

Student Privacy Notice

- this is how we process your personal data in connection with your studies

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Why we process your personal data

Universities may organise degree studies, specialisation training, education that includes parts of degrees as continuing education, open university education or other separate studies, as well as other continuing education. The staff of the Tampere higher education community processes your personal and study data for the purpose of organising and monitoring studies and for carrying out teaching administration tasks in the following tasks:

- Election of members to the bodies of the higher education community
- possible invoicing of the course fee
- Management of those enrolled in teaching and exams
- organisation of teaching, practical training and exams
- Development of teaching
- Supervision and review of theses
- study counselling and guidance, provision and development of teaching and related support services
- Assessment and registration of study attainments
- Maintaining students' personal and contact information
- enabling the safety of students and other members of the university community and the physical and information security of the study environment
- Maintaining study rights
- cooperation with FSHS related to student health
- Information related to studies and studies
- management and compilation of statistics on study attainments and completed degrees, as well as the granting of certificates, extracts and diplomas
- Learning analytics
- managing customer relationships in learning and wellbeing support services
- Statistics and reporting

Whether we use automated decision-making or profiling

The personal data of students at the University of Tampere is not used for automated decision-making or profiling.

What personal data we process

We process the following personal data:

Basic:

- unique identification data (name, social security number, student number, national learner number, user ID)

- background information (such as admissions, gender, nationality and language information)
- Contact information (email address, telephone number, primary address and secondary address)
- possible non-disclosure information

Information on studies:

- Student union membership
- Information related to the obligation to pay tuition fees
- Study rights to degrees and study rights in education not leading to a degree
- Semester registrations
- study plans and other information related to study counselling
- registration for exams, courses and courses, as well as information related to participation in teaching (incl. any information related to special arrangements that the student provides in connection with registration)
- Information on video surveillance of electronic exams
- study attainments (incl. e.g. theses, exam answers and other assignments completed for the assessment of study attainments) and their assessment
- Information on customer relationship and payment for paid training
- other study-related fees (e.g. sports fee)
- Internship-related information
- information related to international and domestic student mobility
- Information related to grants awarded by the university
- Publication information of theses
- Completed degrees
- student feedback data (surveys organised during studies and upon graduation, surveys organised after studies, e.g. career monitoring surveys)
- Information provided in connection with booking an appointment for learning and wellbeing support services, as well as booked appointments and their cancellations, as well as entries of visits to services in accordance with the information management plan
- Surveys and feedback related to the development of studies and teaching and related support services
- Disciplinary documents

In addition, personal data may be processed

- alumni and stakeholder engagement services
- HR and financial services
- IT services
- continuous learning services
- library services
- university services concerning facilities, security and supervision
- to organise tutoring activities, i.e. peer tutor activities for new students

Study data, which may include special categories of personal data:

- information related to personal study arrangements and study support
- Information on the extension of the right to study and the restoration of the right to study
- Studies of study-related deviations and their consequences

The data is processed by staff whose job description includes the processing of student data. Both students and staff log in to the student information systems with their personal user IDs. Students only process their own personal data.

Why we may process your personal data

The university has a general right to process students' personal data on the following grounds:

- compliance with a legal obligation (EU General Data Protection Regulation, Article 6.1 c, Universities Act 558/2009 and decrees issued under it, Government Decree on University Degrees 794/2004, Ministry of Education Decree on University Master's Programmes (767/2008), Decree of the Ministry of Education on specifying universities' educational responsibilities, university degree programmes and specialisation training (896/2019), Government Decree on the Degree of Specialist and the Right to Work as a specialist (420/2012), Decree on the Degree of a Specialist (678/1998), Government Decree on Qualifications in Specialised Dentistry 316/2003, Act on National Registers of Studies and Degrees 884/2017 and University of Tampere Regulations issued by virtue of the Act)
- a task carried out in the public interest or in the exercise of official authority (EU General Data Protection Regulation, Article 6.1 e and Data Protection Act (1050/2018), Section 4.1(2)) when the data is used for teaching development or research
- in certain cases, performance of a contract or consent (EU General Data Protection Regulation 679/2016, Article 6.1 a and b)

Grounds for derogation for the processing of special categories of personal data:

