

DATA PROTECTION NOTIFICATION

The EU General Data Protection Regulation, articles 13 and 14

Date of the document: 22 May 2018

Processing of Personal Data in TUAS Stakeholder Activities

Data controller	<p>Turku University of Applied Sciences Ltd Joukahaisenkatu 3 20520 Turku</p> <p>Telephone exchange (02) 263 350 kirjaamo@turkuamk.fi</p>
Contact information of Data Protection Officer	<p>Timo Vaskikari, Data Protection Officer (TUAS) +358 50 598 5868</p> <p>Please contact in all data protection related matters: tietosuoja@turkuamk.fi</p> <p>The messages sent to this address are processed by Data Protection Officer (DPO) and a data protection specialist working with him and as his substitute.</p>
Purpose of processing of personal data	<p>Processing of personal data related to companies:</p> <p>We process contact information of companies and persons connected to these companies in order to implement and monitor the offers, orders and invoicing of services and products sold at TUAS, to carry out customer communications and to send newsletters.</p> <p>The basis for processing personal data related to a company is legitimate interest. On a case-by-case basis, we can make agreements with companies, in case of which processing of personal data is based on the agreement.</p> <p>Processing of personal data related to private individuals:</p> <p>We process your personal data if you have subscribed to our newsletters or otherwise expressed interest in receiving marketing related to the services and communications of TUAS (e.g. Master's degrees, Open UAS and other courses). With regard to private individuals, processing of personal data is based on agreement.</p>
Processed categories of personal data and storage time of personal data	<p>Personal data processed in relation to businesses and storage time:</p> <ul style="list-style-type: none"> • Name of business, business ID/VAT number and other basic information. • Contact persons connected to businesses in above mentioned organizations (name, email, telephone, title, street address). <p>If a person connected to the business has not participated in cooperation with TUAS for three years, the personal data will be erased as unnecessary. If a</p>

	<p>person connected to the business unsubscribes a newsletter or other subscription of marketing communications, they will automatically be erased from all mailing lists in the system that contained their personal data at that moment. An entry indicating opting out of marketing will be automatically added in the data of that person.</p> <p>Personal data processed in relation to private individuals and storage time:</p> <ul style="list-style-type: none"> • Those who have subscribed to a newsletter only: email address • Marketing communications related to other TUAS services: name, email address. <p>If a private individual unsubscribes a newsletter or another marketing communication order, they will be automatically erased from the system.</p>
Regular information sources	<p>Personal data of businesses are gathered from the customer e.g. by email, by telephone, from agreements, during customer meetings, from newsletter subscription form and in other situations where the customer gives their information. We update the basic information of businesses approximately twice a year through a service provided by Suomen Asiakastieto Oy to ensure up-to-date information.</p> <p>In terms of private individuals, personal data is gathered from the newsletter subscription form and through a separate consent by the individual.</p>
Receivers and receiver groups or personal data	<p>Personal data are processed in information systems, the technical maintenance of which is handled by the following parties:</p> <p>Microsoft Apsis</p> <p>Turku University of Applied Sciences and the above mentioned parties have an agreement according to which the parties act as personal data processors.</p>
Essential information regarding transmitting of data to third countries (outside the EU or ETA countries)	<p>Data will not be transmitted outside the EU and ETA.</p>
Principles of data protection of the register	<p>In the information systems relating to operations, users have personal access rights to the systems. The user rights are restricted according to tasks and roles. Separate instructions regarding data processing are provided.</p> <p>The servers maintained by Turku University of Applied Sciences are located in secured and monitored premises.</p>
Data subject rights and responsibilities	<p>You (e.g. TUAS student, employee, customer) have the right to know how we process your personal data. You can request for access to your personal data and rectification regarding incorrect or insufficient information.</p>

You can request for erasing your personal data or restricting the processing of your personal data. The right to be forgotten (data erasure) is not valid if we process your personal data in order to comply with statutory obligations or if the processing of your personal data takes place in order to carry out a task regarding public interest or to exercise the public authority of TUAS.

You have the right to receive the personal data you have provided us with and to transmit that data from one system to another if the processing of personal data is based on your consent and the processing takes place by automatic methods.

You have the right to resist the processing of your personal data if the processing takes place in order to carry out a task regarding public interest or to exercise the public authority of TUAS or if we process your personal data on the basis of our so-called legitimate interest.

On the basis of personal data, individuals are distributed into different categories. These categories receive targeted content according to their interests e.g. in newsletters and other marketing communications.

Our purpose is to describe the processing of personal data as extensively and transparently as possible in this data protection notification and to develop the content of the notification. We will notify of significant changes in accordance with what is required by law.

Please contact the DPO if you have any questions regarding data protection or if you wish to use your related rights. If necessary, you can also contact the controlling authority (Office of the Data Protection Ombudsman) that controls the processing of personal data in Finland.

The contact details of the DPO can be found in the beginning of the data protection notification. All requests are processed on a case-by-case basis.