



## Privacy notice

This privacy notice provides you with a transparent and clear description of how your personal data are processed by the University of Tampere. The term 'personal data' means all information relating to an identified or identifiable natural person. The term 'personal data processing' means any operation or set of operations performed on personal data.

This privacy notice explains to you

- what personal data relating to you we process
- how your personal data are processed
- how your personal data are stored

The requirements a privacy notice must fulfil are set forth by the European Union's General Data Protection Regulation (EU) 2016/679, henceforth GDPR, which provides various rights to people whose personal data are processed (also called data subjects). Those rights depend on the reason why the personal data are processed. Among other things, a data subject has the right to know whether and what personal data are processed as well as the right to request their personal data from the register keeper (controller). A data subject is also entitled to claim for incorrect personal data to be corrected. Universities have statutory obligations on whose basis they handle the personal data of students and employees. <http://www.privacy-regulation.eu/en>

## PRIVACY NOTICE – EVENTS

### Controller

University of Tampere  
FI-33014 University of Tampere, Finland  
tel. +358 (0)3 355 111  
Business ID 0155668-4  
[www.uta.fi/en](http://www.uta.fi/en)

### Contact person

Kristiina Tuokko  
[utaconferences@uta.fi](mailto:utaconferences@uta.fi)  
tel. +358 (0)50 345 1051

## Data Protection Officer

Jukka Tuomela  
jukka.tuomela@uta.fi  
tel. +358 (0)50 437 7074

## How do we process your personal data?

In this general privacy notice for those participating in events, we describe the University's privacy policies on personal data collected and processed in connection with the events we organise.

Reasons why we process your personal data

1. they enable your participation in an event we organise
2. we need it for the practical arrangements of the event
3. in order to tell you about upcoming events
4. in order to create co-operation networks
5. for statistical purposes
6. in order to develop our activities

The processing of your personal data is based on a contract (1 and 2 above), consent (2, 3 and 4), reasons of public interest, (5), and legitimate interests (6). In the compilation of statistics, personal data is anonymised. You cannot be identified from statistical information or the feedback that you give.

## What data do we collect?

In connection with most events, we need the following personal data:

- name
- necessary contact details
- name of your organisation
- job title

Depending on the event, the personal data we collect may also include

- your role at the event
- your home country for statistical purposes
- data related to the amount and payment of the participation fee
- information on your dietary restrictions for when we have catering
- data on organising social programme and additional services
- data on publications
- data on travel arrangements
- data on participation in the various parts of the programme
- data created when the event is recorded (e.g. photographs, videos and sound recordings)
- topics that interest you
- feedback

In addition, we may also request your permission to do the following:

- advertise future events
- publish closer contact details in the list of participants (your name and organisation are published in the list without asking for your permission)
- disclosure of personal data to co-operation partners who play a role related to the content of the event
- transferring your personal data to the University's customer management system

## How do we collect your personal data?

We collect data directly from you

- with the registration form
- personally
- at the event
- with a feedback form after the event

The event may be recorded (e.g. photographs, videos, sound recordings) or streamed online.

## How do we process your data?

We mainly use an online service to register participants. Only employees or the University's co-operation partners who participate in organising the event have access to your personal registration data.

Information on dietary restrictions and other similar information will not be forwarded to others in any way that can be attached to actual people.

Personal data relating to special needs that we have received from you personally is only used for the specific reason such data is needed for. We exercise the utmost care when we handle such data.

## To whom do we disclose your personal data?

Registration information is mainly stored on an information system owned by our online service provider.

We may distribute among participants a list of all participants' names and organisations; any other data in the list is disclosed upon consent.

We may disclose recordings among participants as well as use them for teaching, research, marketing and event communication purposes. The recordings and online streaming may be transmitted outside the EU/EEA area.

## How long do we store your personal data?

We will keep your data for three months after the event and the possible related activities. After that, we may anonymously handle your feedback and the data we need for statistical purposes.

Personal data collected or processed on your consent will be retained for the time being or when the data expires or you waive your consent.

## Your rights as a registered person

### Right of access to data (Article 15)

You have the right to know what personal data are processed and what data about you has been saved. Upon request, the University will provide you with your data as soon as possible without undue delay. The deadline for delivering the data or providing additional information is one month from the receipt of the request. If the request for data is complicated and extensive, the deadline may be extended by two months.

As a rule, your data will be delivered to you free of charge. If you ask for multiple copies, an administrative fee will be charged. If your request for information is manifestly unfounded or unreasonable or if you repeatedly file requests for data, the University may charge the administrative costs incurred by delivering the data or refuse to provide complete information. In such cases, the University explains its decision.

If the University does not provide the data, a written certificate will be issued to you. At the same time, we will tell you about your rights to redress, e.g. about your possibility to appeal to supervisory authorities.

### Right to rectify the data (Article 16)

You have the right to request that incorrect, inaccurate or incomplete personal data relating to you are corrected or supplemented without undue delay. In addition, you have the right to claim that your unnecessary personal data is deleted.

If the University refuses your request for rectification, a written statement will be issued giving the reasons why your appeal has not been accepted. At the same time, we will tell you about your rights to redress, for example, your possibility to appeal to supervisory authorities.

### Right to be erased (Article 17)

Depending on the legal basis for processing your data, you may have the right to have your personal data removed from the University's register. Such a right does not exist e.g. in cases where the processing of your personal data is necessary in order to comply with statutory obligations or to enable the University to exercise its public authority. The retention and deletion of your data is subject to the University's archiving plan and statutory data retention periods.

### Right to restriction of processing (Article 18)

In certain circumstances, you have the right to request that the processing of your personal data is limited until your data or the legal basis of processing your data has been properly verified and corrected or supplemented.

## Right to data portability (Article 20)

You have the right to receive the personal data you have submitted to the University in a structured, commonly used and machine-readable format and the right to transfer this information to another controller without hindrance from the University. This right applies to situations where the processing of the data is automatic and based on consent or agreement.

The right does not apply e.g. to the processing of personal data that is necessary in order to perform a task of public interest or to fulfil a statutory obligation. Consequently, as a rule, the right does not apply to the personal registers kept by the University.

## Right to object (Article 21)

Depending on your personal, particular situation, you have at any time the right to object to the handling of your personal data when the legal basis for processing such data is a task carried out for reasons of public interest, the exercise of public authority or the legitimate interest of the University. In this case, your data can only be processed further if there is a significant, well-reasoned and demonstrable cause for processing the data.

You have the right, without special justification, to object the processing of your personal data for direct marketing purposes at any time.

## Right to lodge a complaint with a supervisory authority (Article 77)

You have the right to file a complaint with a supervisory authority if you believe that the processing of your personal data is in violation of GDPR. In addition, you have the right to use other administrative means for appeal and redress.

You also have the right to take legal action against a controller or a personal data handler if you consider that your rights have been violated because your personal data has not been processed according to GDPR.

## How are your rights implemented?

Requests regarding the rights of a data subject (Chapter III of GDPR) are to be sent to the Registry of the University of Tampere. The address is Registry, FI-33014 University of Tampere, Finland. Requests may also be sent by e-mail to [registry@uta.fi](mailto:registry@uta.fi). If you have any other questions concerning the processing of personal data by the University, you may contact the Data Protection Officer by sending e-mail to [tietosuoja@uta.fi](mailto:tietosuoja@uta.fi).

## Amendments to this privacy notice

The last date of amending this privacy notice was 25 May 2018.