

Privacy notice

1. Data Controller	<p>Tampere University Foundation sr CIVIT – Centre for Immersive Visual Technologies</p> <hr/> <p>FI-33014 Tampere University Kalevantie 4, FI-33100 Tampere, Finland Business ID 2844561-8</p>
2. Contact person	<p>Please send all inquiries to: Sarianne Niemelä +358504478446 sarianne.niemela@tuni.fi</p>
3. Data Protection Officer	<p>dpo@tuni.fi</p>
4. Name of the register	<p>CIVIT contact list</p>
5. Purpose of processing personal data and the lawful basis for processing	<p>Purpose of processing:</p> <p>Personal data is used to reach CIVIT's partners and stakeholders. Personal information is used to provide information about CIVIT events and news by e-mail.</p> <p>Lawful basis for processing:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Contract <input type="checkbox"/> Legal obligation <input type="checkbox"/> Vital interests of data subjects <input type="checkbox"/> Public interest or the exercise of official authority <input type="checkbox"/> Legitimate interests of the Data Controller <p>The user can withdraw their consent at any time. To withdraw the consent, the user can fill in this form https://forms.office.com/Pages/ResponsePage.aspx?id=r0Rp-nzM2EyRVMARM-nmJEGx8AwYTIhAhNHOQbwhzYZUM1M4VDIZNk81S1BE-TEQyNEIzOU83Ujg0Ni4u or contact the contact person.</p>

6. Contents	<p>The following personal information will be collected:</p> <ul style="list-style-type: none"> - name - email address - organization
7. Sources of information	<p>Personal data will be received from the person himself/herself.</p>
8. Regular disclosure of data and recipients	<p>Regular disclosure of data to third parties:</p> <p>Personal data is not disclosed to third parties and the information is not visible to third parties.</p> <p>The Data Controller has signed a contract to outsource processing activities:</p> <p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, please specify:</p> <p>The data is collected through a query platform provided by an external service provider (Microsoft O365 Forms). The data processing agreement in accordance with the Data Protection Regulation is always drawn up separately with the service provider. The information is collected using the Microsoft Forms form.</p>
9. Transfer of data outside the EU/EEA	<p>Will data stored in the register be transferred to a country or an international organisation located outside the EU/EEA:</p> <p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, please specify:</p>
10. Data protection principles	<p>A manual data</p> <p>The register does not process manual information.</p>
	<p>B electronic data</p> <p>The information received from the individuals is collected on a query platform provided by an external service provider (Microsoft O365 Forms), which can be accessed by the register's contact person. The producer of the survey platform (and its possible subcontractors) processes personal data. Tampere University draws up a data processing agreement with the producer of the survey platform within the Data Protection Regulation. The platform manufacturer takes care of its system's functionality and data security, as well as the instructions and training of its personnel.</p>

	<p>The data is stored in a secure online folder. The use of the online folder at CIVIT is limited to those persons who need to access the information collected.</p> <p>The information is stored in accordance with Tampere University's information security principles.</p>
<p>11. Data retention period or criteria for determining the retention period</p>	<p>Data retention period is until CIVIT remains operational or until the consent is withdrawn.</p>
<p>12. Existence of automated decision-making or profiling, the logic involved as well as the significance and the envisaged consequences for data subjects</p>	<p>The data stored in the register will be used to carry out automated decision-making, including profiling:</p> <p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, please specify:</p>
<p>13. Rights of data subjects</p>	<p>Data subjects have the following rights under the EU's General Data Protection Regulation (GDPR):</p> <ul style="list-style-type: none"> - <u>Right of access</u> <ul style="list-style-type: none"> o Data subjects are entitled to find out what information the University holds about them or to receive confirmation that their personal data is not processed by the University. - <u>Right to rectification</u> <ul style="list-style-type: none"> o Data subjects have the right to have any incorrect, inaccurate or incomplete personal details held by the University revised or supplemented without undue delay. In addition, data subjects are entitled to have any unnecessary personal data deleted. - <u>Right to erasure</u> <ul style="list-style-type: none"> o In exceptional circumstances, data subjects have the right to have their personal data erased from the Data Controller's records ('right to be forgotten'). - <u>Right to restrict processing</u> <ul style="list-style-type: none"> o In certain circumstances, data subjects have the right to request the University to restrict processing their personal data until the accuracy of their data (or the basis for processing their data) has been appropriately reviewed and potentially revised or supplemented.

	<ul style="list-style-type: none">- <u>Right to object</u><ul style="list-style-type: none">o In certain circumstances, data subjects may at any time object to the processing of their personal data for compelling personal reasons. - <u>Right to data portability</u><ul style="list-style-type: none">o Data subjects have the right to obtain a copy of the personal data that they have submitted to the University in a commonly used, machine-readable format and transfer the data to another Data Controller. - <u>Right to lodge a complaint with a supervisory authority</u><ul style="list-style-type: none">o Data subjects have the right to lodge a complaint with a supervisory authority in their permanent place of residence or place of work, if they consider the processing of their personal data to violate the provisions of the GDPR (EU 2016/679). In addition, data subjects may follow other administrative procedures to appeal against a decision made by a supervisory authority or seek a judicial remedy. <p>The Data Controller follows a GDPR-compliant procedure for responding to subject access requests.</p>
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