

3.2.2020

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| 1. The name of the register  | Mentoring register  |
| 2. Identity and contact information of the data controller           | University of Turku<br>Address: University of Turku, FI-20014 TURUN YLIOPISTO<br>Email: kirjaamo@utu.fi<br>Telephone: +358 29 450 5000 (operator)   |
| 3. Contact information of the Data Protection Officer                | Email: <a href="mailto:DPO@utu.fi">DPO@utu.fi</a><br>Further information: <a href="http://www.utu.fi/dpo">www.utu.fi/dpo</a>  |
| 4. Contact information for matters regarding the use of the register | Email: mentorointi@utu.fi   |
| 5. Purpose and legal basis for the processing of personal data       | <p>The purpose of the mentoring register is to store the contact information of the mentors in the University of Turku's mentoring programmes. Persons in the mentoring register have acted as a mentor or have expressed their interest in acting as a mentor in the mentoring programme for students/doctoral candidates/university staff. The mentoring register is primarily used in search for mentors and in communication related to the mentoring programmes.</p> <p>Information stored in the mentoring register may also be used to provide statistical data for the University of Turku.</p> <p>The processing of personal data is based on the data controller's legitimate interest.</p> |
| 6. Legitimate interests of the data controller or a third party      | The university of Turku and the data subjects have a purposeful relationship, which is based on the data subject's voluntary participation in the university's mentoring programme or alternatively on the interest in such participation as expressed by the data subject.   |

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| <p>7. Personal data groups in this privacy notice</p>         | <p>Basic information</p> <ul style="list-style-type: none"> <li>• First name</li> <li>• Last name</li> <li>• Position</li> <li>• Company/organisation</li> <li>• Email</li> <li>• Mobile phone</li> <li>• Telephone</li> </ul> <p>Degree information</p> <ul style="list-style-type: none"> <li>• Major subject</li> <li>• Degree</li> <li>• Year of graduation</li> </ul> <p>Additional information, e.g.</p> <ul style="list-style-type: none"> <li>• Why do you wish to be a mentor?</li> <li>• What do you expect of the mentoring programme and your mentoring pair?</li> <li>• What topics would you like to address especially during mentoring?</li> <li>• Have you previously acted as a mentor, work councillor or coach?</li> </ul> <p>In addition, it is possible to store one's CV in the system as an attachment.</p> |
| <p>8. Recipients and recipient groups of personal data</p>    | <ul style="list-style-type: none"> <li>• eTaika Oy (eTaika is the system supplier for the University's Konsta – Contact and Event Management System)</li> <li>• emaileri Oy (the emailer service may be used for sending newsletters)</li> <li>• Registered information may, when required, be handed to an interest group of mentoring (e.g. the organiser of a mentoring event or training)</li> </ul>  |
| <p>9. Information on transferring data to third countries</p> | <p>Data in the mentoring register will not be transferred or disclosed to parties outside the EU or the European economic region.</p>   |
| <p>10. The period for retaining personal data</p>             | <p>The period for retaining personal data is seven (7) years. The period for retaining is calculated from the end of the calendar year in which the data subject has either acted as a mentor or expressed interest in acting as a mentor.</p>  |

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| <p>11. Rights of the data subject</p>   | <p>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 or object the processing of data, and the right to transfer the data from one controller to another.</p> <p>The data subject has the right to make a complaint with the supervisory authority.</p> <p>The contact person in matters regarding the rights and obligations of the data subject is the Data Protection Officer. Contact information of the Data Protection Officer can be found at the beginning of this notice.</p>  |
| <p>12. Information on the source of personal data</p>                                     | <ul style="list-style-type: none"> <li>• The data subject has provided their personal data themselves</li> <li>• The source of the personal data may also be the university's contact and event management system provided that the personal information of a person willing to be a mentor has already been previously stored in the system due to another role in the organisation (e.g. an alumnus).</li> </ul>   |
| <p>13. Information on the existence of automatic decision-making, including profiling</p> | <p>Registered data will not be used for automatic decision-making or profiling.</p>  |
| <p>14. Principles for the protection of personal data</p>                                 | <p>The registered data is stored according to the best practices, good information security and legislative regulations so that it is protected from external parties. The register is protected with user identification and passwords as well as structural and group-specific authorisation. Registers containing personal data can be accessed only by members of personnel who require the use of personal data for performing their work tasks. The system can be accessed only through a protected network connection.</p> <p>An agreement on the terms regarding the processing of personal data, which is in accordance with the EU Data Protection Regulation, has been made with the system supplier (eTaika Oy).</p> |

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|  | <p>The use of the service 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 these purposes for the required time period and they will not be used for any other purposes.</p> |
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