

Privacy notice for Financial Services

This privacy notice is effective as of 1 January 2025.

Why do we process your personal data?

Personal data is processed to support the operations of the Financial Services unit at Tampere University. Specifically, we process personal data to:

- process sales invoices
- process purchase orders
- process travel expense claims
- administer payment applications for externally funded projects and report to funding bodies
- process donations
- perform accounting tasks
- conduct budgeting and budget monitoring
- report to management and prepare interim and year-end financial statements.

Do we process data for the purpose of automated decision-making or profiling?

We do not engage in automated decision-making or profiling activities.

What types of personal data do we process?

We process the following types of personal data:

- Customers: name, postal address, possible VAT number, language code (FI, EN or SV).
- Suppliers: name, postal address, bank details.
- Donors: name, postal address.
- Payrolls reports: the employee HR code (the University's internal code), name, paid salaries and fees, allocation of working hours to cost objects.
- User management: name and staff number, user account, user rights.

Why are we allowed to process your personal data?

The lawful basis for processing personal data is a legal obligation under the EU's General Data Protection Regulation (GDPR, Article 6, Section 1c). We process personal data to comply with the legal obligations of Tampere University as the Data Controller.

In addition, our processing activities are based on the following regulations and Finnish laws:

- Universities Act
- Foundations Act
- Regulations of Tampere University, Financial Regulations of Tampere University
- Accounting Act, Accounting Ordinance
- Act on the Taxation of Business Income
- Income Tax Act
- Lotteries Act
- Act on Public Procurement and Concession Contracts
- Decree by the Ministry of Education and Culture on the criteria for calculating government funding allocated to universities
- Decree by the Ministry of Education and Culture on the fees charged for services provided by universities
- Government decree on fees charged for participating in activities provided by universities
- Auditing Act.

How do we collect personal data?

- Customers provide the personal data required to process sales invoices and revenues.
- Suppliers provide the University with a purchase invoice or other payment request that includes the required personal data. Suppliers provide the personal data required to pay their purchase invoices.
- Data required for payroll reports and budgeting purposes is obtained from the payroll system, the HR system and the work time allocation system.
- Data required for user management purposes is obtained from user rights applications for the relevant systems.

Data Processors and the disclosure of data

Internal Data Processors:

Personal data is processed by staff within the Financial Services unit at Tampere University. In addition, Certia Oy, which provides HR, financial, and payroll services to universities in Finland, serves as a Data Processor on the University's behalf. The University and Certia have entered into a service agreement that also includes a data processing agreement.

Financial Services share financial reports containing personal data with faculties and units within Tampere University.

External Data Processors:

Personal data is disclosed to third parties serving as Data Processors:

a. Based on a contract

- Data relating to sales invoices is disclosed to electronic and paper invoice delivery services.
- Data relating to sales receivables is disclosed to debt collection agencies (Lowell Suomi Oy).

b. Based on legislation

- Data relating to donations is disclosed to the National Police Board of Finland and the Finnish tax authorities.

Will we transfer your personal data outside of the EU/EEA?

No, we do not transfer personal data outside of the EU/EEA.

How long do we retain your personal data?

The duration of processing and retention periods are based on legislation and the University's Information Management Plan:

- Purchase invoices: 20 years
- Sales invoices: 20 years
- Payment transaction records: 20 years

- Data stored in supplier records: 20 years
- Data stored in customer records: 20 years
- Payroll documents: 50 years

What are your rights as a data subject?

- Right of access (Article 15)

You have the right to know what personal data we process and hold about you. Many of our information systems allow you to view the data that we have stored about you when you are logged on.

- Right to rectification (Article 16)

You have the right to have any incorrect, inaccurate or incomplete personal details that we hold about you revised or supplemented without undue delay. You are also entitled to have any unnecessary personal data erased from our records.

- Right to restrict processing (Article 18)

In certain circumstances, you have the right to request us to restrict processing your personal data until the accuracy of your data, or the lawful basis for processing your data, has been appropriately reviewed and potentially revised or supplemented.

- Right to lodge a complaint with a supervisory authority (Article 77)

You have the right to file a complaint with the supervisory authority if you consider the processing of your personal data to violate the provisions of the GDPR. In addition, you may follow other administrative procedures to appeal against a decision made by a supervisory authority or seek a judicial remedy.

Office of the Data Protection Ombudsman

PO Box 800, FI-00521 Helsinki, Finland

Email: tietosuoja@om.fi

Tel. +358 29 566 6700

www.tietosuoja.fi

Questions about data protection

Please send all subject access requests via email to tau@tuni.fi or by post to the address below:

Tampere University

FI-33014 Tampere University, Finland

Data Controller responsible for processing personal data

Tampere University Foundation sr

FI-33014 Tampere University, Finland

Kalevantie 4, FI-33100 Tampere, Finland

Business ID 2844561-8

Contact person for questions about the records

Financial Services, Accounting and Financial Administration, Head of Unit

Email: talous.tau@tuni.fi

Tel. +358 (0) 294 52 11

Contact our Data Protection Officer

Email: dpo@tuni.fi