

23 May 2018

1. Name of the register	Stakeholder Register of the University Communications
2. Identity and contact information of the Data Controller	University of Turku Address: University of Turku, FI-20014 TURUN YLIOPISTO Email: kirjaamo@utu.fi Telephone: +358 29 450 5000 (operator)
3. Contact information of the Data Protection Officer	Camilla Engman Email: DPO@utu.fi Telephone: +358 29 450 4361
4. Contact information in matters regarding the use of the register	University of Turku University Communications Email: communications@utu.fi
5. Purpose and legal basis for the processing of personal data	The purpose of processing of personal data is increasing interaction and collaboration with internal and external customers and partners, and promoting the University's societal interaction. Personal data is utilised particularly for sending invitations of events (e.g. Ceremonial Conferment) organised by the University.  The processing of personal data is based on the Data Controller's legitimate interest.
6. Legitimate interests of the Data Controller or a third party	The University and the person in the register have a relevant relationship. From the University's perspective, the persons in the register are in the position of a customer or employee concerning the University's third mission, realising societal interaction. The person has been included in the register due to their position, work task, or a stakeholder connection significant for the University.

<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>• Title</li> <li>• Company/organisation</li> <li>• Email</li> <li>• Mobile phone</li> </ul> <p>Work address</p> <ul style="list-style-type: none"> <li>• Address (work)</li> <li>• Postal code (work)</li> <li>• Town/city (work)</li> <li>• Country (work)</li> </ul> <p>Home address</p> <ul style="list-style-type: none"> <li>• Address (home)</li> <li>• Postal code (home)</li> <li>• Town/city (home)</li> <li>• Country (home)</li> </ul> <p>Other information</p> <ul style="list-style-type: none"> <li>• Possible additional information</li> <li>• Type of stakeholder (e.g. university rectors)</li> <li>• Information on actions (e.g. information on past contacts)</li> </ul>
<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. The Stakeholder Register of the University Communications is stored in Konsta.)</li> <li>• emaileri Oy (the emailer service is used for sending news letters to the data subjects)</li> </ul>
<p>9. Information on transferring data to third countries</p>	<p>The data in the Stakeholder Register of the University Communications will not be transferred or disclosed to parties outside the EU or the European economic region.</p>
<p>10. Period for retaining personal data</p>	<p>Personal data is deleted when the grounds for stakeholder collaboration has ended or the person asks for the deletion of their personal data.</p>

<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 Data 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>• In regard to internal data subjects, the data is acquired from the HR system of the University.</li> <li>• In regard to external data subjects, the data is acquired from the information systems of collaborative partners and organisations (e.g. websites) and from the data subjects.</li> </ul>
<p>13. Information on the existence of automatic decision-making, including profiling</p>	<p>The data in the Stakeholder Register of the University Communications will not be used for automatic decision-making or profiling.</p>

<p>14. Principles for the protection of 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 the 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 General Data Protection Regulation, has been made with the system supplier (eTaika Oy).</p> <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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