

Privacy notice of the TuniSign service

This is an information document for data subjects in accordance with the EU's General Data Protection Regulation (EU 679/2016) which supplements Tampere University's General Data Protection Notice.

1. Data controller

The controller of your personal data is:

Tampere University Foundation sr. (Tampere University)
Business ID: 284451-8
Kalevantie 4 FI-33100 Tampere, Finland

The contact person for questions about data processing in TuniSign is Jorma Viikki whom you can reach at asianhallinta.tau@tuni.fi

If you have general questions about data protection at Tampere University, please email our Data Protection Officer at dpo@tuni.fi.

2. Scope and purpose of data processing

A personal data registry, referred to as the **TuniSign electronic signature**, will be created while processing your personal data.

Tampere University processes the personal data of users who are members of its staff and student body, as well as individuals employed by its contractual partners, to enable the electronic signing of contracts and other legally binding documents via the TuniSign signature service.

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3. The legal basis of processing your personal data

The legal basis for processing your personal data is:

- ☐ consent (of the data subject)
- ☐ contract
- ☒ controller's legal obligation
- ☐ protection of vital interests
- ☒ public interest or the exercise of official authority
- ☐ legitimate interests of the controller or a third party

4. Sources and types of personal data

The signatory's name, telephone number and email address are needed to operate the TuniSign system. We may also process information about the organisation the signatory represents, and their job title and other relevant information required in the signature field

Data on Tampere University's employees and students who regularly sign documents on behalf of the University are obtained from the University's existing records. Data on persons from other organisations are collected from the persons themselves.

TuniSign is Tampere University's electronic signature system that is used to sign various documents related to the operations of the University. Depending on the situation, the signatories may be the University's representatives who sign documents on behalf of the University, representatives of other organisations on behalf of their organisation, and individuals on behalf of themselves. To enable signing the documents electronically, the system processes the personal data of signatories and the persons who send out signature request.

5. Transfer and disclosure of personal data

Your personal data will not be regularly transferred to other controllers.

Under data protection legislation, your personal data may be disclosed to authorities or others upon demand.

Personal data processing has been outsourced to a company called Sarake Oy as regards storing the data contained in the information system.

Your personal data will not be transferred outside of the EU/EEA area.

6. Protection of your personal data

Your personal data will be protected using appropriate technical and organisational measures.

No manual data are stored.

A company called Sarake Oy is responsible for storing the electronically processed data saved in the Tunisign system.

7. The retention period of personal data

We will adhere to our Data Management Plan when determining the retention period of personal data.

8. Profiling and automated decision-making

Your personal data will not be used for profiling or automated decision-making.

9. The rights of data subjects

Unless otherwise provided by data protection legislation, data subjects have the following rights which you can exercise by sending us a request.

Right of access

You have the right to request confirmation of whether we hold your personal data and to know which data we are holding.

Right to rectification

You have the right to request that any incorrect or incomplete personal data we hold about you be revised or supplemented. You can also request to have any unnecessary personal data erased from our records.

Right to restrict processing

In certain circumstances, data subjects have the right to request that the University restricts processing their personal data until the accuracy of the data has been appropriately reviewed and revised or supplemented.

Right to lodge a complaint with a supervisory authority

Data subjects have the right to lodge a complaint with a supervisory authority if they find that the processing of their personal data violates the provisions of the EU's General Data Protection Regulation (EU 2016/679).

If you believe that the processing of your personal data violates data protection legislation, you have the right to lodge a complaint with a supervisory authority (Data Protection Ombudsman):

Office of Data Protection Ombudsman
PO Box 800, FI-00531 Helsinki, Finland
Email address: tietosuoja@om.fi

Requests related to the rights of data subjects should be emailed to Tampere University's email address asianhallinta.tau@tuni.fi or posted to Tampere University, FI-33014 Tampere University.