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The EU's General Data Protection Regulation (EU 2016/679), Art. 12-14

**Privacy Notice**

1 Data controller	Tampere University Foundation sr  FI-33014 Tampere University, Finland Kalevantie 4, 33100 Tampere, Finland  Business ID 2844561-8
2 Contact person	Hanna-Leena Hietaranta-Luoma tel. +358 50 4784022 email: <a href="mailto:opintopalaute.tau@tuni.fi">opintopalaute.tau@tuni.fi</a>
3 Data Protection Officer	dpo@tuni.fi
4 Name of the register	<b>TAU student surveys, MS Forms</b>
5 Purpose of processing personal data and the lawful basis for processing	<p>Purpose of processing:</p> <p>Finnish universities have a legal obligation to evaluate the education they provide and the impact thereof (Universities Act 558/2009, Section 87).</p> <p>Lawful basis for processing:</p> <p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Contract</p> <p><input checked="" type="checkbox"/> Legal obligation</p> <p><input type="checkbox"/> Vital interests of data subjects</p> <p><input type="checkbox"/> Public interest or the exercise of official authority</p> <p><input type="checkbox"/> Legitimate interests of the Data Controller</p>
6 Contents	<p>The records contain survey questions as well as respondents' answers to numerical and open-ended questions relating to the education and services provided by Tampere University.</p> <p>Feedback is collected by conducting the following surveys among students:</p> <ul style="list-style-type: none"> <li>- applicant survey</li> <li>- new student survey</li> <li>- second-year student survey and fourth-year student survey</li> <li>- exchange student survey</li> <li>- doctoral student survey</li> <li>- MSc graduate survey</li> <li>- doctoral graduate survey</li> <li>- student services survey</li> <li>- course feedback survey</li> <li>- survey for tutors</li> </ul>

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	<ul style="list-style-type: none"> <li>- survey for specialising physicians</li> </ul> <p>The surveys explore the following themes:</p> <ul style="list-style-type: none"> <li>- background information about respondents: gender, age, degree programme, previous qualifications</li> <li>- quality and attractiveness of education leading to a degree</li> <li>- student experience, academic progress, level of satisfaction with one's degree</li> <li>- strategic information needs</li> <li>- development of expertise</li> <li>- opportunities for participation, well-being and equality</li> <li>- employment rate</li> <li>- services and the learning environment</li> <li>- other current themes relating to studies and learning</li> </ul>
7 Sources of information	The survey automatically saves the respondent's name and email address. The survey may also be carried out completed anonymously. The survey answers may be combined with basic information on the student from the student register (usually the name of the degree programme) if this is stated. The survey must state which information is combined.
8 Regular disclosure of data and recipients	<p>Regular disclosure of data to third parties:</p> <p>Data will not be disclosed as is to any third parties. The data will be utilised to support Tampere University's internal development activities. Summaries and analyses drawn up based on the survey results may be published on the University's website.</p> <p>If there is a research permit, anonymised data may be given to the University's employees and students for research purposes.</p> <p>The Data Controller has signed a contract to outsource processing activities:</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, more information about outsourced processing activities:</p>
9 Transfer of data outside the EU or the EEA  If data is transferred outside the EEA, please describe the related data protection procedures	<p>Will data stored in the records be transferred to a country or an international organisation located outside the EU or the EEA:</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, please specify:</p> <p style="padding-left: 40px;">Description of the measures taken to protect data:</p>
10 Data protection principles	<p>A manual data</p> <p>As a rule, no manual data will be generated as a result of conducting the surveys. PowerPoint presentations and PowerBI reports may be prepared to</p>

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	sum up the survey results without including any data that may identify an individual respondent.
	<p>B electronic data</p> <ul style="list-style-type: none"> <li>- All data listed in item 6 above.</li> <li>- The surveys are conducted through the MS Forms service maintained by the University's ICT Services.</li> <li>- If necessary, data may be transferred to be processed using computational or analysis software.</li> <li>- The results are published as PowerBI reports in the University's reporting application (TuniReports) and on an Intranet Handbook page.</li> <li>- Data is processed in accordance with the University's data protection policy.</li> <li>- Access to data is restricted to persons who oversee student feedback collection in the Education and Learning unit.</li> </ul>
<p>11a) Data retention period or criteria for determining the retention period</p> <p>11b) Data archiving</p>	<p>The data retention period is defined in the University's records management plan. If the records management plan does not contain provisions concerning the retention of data, the data will be held no longer than 5 years. This facilitates the required long-term follow-up.</p> <p>Data is also disclosed, without any identifiable personal data, to the Finnish Social Science Data Archive (FSD) for archiving and more detailed anonymisation for later research use. The data will be reported publicly so that no single individual can be identified from the results.</p>
<p>12 Existence of automated decision-making or profiling, the logic involved and the significance of the envisaged consequences for data subjects</p>	<p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, please specify:</p>
<p>13 Rights of data subjects</p>	<p>Data subjects have the following rights under the EU's General Data Protection Regulation (GDPR):</p> <ul style="list-style-type: none"> <li>- <u>Right of access</u> <ul style="list-style-type: none"> <li>o Data subjects are entitled to find out what information the University holds about them or to receive confirmation that their personal data is not processed by the University.</li> </ul> </li> <li>- <u>Right to rectification</u> <ul style="list-style-type: none"> <li>o Data subjects have the right to have any incorrect, inaccurate or incomplete personal details held by the University revised or supplemented without undue delay. In addition, data subjects are entitled to have any unnecessary personal data deleted from the system.</li> </ul> </li> <li>- <u>Right to erasure</u></li> </ul>

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	<ul style="list-style-type: none"><li>○ In exceptional circumstances, data subjects have the right to have their personal data erased from the Data Controller's records ('right to be forgotten').</li><li>- <u>Right to restrict processing</u><ul style="list-style-type: none"><li>○ In certain circumstances, data subjects have the right to request the University to restrict processing their personal data until the accuracy of their data, or the basis for processing their data, has been appropriately reviewed and potentially revised or supplemented.</li></ul></li><li>- <u>Right to object</u><p>In certain circumstances, data subjects may at any time object to the processing of their personal data for compelling personal reasons.</p></li><li>- <u>Right to data portability</u><ul style="list-style-type: none"><li>○ Data subjects have the right to obtain a copy of the personal data that they have submitted to the University in a commonly used, machine-readable format and transfer the data to another Data Controller.</li></ul></li><li>- <u>Right to lodge a complaint with a supervisory authority</u><ul style="list-style-type: none"><li>○ Data subjects have the right to lodge a complaint with a supervisory authority in their permanent place of residence or place of work, if they consider the processing of their personal data to violate the provisions of the GDPR (EU 2016/679). In addition, data subjects may follow other administrative procedures to appeal against a decision made by a supervisory authority or seek a judicial remedy.</li><li>○ Contact information: Office of the Data Protection Ombudsman, PO Box 800, FI-00521 Helsinki, Finland tietosuja@om.fi</li></ul></li></ul> <p>Please deliver all subject access requests by email to the generic email address of Tampere University (<a href="mailto:tau@tuni.fi">tau@tuni.fi</a>) or by post to the following address: Tampere University FI-33014 Tampere University, Finland</p>
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