

Privacy Notice

01.11.2019

1. Data Controller

Tampereen korkeakoulusäätiö sr

Address: Kalevantie 4, 33100 Tampere, Finland

Business ID: 2844561-8

2. Contact Person for Registry Matters

Name: Hannele Laitinen

Phone: 040 190 1391

Email: Hannele.Laitinen@tau.fi

3. Data Protection Officer

Email: dpo@tuni.fi

4. Registry Name

Tampereen yliopiston SAP-taloushallintojärjestelmän rekisteri (Tampere University's SAP Financial Management System Registry), including SAP ECC, BW reporting, Martti document circulation, system user management, and SAP Open Text Archive.

5. Purpose of Processing Personal Data and Legal Basis

Purpose:

- The SAP financial management system handles the following financial processes:
 - General ledger accounting, including fixed asset accounting
 - Accounts payable management
 - Sales invoicing and accounts receivable management
 - Project management
 - Internal accounting
 - Financial reporting
 - Inventory management
 - Archiving

Legal basis:

- Contract

6. Contents of the Registry

The registry contains information about the university's billing customers, travelers, suppliers, and users of the warehouse management's pickup warehouse, as well as system-specific access rights.

Billing customers:

- Name
- Mailing address

- Possible VAT number
- Language code (FI, EN, or SV)

Suppliers:

- Name
- Mailing address
- Bank contact details

BW reporting: Payroll cost report

- University's internal HR identifier
- Name
- Salaries and fees paid to individuals
- Allocation of work hours to cost centers

Personnel suppliers:

- Name
- Mailing address
- Bank contact details

Warehouse management:

- Pickup warehouse user's personnel card ID number or user's name
- Research group name and research group leader's name

User management:

- Person's name and personnel number
- Access rights

Travelers:

- Person's name and personnel number

7. Regular Sources of Information

- Information collected from billing customers is based on the agreement between the university and the customer. The customer provides the necessary information for creating sales invoices.
- Personnel suppliers send purchase invoices or other payment instructions to the university. Individuals themselves provide the necessary information for paying purchase invoices.
- Open Text Archive: Information related to employees is transferred to the payroll report from the HR system.
- Travel expense reports in the Open Text Archive: Information related to travelers is available in the Open Text Archive from the M2 system, where data is obtained for university staff from the university's HR system. For travelers who are not university staff, information is obtained directly from individuals using a form for invoice payment.
- User management information is obtained from system-specific access requests.

8. Regular Disclosures of Data and Recipient Groups

Regular disclosures to third parties:

- Payment information for purchase invoices goes to the bank.
- Information about unpaid sales invoices may be transferred to a collection agency if necessary, and for public legal claims, to the domestic enforcement authority for debt collection.
- Registry data may be provided to third parties for auditing or audit purposes.

The processing of personal data in the registry has been outsourced through a service agreement:

- Yes, additional information about outsourced processing: Certia Oy.
- Certia Oy is a service center that provides financial and personnel administration services to universities, among others. The service agreement between Tampere University and Certia Oy defines the roles and responsibilities of the financial administration parties.

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

A. Manual material:

- Manual material underlying accounting transactions is kept in a locked space if it contains personal data.

B. Electronically processed data:

- Access and visibility are restricted to individuals necessary for processing in the system.

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

- Purchase invoices: 20 years
- Travel expense reports: 20 years
- Sales invoicing: 20 years
- Payment transaction documents: 20 years
- Supplier registry information: 20 years
- Customer registry information: 20 years
- Payroll administration documents: 50 years

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