

## Privacy notice

# Tampere University Teacher Training School

## Why we process personal data

When you study at the comprehensive school or the upper secondary school at the Tampere University Teacher Training School, we will process your personal data for the purposes of delivering teaching, managing your studies, and planning, implementing and monitoring individual student support services.

## Why we are allowed to process your personal data

The right of the Tampere University Teacher Training School to process personal data in the role of data controller is based on the following provisions:

- Data subjects have provided their consent for processing their personal data as set out in the EU's General Data Protection Regulation (GDPR; article 6, paragraph 1a).
- Processing is necessary to comply with the data controller's legal obligation (GDPR; article 6, paragraph 1c).
- Processing is necessary for the purpose of performing a public task or exercising official authority (GDPR, article 6, paragraph 1e).
- Processing is necessary for the purposes of the data controller's legitimate interests (GDPR, article 6, paragraph 1f).

Main regulations:

- Act on Checking the Criminal Background of Persons Working with Children (504/2002)
- Act on the Openness of Government Activities (621/1999)
- Child Welfare Act (417/2007)
- Decree on General Upper Secondary Education (810/1998)
- Act on General Upper Secondary Education (629/1998)
- Student Welfare Act (1287/2013)
- Basic Education Decree (852/1998)
- Basic Education Act (628/1998)
- Act on Early Childhood Education and Care (36/1973)
- Administrative regulations of Tampere University
- Permanent regulations issued by the faculties at Tampere University

## **What personal data do we collect?**

The Teacher Training School processes the following types of personal data:

Information about pupils and students:

- personally identifiable information, contact information, personal identity number, photo.
- home town, first language, nationality, religion, school history, chosen subjects, records and grades, certificates and their appendices, attendance history (absences, notes, feedback); information about matriculation examination and other information relating to the delivery of teaching; documentation about individual student support: a pedagogical evaluation, personal study plan, stage of support; credentials for accessing learning environments and stored student works; photography and publication consent.

The following types of personal data are processed in the context of student support services provided by the Teacher Training School:

- name and contact information of the parent or guardian of a student who is a minor or otherwise legally incompetent.
- documents concerning an individual student's welfare; disciplinary action, individual healthcare plans, personal data included in the materials of the anti-bullying programme KiVa Koulu.
- other documents concerning an individual student drawn up or received by the student welfare group.

## **How we collect personal data**

We collect personal data about our students from the following sources:

- students or their parents/guardians
- school staff
- information systems maintained by the City of Tampere's education or administrative divisions
- decisions issued by the public authorities
- information provided by a student's former school
- information about newly admitted upper secondary school students, which is retrieved from the information system of the Finnish National Agency for Education
- the Finnish Matriculation Examination Board
- the population information system
- we may also process personal data that is observed or retrieved based on your use of our IT services or equipment or collected by different control and surveillance services (such as video surveillance).

We collect personal data from our pupils and students, their parents/guardians and the information systems maintained by the City of Tampere's education division.

## **How do we process your personal data?**

Your personal data stored in our information systems will only be processed for the purposes for which the data were initially collected. Students' personal data will only be processed by Teacher Training School staff who are authorised to process such data. The right to access and view data stored in a specific information system is only granted in the extent necessary to persons who need the data in the performance of their job duties.

Information provided by students concerning their special needs will only be used for the original specified purpose. Heightened security measures are in place to provide additional protection for this type of data (concerning, for example, accessibility).

## **Who we may share your personal data with**

Data stored in the student welfare system is confidential. Data may only be disclosed under the following circumstances:

1. to comply with a legal obligation
2. if the student in question has provided explicit consent for the disclosure (or his or her parent or guardian in case the student in question is unable to assess the consequences of such consent).

Data will be regularly disclosed to the following parties:

- The City of Tampere's education/administrative division: list of pupils/students in each grade (name, personal identity number, address).
- The Finnish National Agency for Education: joint national application system, legally required statistical data upon request, KOSKI database.
- Statistics Finland: legally required statistical data upon request.
- If a pupil/student changes school, we will provide the new school with the following data: student card (print-out), information that is necessary to organise the delivery of teaching. As a rule, data stored in student welfare records is confidential. Confidential data may only be disclosed to another public authority or a student's new school with the parent's/guardian's consent.
- Matriculation Examination Board: data about enrolment on the matriculation examinations.
- Invoicing system of Tampere University: information about the payment of matriculation examination fees.
- School psychologist and social worker; personally identifiable information and contact information upon request. As a rule, data stored in student welfare records is confidential. Confidential data may only be disclosed to another public authority or a student's new school with the parent's/guardian's consent. The municipal consortium for promoting public health in the Tampere region: personally identifiable information about pupils and students that school nurses need, annual transfer of information about students' school and grade to the school healthcare system.
- Akateeminen kustannusliike Oy: contact information of new upper secondary school graduates for the Spes Patriae publication. Personal and contact information may be disclosed for the roll of graduates or the school's commemorative book (to which the roll of graduates is appended), unless the disclosure of data about data subjects has been prohibited.

