled.

7. Data sources

- Information required for the implementation and communication of sports services is automatically obtained from SISU and TUNI Pay online payment as well as manual recordings by customer service representatives at customer service points. Payment information for control services is added manually. Course and group exercise registrations as well as guidance service and shift reservations made by customers come from the online registration application.

-The background information of individual guidance service customers is collected using an electronic form (Office Forms) or a manual form.

- The customer joins and leaves the lists.tuni.fi mailing lists used for information using the online form itself.

- Electronic forms (Office Forms, etc.) are used for surveys related to operational development, feedback, sweepstakes and rewards.

- Instructor information is added manually.

8. Disclosures of data and categories of recipients

The data is used to grant access rights to sports facilities when the customer applies for access rights elsewhere than on their home campus.

After the payment, an automatic information message about SportUni's services will be sent to the e-mail address of the person who has paid the sports fee.

Clients who have booked individual guidance services will be sent a background information form using Office Forms (physical activity counselling) or as a pdf form (personal training services).

A customer who has registered for a course or made an individual guidance reservation will automatically be sent general information about the reservation by email after registration, as well as a link to the feedback form implemented with Office Forms after the event.

Customers who have subscribed to the mailing lists will receive information about e.g. cancellations of group exercise classes and general information to be provided monthly.

9. Transfer of data outside the EU or EEA

The data in the register is not transferred to a third country or international organisation outside the EU or EEA.

10. Principles of register protection

A. Manual material

The data in the register is stored in SportUni's ERP system, the use of which is behind the TUNI user IDs. User IDs to the system have only been given to the staff of SportUni's sports services.

Manually completed background information forms and contracts for personal training services are in the possession of the personal trainer.

B. Data processed electronically

The data in the register is stored in SportUni's ERP system, the use of which is behind the TUNI user IDs. User IDs to the system have only been given to the staff of SportUni's sports services.

The information in lists.tuni.fi mailing lists is stored behind the password given to the administrators.

Office Forms, etc. The information on electronic forms is stored behind the TUNI user IDs of the person who created the form and processes it.

11. Retention period of personal data or criteria for determining the retention period

The sports fee information is automatically removed from the register when the completed sports fee period is over. Registration and reservation information will be automatically deleted from the register when the course or booked shift is over and the relevant payments have been made.

Payment information for guidance services is automatically deleted from the register one year after payment. Data collected using Office Forms or manual forms will be deleted within one year of collection. The data of physical education instructors is manually deleted when the instructor no longer works at SportUni.

12. Information on the existence of automated decision-making or profiling, as well as information on the logic and significance of processing for the data subject

The data in the register is not used for automated individual decisions or profiling.

13. Rights of the data subject

Unless otherwise provided in data protection legislation, the data subject has:

- Right of access (right of access to personal data)

The data subject has the right to know whether his or her personal data is being processed or not and what personal data has been stored about him/her.

- Right to rectification

The data subject has the right to obtain that incorrect, inaccurate or incomplete personal data concerning him or her be rectified or completed without undue delay. In addition, the person has the right to demand that unnecessary personal data be erased.

- Right to erasure

In exceptional cases, the data subject has the right to have their personal data completely erased from the controller's registers (right to be forgotten).

- Right to restriction of processing

In certain situations, the data subject has the right to request that the processing of his or her personal data be restricted until his or her data has been duly checked and corrected or supplemented.

- Right to object

In certain situations, a person has the right to object to the processing of his or her personal data at any time based on his or her particular situation.

- Right to data portability

In certain situations, the data subject has the right to receive the personal data concerning him or her, which he or she has provided to the controller, in a structured, commonly used and machine-readable format form, and the right to transmit the data to another controller.

- Right to lodge a complaint with a supervisory authority

The data subject has the right to lodge a complaint, in particular with the supervisory authority corresponding to the location of his or her habitual residence or place of work, if he or she considers that the processing of personal data infringes EU GDPR 2016/679. The data subject also has the right to administrative and other legal remedies.

Requests to exercise the rights of the data subject follow the controller's information request process.