

Privacy Notice

dated 17.11.2023

EU General Data Protection Regulation (EU 2016/679) Articles 12–14

1. Data Controller

Tampereen korkeakoulusäätiö sr

Address: Kalevantie 4, 33100 Tampere, Finland

Business ID: 2844561-8

2. Contact Person for Registry Matters

Kirsi Viitanen

Phone: 0503009394

Email: kirsi.viitanen@tuni.fi / tassu.tau@tuni.fi

3. Data Protection Officer

Email: dpo@tuni.fi

4. Registry Name

Tassu System

5. Purpose of Processing Personal Data and Legal Basis

Purpose:

- Planning and forecasting resources for projects and university finances by allocating personnel to projects. The registry is also used to grant system access rights.

Legal basis:

- Contract
- Legitimate interest of the data controller:
 - According to Section 51 of the University Act (558/2009), universities must provide the Ministry of Education and Culture with the information required for education and research evaluation, development, statistics, monitoring, and guidance in a manner determined by the ministry.
 - Transferring personal data within the organization for administrative reasons. The data controller's obligation is to reliably anticipate and report on the development of the organization's finances.

6. Contents of the Registry

Information related to an individual's employment contracts:

- Name

- Personnel number
- Email address
- Unit code and name
- Job title
- Cost center code and name
- Contract start and end dates
- Supervisor information
- Job level (no personal performance data is used)

Information related to an individual's project activities:

- Participation and role in projects
- Allocation of work and salary share to project forecasts

7. Regular Sources of Information

The registry data is obtained directly from the individual (employment contract).

Personnel, employment, and supervisor information comes from the Mepco system.

Organization and project performance data come from SAP accounting.

All data is transmitted to the system provider through the university's integration services.

8. Regular Disclosures of Data and Recipient Groups

No data disclosures related to personal data are made from the system. Registry data may be provided to auditors for auditing purposes.

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

- The information system has been procured as a SaaS service from Keto Software Oy. A separate agreement regarding the processing of personal data has been concluded with the supplier.

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:

- Registry data is only stored in electronic form. When transmitted over the network, data is protected.
- No data collection occurs. Personal data is only needed for resource allocation to ongoing projects and granting access rights.

- The registry server hardware is located in secure data center facilities with access control and security. Access to the database containing registry data is restricted both through network technology and user IDs and passwords.
- The Tassu system does not maintain the registry, and no archival version is maintained.
- Visibility of personal data related to other individuals is restricted based on user role information.

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

The data is retained in the registry according to the records management plan.

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