

Privacy Notice

dated 25.6.2020

1. Data Controller:

Tampere University Foundation sr

Address: 33014 Tampere University, Kalevantie 4, 33100 Tampere

Business ID: 2844561-8

2. Contact person for registry matters:

Sari Nieminen

Phone: 0294 5211

Email: tau@tuni.fi

3. Data Protection Officer:

dpo@tuni.fi

4. Registry name:

Panopto user registry

5. Purpose of processing personal data and legal basis:

Purpose:

Panopto serves as the video recording and publishing platform for the Tampere University community.

Collected personal data is used for:

- Managing user rights
- Guiding learning and evaluating study performance
- Enabling communication
- Verifying user identities
- Generating learning analytics data
- Resolving issues.
- Legal basis: Statutory obligation

6. Content of the registry:

The registry contains information about logged-in users of the Tampere University and Tampere University of Applied Sciences Panopto video platform, as well as the video recordings they have added.

Mandatory personal data for users:

- User ID
- First name

- Last name
- Email address

Data generated by Panopto usage includes user-added video recordings, comments, notes, and other self-added information in the service.

7. Regular sources of information:

Users log in to the Panopto service either with their Tampere University community TUNI account or via Tampere University community Moodle using LTI integration. When a user logs in to Panopto, their information (user ID, first name, last name, and email address) is transferred to the service.

Otherwise, data is obtained directly from the user.

8. Regular disclosures and recipient groups:

- Information is not disclosed for external use except to authorities upon specific request.
- Processing of personal data in the registry is outsourced through a service agreement.
- The service is provided by NORDUnet in their data centers in Sweden and Denmark.

9. Transfer of data outside the EU or EEA:

Registry data is not transferred to third countries or international organizations outside the EU or EEA.

10. Description of security measures:

Electronically processed data:

- The system is used as a SaaS service provided by NORDUnet. Security measures and database backups are handled by the service provider.
- Communication uses an internet connection and SSL encryption.

Logging in to the system requires user identification either with a TUNI account (HAKA single sign-on) or via TUNI Moodle. The system has designated administrators.

11. Retention period for personal data:

Retention Period for Personal Data and Criteria for Determining Retention The data controller may remove personal data from the registry as needed. Video recordings are automatically deleted if they have not been viewed for two years.

Study-related information, such as video-based assignment submissions, is retained according to Tampere University community document management plans.

12. Information on the Existence of Automated Decision-Making or Profiling, and Information on the Logic and Significance of Processing for the Data Subject

The registry 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 Data (Right to Obtain Access to Personal Data)

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

Right to Rectification of Data

- The data subject has the right to request that incorrect, inaccurate, or incomplete personal data be corrected or supplemented without undue delay. Additionally, the individual has the right to request unnecessary personal data to be deleted.

Right to Erasure of Data

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

Right to Restriction of Processing

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

Right to Object

- In specific circumstances, the data subject has the right to object to the processing of their personal data based on their personal, specific situation.

Right to Data Portability

- In certain situations, the data subject has the right to receive their personal data, which they have provided to the data controller, in a structured, commonly used, and machine-readable format, and the right to transfer the data to another data controller.

Right to Lodge a Complaint with a Supervisory Authority

- The data subject has the right to lodge a complaint with the supervisory authority based on their permanent place of residence or workplace if they believe that the processing of personal data violates the EU General Data Protection Regulation (EU) 2016/679. Additionally, the data subject has the right to use administrative remedies and other legal protections.

Contact information:

Office of the Data Protection Ombudsman, PO 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 **tau@tuni.fi** or by regular mail to the following address:

Tampere University, 33014 Tampere University