- processing is necessary for reasons of important public interest (EU General Data Protection Regulation, Article 9.1 g, Data Protection Act (1050/2018), section 6(1)(2)) when data is processed for purposes defined in sections 45 b and 90 a of the Universities Act
- processing is necessary for reasons of important public interest (EU General Data Protection Regulation, Article 9.1 g) when processing data related to personal study arrangements for the implementation of section 6 of the Non-discrimination Act (1325/2014)

Grounds for exemption for processing data related to criminal offences or criminal convictions:

- processing is necessary for reasons of substantial public interest (EU General Data Protection Regulation, Article 6.1 c, Article 10)

The data is processed in accordance with the Act on the Openness of Government Activities (621/1999) and data protection legislation.

Where we obtain the necessary personal data we collect

We collect information about you from yourself and from the following data sources:

- national learner number from the learner number register maintained by the Finnish National Agency for Education

- data observed and derived from the use of IT services and equipment provided by the university or obtained through existing management and monitoring services (e.g. camera surveillance)
- checking the correctness of name and contact information from the Population Information System, updating the learner number register when applying for a learner number
- possible study fees
- Study attainment data from faculties, units and teachers
- student's personal data and study rights from the national student admissions register maintained by the Finnish National Agency for Education
- information provided by other parties with the student's consent
- information on study rights and degrees from faculties and co-operative training from partner universities
- Information on undergraduate and postgraduate degree students who have accepted a study place from the national Studyinfo.fi service
- information from another Finnish or foreign higher education institution (e.g. through an exchange system)
- Student Union membership fee information from the registration service or the Student Union.

Regular transfers and disposals

Personal data is mainly processed by the personnel and teaching staff of the Education and Continuous Learning service area and the Information and Digitalisation service area. The University of Tampere may use external processors of personal data, such as companies providing system services, on the basis of a commission agreement, in which case it is not a question of disclosing personal data.

The University of Tampere discloses necessary students' personal data to the following recipients, through the national information pool of higher education institutions or directly

Within the university:

- Application and processing of university grants
- University Case Management and Data Archive
- University's identity and access rights management register
- University intranet person search
- University Library's customer register
- University access control system
- University crisis communication system
- University reporting application
- the university's electronic thesis publication process
- University financial administration for invoicing

Outside the university:

- ELSA, the monitoring and evaluation service for the training of specialists and specialised dentists, and the information disclosed through it to the traineeship
- HAKA trust network user identification system CSC (IT Center for Science Ltd)
- The higher education institution discloses student data using a technical connection through the national information pool of higher education institutions (VIRTA) for the use of the student admissions register (Act on National Registers of Studies and Degrees 884/2017, Section 5)

- The higher education institution discloses the data in its student data register to the University of Helsinki through the national information pool of higher education institutions (VIRTA) using a technical connection in order to carry out the statutory duties of higher education institutions
- Using a technical connection, the higher education institution discloses the data in its student data register to the National Supervisory Authority for Welfare and Health (Valvira) (Act and Decree on Health Care Professionals L559/1994, A 564/1994)
- The higher education institution discloses data from its student data register to Statistics Finland (Statistics Act 280/2004, Section 15) through the national information pool of higher education institutions (VIRTA). Statistics Finland's data collection on university students includes students in education leading to a degree who have registered as present or absent by a certain date, as well as students in specialised education
- Higher education institutions may also use the information pool (VIRTA) in other activities and when disclosing information to authorities and other higher education institutions (Act on National Registers of Studies and Degrees 884/2017, Chapter 1a)
- Higher education institutions may disclose data included in their register through the information pool (VIRTA) for research purposes (Data Protection Act (1050/2018), section 4; section 6)
- The study right, enrolment, degree and study attainment data of higher education institutions' student data registers are stored for centralised storage and use in the national information pool (VIRTA), through which this content is provided securely with a technical connection for the use of the student admissions register and the joint student admissions services of higher education institutions (Act on National Registers of Studies and Degrees 884/2017, Chapter 1a)
- Mobile app for Tuudo
- To other Finnish higher education institutions for processing the right to study and transferring completion data, e.g. in teaching cooperation
- Internationalisation services of the Finnish National Agency for Education (information on student mobility through the VIRTA information pool)
- The Finnish National Agency for Education may use the data in the information pool (VIRTA) to produce datasets required for the evaluation, development, compilation of statistics and other monitoring of education and research, as well as guidance and funding (Act on National Registers of Studies and Degrees 884/2017, Section 10)
- Information on the members of the Student Union for the student card
- Data from the register is disclosed to the Social Insurance Institution of Finland via the information pool (Act on Financial Aid for Students 65/1994, Section 41 and Act on Student Health Care for Higher Education Students 695/2019)
- Data from the register is disclosed via the information pool (VIRTA) to the KOSKI service of the Finnish National Agency for Education. From the KOSKI service, students can view and disclose information
- Data from the register is disclosed through the information pool (VIRTA) to the Finnish Student Health Service FSHS for service provision
- Data from the register can be disclosed through the information pool (VIRTA) to learner's follow-up surveys for monitoring, statistical and research purposes
- With the consent of the data subject, the university discloses students' name and address information for limited purposes supporting studies

