



4 October 2023

Privacy Notice of the Archives of the School of History, Culture and Arts Studies (SHCAS Archives)

This document outlines the processing of personal data in the SHCAS Archives of the University of Turku. It fulfils the requirements of the EU General Data Protection Regulation articles 13 and 14, which require to inform the data subject on the processing of their personal data.

Name of the register The Archives of the School of History, Culture and Arts Studies (SHCAS Archives) of the University of Turku

Contact information The Archives of the School of History, Culture and Arts Studies (SHCAS)
FI-20014 TURUN YLIOPISTO
tel. +358 29 450 5000
hkti-arkisto@utu.fi

Data Controller University of Turku

Data Protection Officer Email: dpo@utu.fi

Purpose of processing

The Archives of the School of History, Culture and Arts Studies (SHCAS Archives) contains the collections of the School of History, Culture and Arts Studies of the University of Turku created for the purpose of research and teaching carried out in the departments, and some individual collections created outside the School. The SHCAS Archives is a research archive, the materials of which can be used in research, university teaching, museum activities, and, on a case-by-case basis and according to discretion, in other purposes. The SHCAS Archives serves the public interest by promoting scientific research (Section 2 of the Universities Act 558/2009). The collections include photographs, interviews, videos and documents.

Purposes for processing personal data:

- Transfer of data for the purposes of research, teaching, museum activities, and, on a case-by-case basis and according to discretion, for other purposes, in accordance with the terms and conditions of the Archives.
- Collaboration with the providers and users of data (managing the rights of use and delivery of data).
- Information and other customer service
- Archiving purposes in the public interest

The research data are valuable both for research and cultural history, and they are stored permanently. Personal data collected for use in customer and information services are stored according to the retention times defined in the information management plan of the University of



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Turku.

Grounds for processing personal data

Archived data: Archiving carried out in the public interest

- General Data Protection Regulation (EU 2016/679 article 6.1 e)
- Data Protection Act (1050/2018), Section 4, Paragraph 4, and Section 6, Paragraph 8

Customer and information services: Agreement

- General Data Protection Regulation (EU 2016/679 article 6.1 d)

Processed personal data categories

Personal information appearing in the data.

The information varies case-by-case and can include: name, gender, profession, year of birth, year of death, place of birth, place of residence, education, marital status, native language, language of the data, race or ethnic origin, religious or philosophical conviction, political opinions, trade union membership, health information. Processing of the data is needed for the purposes of archiving in the public interest.

Information that enables archiving, customer and information services:

- Username (on the Mediabank order form)
- Purpose of use of the data
- Name
- Email address
- Telephone number
- Address (not mandatory information)

Source of personal data

Data created as the result of the activities of the units of the School of History, Culture and Arts Studies, as well as data provided by external parties outside the School, that have been archived or will be archived are stored in the SHCAS Archives.

Information provided by the provider and the user of the data in the customer and information services.

Disclosure of personal data

Data can be disclosed

- upon request for the person in question pursuant to Section 11 of the Act on the Openness of Government Activities
- on a document pertaining to the individual pursuant to Section 12 of the Act on the Openness of Government Activities
- In accordance with the terms and conditions for the purposes of research, teaching, museum activities, and, on a case-by-case basis and according to discretion, for other purposes.



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The University of Turku will not transfer Personal data outside the EU or the EEA.

Rights of the data subject

The data subject has the right to access their personal data retained by the data controller, the right to rectification or erasure of data, and the right to restrict and object the processing of data.

The right to the erasure of data does not usually apply to personal data which the University (the SHCAS Archives) handles for the purpose of archiving in the public interest (General Data Protection Regulation EU 2016/679 article 17.3 d).

Registered personal data is not used for profiling.

The contact person in matters regarding the rights of the data subject is the Data Protection Officer, whose contact information is listed at the beginning of the privacy notice.

Right to lodge a complaint with the supervisory authority

If you suspect that your personal data is being handled in violation of data protection legislation, you have the right to lodge a complaint with the supervisory authority responsible for the handling of personal data processing.

The complaint can be made to the Data Protection Ombudsman, who is the supervisory authority responsible for the handling of personal data in Finland. You will find the contact information by visiting their website at <https://tietosuoja.fi/en/home>

Further information

The use of the service (Mediabank) creates log entries which are used for ensuring the information security of the service, developing the technology of the service, and for detecting, preventing or investigating technical faults or errors (Sections 138, 141, 144, and 272 of the Information Society Code (917/2014)).

The logs are retained for a time period that is required for these purposes and they will not be used for any other purposes.

Principles for the protection of personal data is described at: <https://www.utu.fi/en/privacy/data-security-description>