

Data privacy notice

1. Data controller	Tampere University Foundation sr FI-33014 Tampere University Kalevantie 4, FI-33100 Tampere Business ID 2844561-8
2. Contact person in matters related to the register	Eveliina Nurmi Tel. +358 40 198 1825 E-mail: hrd.tau@tuni.fi
3. Data Protection Officer	dpo@tuni.fi
4. Name of the register	Register of mentoring programmes
5. Purpose of processing personal data and the legal basis for processing	Purpose of processing: Tampere University organises mentoring programmes to support students' and employees' professional development. Either students at the University (degree student, doctoral student) or employees (also grant researchers) are acting as mentees in the programmes. The mentors may be both from within and outside the University. The purpose of the register is to describe the principles of processing personal data of participants in the programmes at different phases of the programmes (application and selection phase of the programmes, during the programme and after the programme).

	<p>Basis for processing:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Agreement <input type="checkbox"/> Legal obligation <input type="checkbox"/> Vital interest of the data subject <input type="checkbox"/> Performance of a task carried out in the public interest or in the exercise of official authority <input type="checkbox"/> Legitimate interest of the controller <p>If the basis for processing is <i>consent</i>, a description of how the consent may be withdrawn: Consent may be withdrawn by contacting the controller or the contact person of the programme.</p> <p>If the processing is based on the <i>controller's legitimate interest</i>, a description of the controller's legitimate interest:</p>
6. Contents of the register	<p>A phase during application and the programme:</p> <ul style="list-style-type: none"> • Data collected (from mentees and mentors): information relevant to the programme. e.g., name, contact information, education, current job, field, career description, wishes related to the programme • Purpose of use: Forming mentoring pairs based on the given information, communications during the programme. <p>A phase after the programme:</p> <ul style="list-style-type: none"> • Data to be stored: Name, contact information, field, mentoring pair, year of participation, and the programme • Purpose of use: Marketing following programmes and the role of a mentor to the participants, and possible follow-up surveys
7. Regular sources of information	<p>The data is collected in the application phase of the programmes using an application form, which also asks for consent to the processing and storage of the data.</p>
	<p>Regular disclosure to third parties: The data is not disclosed to third parties.</p>

8. Regular disclosure of data and recipients	Processing of personal data in the register is outsourced by a commission agreement: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, more information on the outsourced processing:
9. Transfer of data outside the EU/EEA If data is transferred outside the EEA, a description of the protective measures used	Will data in the register be transferred to a third country or to an international organisation outside the EU or EEA: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, where: Description of protective measures used:
10. Data protection principles	A Manual data B Electronically processed data The data is stored in accordance with the appropriate security requirements. The data is processed by the coordinators of the various mentoring programmes working at Tampere University
11. Personal data retention period or criteria for determining the retention period	The data will be stored for five years after the data subjects' participation in the programme.

12. Existence of automated decision-making or profiling and	Register information is used for automated decisions including profiling. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, for what:
13. Rights of data subjects	Data subjects have the following rights under the EU's General Data Protection Regulation (GDPR): <ul style="list-style-type: none"> - <u>Right of access to personal data</u> <ul style="list-style-type: none"> o Data subjects are entitled to find out whether their personal data is held by the University and to confirm what personal data has been saved. - <u>Right to rectification</u> <ul style="list-style-type: none"> o 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"> o 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"> o 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. - <u>Right to object</u> <ul style="list-style-type: none"> o 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"> o 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.

	<ul style="list-style-type: none">- <u>Right to lodge a complaint with a supervisory authority</u><ul style="list-style-type: none">o 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.o 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 e-mailed to the University's address tau@tuni.fi or sent by post to Tampere University FI-33014 Tampere University</p>
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