Tampereen yliopisto
Tampere University

Privacy notice

1. Data Controller	Tampere University Foundation sr CIVIT – Centre for Immersive Visual Technologies
	FI-33014 Tampere University Kalevantie 4, FI-33100 Tampere, Finland Business ID 2844561-8
2. Contact person	Please send all inquiries to: civit@tuni.fi
3. Data Protection Officer	dpo@tuni.fi
4. Name of the register	**CIVIT – Centre for Immersive Visual Technologies customer and user register**
5. Purpose of processing personal data and the lawful basis for processing	Purpose of processing: Personal data is used to reach CIVIT's partners and stakeholders, and to collect information about the users of CIVIT equipment. Personal data is used to provide information about CIVIT events and news by e-mail and to store data about the equipment users. Lawful basis for processing: ☒ Consent ☒ Contract ☐ Legal obligation ☐ Vital interests of data subjects ☐ Public interest or the exercise of official authority ☐ Legitimate interests of the Data Controller The user can withdraw their consent at any time by contacting the contact person or civit@tuni.fi.
6. Contents	The following personal information will be collected: - name - email address - organization

	- Contact information of company contacts
7. Sources of information	Personal data will be received from the person himself/herself.
8. Regular disclosure of data and recipients	Regular disclosure of data to third parties: Personal data is not disclosed to third parties and the information is not visible to third parties. The Data Controller has signed a contract to outsource processing activities: ☐ No ☒ Yes
9. Transfer of data outside the EU/EEA	Will data stored in the register be transferred to a country or an international organisation located outside the EU/EEA: ☒ No ☐ Yes, please specify:
10. Data protection principles	A manual data The register does not process manual information.
	B electronic data The information received from the individuals is collected on a query platform provided by an external service provider (Microsoft 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. 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. The information is stored in accordance with Tampere University's information security principles.
11. Data retention period or criteria for	

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determining the retention period	Data retention period is until the consent is withdrawn. Data retention period for equipment user information is maximum of five years.
12. Existence of automated decision-making or profiling, the logic involved as well as the significance and the envisaged consequences for data subjects	The data stored in the register will be used to carry out automated decision-making, including profiling: ☒ No ☐ Yes, please specify:

13. Rights of data subjects	Data subjects have the following rights under the EU's General Data Protection Regulation (GDPR):
	
	- Right of access
	  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.
	
	- Right to rectification
	  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.
	
	- Right to erasure
	  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').
	
	- Right to restrict processing
	  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.
	
	- Right to object
	  o In certain circumstances, data subjects may at any time object to the processing of their personal data for compelling personal reasons.
	
	- Right to data portability
	  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. - Right to lodge a complaint with a supervisory authority 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. The Data Controller follows a GDPR-compliant procedure for responding to subject access requests. For more information https://www.tuni.fi/en/data-protection