

Privacy Notice

dated 15.09.2020

1. Data Controller

Tampereen korkeakoulusäätiö sr
Address: Kalevantie 4, 33100 Tampere, Finland
Business ID: 2844561-8

2. Contact Person for Registry Matters

Sari Nieminen
Phone: +358 294 5211
Email: tau@tuni.fi

3. Data Protection Officer

Email: dpo@tuni.fi

4. Registry Name

REDCap User Registry

5. Purpose of Processing Personal Data and Legal Basis

Purpose:

- REDCap is a browser-based tool for creating and managing online surveys and databases. It is specifically designed to support online or offline data collection for research and operations.
- Usage rights management
- Enabling communication
- Verifying user identities
- Troubleshooting

Legal basis:

Legal obligation

6. Contents of the Registry

- The registry contains information about users who have logged into Tampere University's REDCap system.
- Mandatory personal data about users:
 - User ID
 - First name
 - Last name

- Email address
- Data generated during REDCap usage: Information from users' projects.

7. **Regular Sources of Information**

Users log into the REDCap system using their Tampere University community TUNI account. When a user logs into REDCap, their information is transferred to the service via their user ID.

Otherwise, information is obtained directly from users, such as first names, last names, and email addresses.

8. **Regular Disclosures of Data and Recipient Groups**

Information is not disclosed for external use except to authorities upon specific request.

The processing of personal data in the registry is not outsourced through a service agreement.

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. **Principles of Data Protection**

Electronically processed data:

- Communication uses an Internet connection and SSL encryption.
- Logging into the system requires user identification with the TUNI account (HAKA single sign-on).

11. **Retention Period for Personal Data or Criteria for Determining Retention Time**

The data controller may remove personal data from the registry as needed.

User-entered data will not be deleted without the user's consent.

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**

Unless otherwise provided by data protection legislation:

Right to Access Data (right to access 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:

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

Right to Erasure:

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

Right to Restriction of 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 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 this 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 responsible for their habitual residence or place of work if they believe that the processing of their personal data violates the EU General Data Protection Regulation (EU) 2016/679. Additionally, the individual 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 tau@tuni.fi or by regular mail to the following address:

Tampere University

33014 Tampere University