- Tampere University Student Union staff
- Scientific research (Act on the Openness of Government Activities 621/1999 and Data Protection Act 1050/2018). The requestor must present an appropriate research plan to the controller and indicate the responsible manager
- To enable tutoring, sharing personal data with TREY and subject associations
- Monitoring of studies received by the Employment Fund from the Adult Education Fund during the previous academic year (Act on Adult Education Benefits, sections 28(1)(4) and 29)
- Transfer of study data from the Virta service to the Value system as background information for surveys

Transfer of data outside the EU or EEA or to international organisations and its grounds

Students' personal data will not be transferred outside the EU or EEA or to international organisations. However, if the transfer of data is necessary for the provision of the service, separate consent will be requested.

How long we keep your personal data

The retention periods are based on current legislation and the data management plan / archive formation plan.

Permanent storage (exception in brackets):

- Personal data
 - Learner number, student number and person's personal identity code or other similar unique identification data
 - Surname, first names, nickname, date of birth, nationality, gender, communication language, mother tongue, language of education
 - User ID
 - Information on the verification of the extract from the criminal record referred to in section 43 b of the Universities Act when assessing suitability for working with minors during studies or practical training as part of studies
 - When data concerning the health of an aspiring student and a student are processed in situations referred to in section 45 b of the Universities Act, the data will be destroyed immediately when there are no longer grounds for storing them required by statutory duties, but no later than 4 years after the data were stored
 - Special categories of personal data are not stored in the Student Information System, but data related to personal study arrangements and study support, processing of data on the continuation and restoration of the right to study, and investigations of study-related deviations and their consequences may, however, include the processing of special personal data. The data will be destroyed immediately when there are no longer grounds for storing it as required by law, but no later than 4 years after the data was stored
 - Statements related to personal study arrangements and study support are stored for the duration of the student's right to study
- Student contact information

- E-mail address granted by the university, other e-mail address, telephone number(s), address information, municipality and country of residence, municipality and country of residence
- Study rights
 - Information on the person's right to study in education leading to a degree and specialisation studies, as well as information on accepting a study place and registering for education leading to a degree and specialisation training
 - Information on the right to participate in education not leading to a degree
 - Information on the degree or studies to be completed for each right to study
 - Reason and date for the end of the right to study
 - Enrolments for the academic year
 - Student Union membership fee and voluntary fees as of 1.8.2021
 - Possible additional information for each right to study: details of education not leading to a degree, transfer application information
 - Decision to extend or extend the limitation of study time (until the student has graduated with a master's degree or a scientific postgraduate degree; if the student is only entitled to a lower degree, it will be retained until graduation)
 - According to the nature of the studies, students and studies in education export (from 1.1.2017) are treated as separate studies leading to either commissioned education leading to a degree or education export
 - In connection with paid education, payments are processed by the university's financial services
- Study attainments
 - Name and code of the attainment, number of credits, grade, date of completion, teacher, module included in the attainment, educational institution and date of studies completed at another educational institution
 - Study attainments and their assessments are stored for 6-12 months
 - Thesis evaluations
 - In the evaluation of a doctoral dissertation, licentiate thesis and corresponding thesis and master's thesis, a statement by the preliminary examiner, examiner or opponent?
- Graduation
 - Application for graduation
 - Information on the person's degrees and specialisation studies, educational institution where the degree was completed, faculty, date of acceptance of the degree, degree programme, specialisation option, major subject, extent of qualification, subjects taught by the subject teacher, educational institution, degree and date of qualifications completed at another educational institution, diploma, application for graduation
- Source of funding for education

