

Processing of personal data in case and document management

Data Controller	<p>Turku University of Applied Sciences Ltd Joukahaisenkatu 3 20520 TURKU</p> <p>Telephone exchange +358 (0) 2 263 350 kirjaamo@turkuamk.fi</p>
Person in charge	Sami Savolainen, Director of Services
Contact information of Data Protection Officer	<p>Please contact this service address in all data protection related matters: tietosuoja@turkuamk.fi</p> <p>The messages sent to this address are processed by the Data Protection Officer (DPO) and a data protection specialist working with him and as his substitute.</p> <p>DPO's email and phone number, please visit: https://www.tuas.fi/en/information/</p>
Purpose and legal basis for processing personal data	<p>Personal data is processed as a part of case and document management. In the case management system the pending cases are recorded, the progress of processing the cases is monitored, and the electronic documents and decisions by the bodies and senior public servants are managed.</p> <p>The register (register of documents) is used as a decision index for monitoring the progress of processing the cases (agendas, minutes and decisions by senior public servants), as a document and archive index and for information service.</p> <p>The data of the initiators of cases, senders of documents and those who are notified of cases and decisions is recorded in the system.</p> <p>The entity contains both public and confidential information.</p> <p>The legal basis of processing personal data is compliance with a legal obligation (General Data Protection Regulation, Article 6, Section 1, Sub-section c). Case and document management is considered as an exercise of public authority, which is regulated e.g. by the following acts:</p> <ul style="list-style-type: none"> • the Act on the Openness of Government Activities (621/1999) • the Act on Universities of Applied Sciences (932/2014)
Processed categories and storage times of personal data	<p>The entity of processing personal data consists of the following sections:</p> <p>Case management (register of documents): A list of pending cases, monitoring the progress of processing cases and deadlines, decision register, an index of cases, documents and archives.</p> <p>Document management: Created/scanned documents related to the cases being processed and their distribution, other documents e.g. memos.</p>

	<p>Meeting management: The agendas and minutes of the bodies with their appendices, extracts of the minutes, publishing the minutes of the Board of TUAS online.</p> <p>Decisions by senior public servants: Decisions by senior public servants and their distribution.</p> <p>The information system contains, in addition to the documents created within it, information on the institution of proceedings, dates of sending, arrival, action, decision and notification, the contact information of the senders and recipients, deadlines, case classifications and processors.</p> <p>The storage times are defined according to the archiving plan of TUAS.</p>
Regular information sources	The arrived documents sent by individuals, communities or authorities and the sent documents, made clarifications and decisions.
Receivers or receiver groups of personal data	The personal data related to the entity of case and document management is received by different authorities, the recipient groups of meeting documents of the Board of TUAS and other bodies, the supervisors of employees and HR Services and the people concerned.
Essential information regarding transfer of data to third countries (outside the EU or EEA countries)	Turku University of Applied Sciences cooperates extensively with different parties, some of which may operate outside the EU or EEA. The information in official documents may be transferred to third countries for example in connection with research and development projects or other such activity. All transfers are case-specific.
Principles of data protection	<p>The user rights of the data are limited based on tasks and in terms of electronic material, also with individual user names.</p> <p>In the storage, archiving and erasure of data, the archiving plan and the regulations and instructions of the National Archives of Finland valid at a given time.</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> <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.</p> <p>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</p>

	<p>is based on your consent or an agreement and the processing takes place by automatic methods.</p> <p>You have the right to object 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. TUAS will stop the processing, unless we can demonstrate that there is a significantly important and justified reason for the processing and it overrides the data subject's interests and freedom, or the processing is necessary for the establishment, exercise or defence of a legal claim.</p> <p>No profiling is carried out on the basis of personal data.</p> <p>Our purpose is to describe the processing of personal data as extensively and transparently as possible in this data protection notification and we aim to develop the content of the notification. We will notify of significant changes in accordance with what is required by law.</p> <p>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.</p> <p>The contact details of the DPO can be found in the beginning of the privacy notice. All requests are processed on a case-by-case basis.</p>
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