- Admin users of IT systems that support teaching and learning: necessary identifiable information for creating the user accounts of teachers, pupils and students. Local public transport: the names, addresses and dates of birth of students entitled to a school travel pass.
- Personal data will be disclosed to the police, the social security institution Kela and other public authorities upon request.
- In addition, the Teacher Training School may disclose students' personal data for scientific research purposes or statistical purposes. As a rule, personal data that is used for statistical or research purposes is anonymised so that individual students cannot be identified. All personal data will be stored in compliance with data protection requirements.

## **Transfer or disclosure of data outside the EU/EEA**

We are committed to taking special data protection measures in the event that personal data is transferred outside of the EU or the European Economic Area (EEA) to countries that are not covered by the GDPR. Personal data will not be transferred outside of the EU/EEA unless it is necessary. Such transfers will be managed in strict compliance with the GDPR.

## **How long do we retain your personal data?**

The retention periods for personal data and other materials stored in our information systems are based on applicable legislation and our archive management policy/data management plan.

## **Rights of data subjects**

### **Right of access (GDPR, Article 15)**

You have the right to know what personal data we process and hold about you. **Many of the University-provided information systems allow you to view the data that we have stored about you when you are logged in.**

### **Right to rectification (Article 16)**

You have the right to have any incorrect, inaccurate or incomplete personal details that we hold about you revised or supplemented without undue delay. You are also entitled to have any unnecessary personal data erased from our records.

### **Right to be forgotten (Article 17)**

In certain circumstances, you have the right to have your personal data erased from our records. The right to erasure does not apply, if the processing is necessary for us to comply with our legal obligations or perform tasks carried out in the exercise of official authority.

### **Right to restrict processing (Article 18)**

In certain circumstances, you have the right to request us to restrict processing your personal data until the accuracy of your data, or the lawful basis for processing your data, has been appropriately reviewed and potentially revised or supplemented.

### **Right to data portability (Article 20)**

You have the right to obtain a copy of the personal data that you have submitted to the higher education institution in a commonly used, machine-readable format and transfer the data to another data controller. This right applies to situations where data is processed automatically on the basis of consent or contract.

This means that the right to data portability does not apply to data processing that is necessary for the performance of a task carried out in the public interest or to fulfil legal obligations imposed on the data controller. Consequently, this right does not generally apply to the higher education institution's personal data registers.

### **Right to object (Article 21)**

You may at any time object to the processing of your personal data for special personal reasons, if the basis for processing is a task carried out in the public interest, the exercise of official authority, or the higher education institution's legitimate interests. After receiving such a request, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for processing your data.

### **Right to lodge a complaint with a supervisory 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 violates the provisions of the GDPR (2016/679). In addition, you may follow other administrative procedures to appeal against a decision made by a supervisory authority or seek a judicial remedy.

#### [Office of the Data Protection Ombudsman](#)

Street address: Lintulahdenkuja 4

Postal address: PO Box 800, FI-00531 Helsinki, Finland

Email: [tietosuoja@om.fi](mailto:tietosuoja@om.fi)

Switchboard: +358 2956 66700

### **Who do I contact with questions about data protection?**

The data controller is Tampere University Foundation sr (Business ID 2844561-8), visiting address Kalevantie 4, 33014 Tampere University, Tampere Finland (Tampere University) or Tampere University of Applied Sciences Ltd (Business ID 1015428-1), visiting address Kuntokatu 3, 33520 Tampere, Finland (TAMK).

You can contact the Teacher Training School by email at [tampereen.normaalikoulu@tuni.fi](mailto:tampereen.normaalikoulu@tuni.fi)

Please deliver all subject access requests to the data protection officer of Tampere Universities (by email at [dpo@tuni.fi](mailto:dpo@tuni.fi) or by post to the following address: Data Protection Officer, Tampere University, FI-33014, Tampere, Finland).

This privacy notice was updated on 27 August 2021.