The following shall be retained:

- Personal study plan
- Disciplinary documents



- Registration for a course or training
- Video recording of the electronic exam
- Registration for the exam
- Consents to the disclosure of data

Your rights related to the processing of personal data

As a student, you can directly view and rectify your personal data in many systems with your own credentials.

You can request rectification of your incorrect data from the person who processed it.

Contact information for the University of Tampere Student Affairs Office is the Student Affairs Office. **tau(at)tuni.fi**

Requests concerning the exercise of the rights of the data subject should be sent to the e-service of the University of Tampere at **tau(at)tuni.fi**

You can ask for advice on exercising your rights from those processing your data, from the e-service at tau(at)tuni.fi and from the Data Protection Officer at dpo **(at)tuni.fi**

Right of access (right of access, Article 15)

You have the right to know what personal data is being processed about you and what data has been stored about you. In many higher education systems, you can view the information stored about you yourself when logged in.

Right to rectification (Article 16)

You have the right to obtain that incorrect, inaccurate or incomplete personal data concerning you be rectified or completed without undue delay. In addition, you have the right to demand that your unnecessary personal data be erased.

Right to be forgotten (Article 17)

Depending on the basis for data processing, you may have the right to have your personal data erased from the university's register. Such a right does not exist, for example, in cases where the processing of your personal data is necessary for compliance with a legal obligation or for the exercise of official authority vested in the university.

Right to restriction of processing (Article 18)

In certain situations, you may have the right to request that the processing of your personal data be restricted until your data or the basis for processing it has been duly checked and corrected or supplemented.

Right to data portability (Article 20)

You have the right to receive the personal data you have provided to the university in a structured, commonly used and machine-readable format and the right to transfer such data to another controller without hindrance from the university. This right applies to situations where the processing of data is automated and based on consent or a contract.

The right does not apply, for example, to the processing of personal data that is necessary for the performance of a task carried out in the public interest or for the fulfilment of a legal obligation to which the controller is subject. Therefore, as a rule, the right does not apply to the university's personal registers.

Right to object (Article 21)



Based on your particular personal situation, you have the right to object at any time to the processing of your personal data when the processing is based on the performance of a task carried out in the public interest, the exercise of official authority or the legitimate interest of a higher education institution. In this case, your data may only be further processed if there is a compelling and justified reason for the processing that can be demonstrated.

Right to lodge a complaint with an authority (Article 77)

You have the right to lodge a complaint with a supervisory authority if you consider that the processing of your personal data infringes the EU General Data Protection Regulation (EU) 2016/679. In addition, you have the right to seek other administrative and judicial remedies.

The national supervisory authority in Finland is the Office of the Data Protection Ombudsman, contact information:

[Office of the Data Protection Ombudsman](#)

Street address: Lintulahdenkuja 4, 00531 Helsinki

Postal address: P.O. Box 800, 00531 Helsinki

E-mail: [tietosuoja\(at\)om.fi](mailto:tietosuoja(at)om.fi)

Switchboard: 02956 66700

Controller

Tampere University Foundation sr (Business ID 2844561–8)

Kalevantie 4, 33014 University

of Tampere Phone number: 0294 5211 (university switchboard)

E-mail: [tau\(at\)tuni.fi](mailto:tau(at)tuni.fi) (university's service address)

Contact person in matters concerning processing

Name: Head of services, student register contact person

Faculty/unit: Education and learning

Address: University of Tampere, Kalevantie 4, 33014 University

of Tampere Phone number: 0294 5211 (university switchboard)

E-mail: [studentservices.tau\(at\)tuni.fi](mailto:studentservices.tau(at)tuni.fi)

You can reach the Data Protection Officer

[dpo\(at\)tuni.fi](mailto:dpo(at)tuni.fi)