

Privacy Notice

dated 13.09. 2022

1. Data Controller

Tampere University Foundation sr

Tampere University

33014 Tampere University,

Kalevantie 4, 33100 Tampere

Business ID: 2844561-8

2. Contact Person for Registry Matters

Jorma Viikki

Phone: 050 3969 638

Email: asianhallinta.tau@tuni.fi

3. Data Protection Officer

Email: dpo@tuni.fi

4. Register Name

Aarre Document Management System

5. Purpose and Legal Basis for Processing Personal Data

- Purpose:
 - Compliance with the Archives Act 831/1994
 - Compliance with the Administrative Procedure Act 434/2003
 - Compliance with the Data Protection Act 1050/2018
 - Compliance with the Information Management Act HE 284/2018
- Legal basis:
 - Legal obligation
 - Performance of a task carried out in the public interest or in the exercise of official authority.

6. Contents of the Register

- Name, student number (if applicable), address, phone number, email address, date of birth, social security number
- Supplementary education certificates and attachments
- Decisions related to students or staff members
- Orientation, occupational safety, and work protection matters

- Elections, side permits, general personnel and financial administration matters
- Close-circle notifications and affiliations
- Honorary titles, certificates, and awards
- Contracts and procurement matters
- Specific process-related personal data: criminal cases, hearings, terminations, disciplinary matters, legal cases

7. Regular Sources of Information

- University staff records information and documents related to the register in accordance with the information management plan.
- Registration of case initiation and processing stages
- Registration of decision-making and contract management

8. Regular Disclosures and Recipient Groups

- No regular disclosures to third parties
- Authorized authorities or as required by the Publicity Act: upon request
- Outsourced data processing under a service agreement: Yes, Innofactor Oy acts as the data custodian for the information system.

9. Transfer of Data Outside the EU or EEA

No transfer of register data to third countries or international organizations outside the EU or EEA.

10. Principles of Register Protection

A. Manual material:

- University's locked archive and workspaces with restricted access

B. Electronically processed data:

- Innofactor Oy is responsible for the storage of data in Aarre
- Register usage requires a personal username and password, granted through TUNI's access rights management via IAM based on the TUNI user ID.

11. Retention Period for Personal Data

- According to the information management plan.

12. Existence of Automated Decision-Making or Profiling

- Register data is not used for automated individual decisions, including profiling.

13. Rights of the Data Subject

The data subject has the following rights, unless otherwise provided by data protection legislation:

Right to Access Personal Data

- The data subject has the right to know whether their personal data is being processed and what specific personal data about them is stored.

Right to Rectification

- The data subject has the right to request the correction or completion of inaccurate, incorrect, or incomplete personal data without undue delay. Additionally, the data subject can request the removal of unnecessary personal data.

Right to Restrict Processing

- In certain situations, the data subject has the right to request the restriction of processing of their personal data until their information has been appropriately verified, corrected, or supplemented.

Right to Lodge a Complaint with the Supervisory Authority

- The data subject has the right to file a complaint with the supervisory authority based on their permanent residence or workplace location, especially if they believe that the processing of their personal data violates the EU General Data Protection Regulation (GDPR). Additionally, the data subject has the right to use administrative remedies and other legal protections.

Contact details:

Office of the Data Protection Ombudsman

P.O. Box 800, 00521 Helsinki

Email: tietosuoja@om.fi

Requests related to the exercise of data subject rights should be submitted electronically to the university's service email address: asianhallinta.tau@tuni.fi, or by regular mail to the following address: Tampere University 33014 Tampere University