Privacy notice: Alumni register of Turku University of Applied Sciences

This is a privacy notice, which is based on articles 13 and 14 of EU's General Data Protection Regulation.

Controller

Turku University of Applied Sciences Ltd

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Person in charge and contact persons

Mikko Siitonen, Partnerships Manager, Community and Collaboration

Turku University of Applied Sciences Ltd's (hereinafter Turku UAS) alumni relations, contacts via email:

alumni@turkuamk.fi

Contact information of the Data Protection Officer

Harri Kilpiö, Data Protection Officer (Turku UAS), +358 50 598 5830

Please contact in all data protection related matters: tietosuoja@turkuamk.fi

The messages sent to this address are processed by the Data Protection Officer (DPO) and a data protection specialist working with them and as their substitute.

Purpose of processing personal data

The purpose of Turku UAS' alumni register is to maintain alumni memberships, alumni relations, activities and communications and to market Turku UAS' alumni activities and services. The alumni activities include, for example, alumni events, mentoring programmes, campaigns and career stories. Turku UAS' alumni are persons who have graduated from Turku UAS, persons who work or have worked at Turku UAS and persons who have been exchange students at Turku UAS.

Turku UAS graduates are automatically entered in the alumni register from the student data register, but graduates can resign from the alumni register upon request. It is also possible to join the alumni register through a form on Turku UAS' alumni website. Contact information and any wishes regarding the method of cooperation with Turku UAS can also be updated through the form. You can also resign from the register through the same form or the link in the alumni newsletter.

Data from the alumni register can also be used to produce statistical data for the use of Turku UAS.

Legal basis for processing personal data

The processing of personal data in the alumni register is based on

- the legitimate interest of the controller, subject to a legitimate interest assessment (Article 6, 1f: Realisation of the legitimate interests of the controller or of a third party), for graduates whose data has been transferred from the student data register to the customer relationship management system.

- the consent of the data subject (graduates who have themselves joined the register, Turku UAS' staff members and exchange students) (Article 6, 1a: Unambiguous consent of the data subject.)

Legitimate interests of the data controller or third party

The legitimate interest of Turku UAS is based on ability to implement and maintain social interaction with the business community in the region and maintain contact with the alumni as described in the purpose of processing and to strengthen the professional development of the alumni.

Processed categories and storage times of personal data

Processing the personal data includes processing the personal data of persons who belong in the target group. The personal data in the alumni register is stored in the customer relationship management system. The data stored in the alumni register of Turku UAS is erased when the data subject declares their wish to terminate their membership in the alumni network or has been inactive for 15 years (the person's data in the customer relationship management system has not been updated by the person themselves or the controller). The data subject can also erase the data from the register themselves through a link in the newsletter or the form available on the alumni activities' website.

In terms of the alumni, obligatory data in the register includes:

- first name and last name

- social security number

- email address

- telephone number

- degree title/titles

- student ID code

- arrival group

- year of graduation

- degree programme

- field of education

In terms of the alumni, voluntary data in the register includes:

- former last name

- contact language

- title

- employer

- methods of cooperation

In terms of staff members, obligatory data in the register includes:

- first name and last name

- email address

- telephone number

In terms of staff members, voluntary data in the register includes:

- contact language

- title

- employer

- year of starting and ending the employment relationship

- description of the duties and title

- methods of cooperation

In terms of exchange students, obligatory data in the register includes:

- first name and last name

- email address

- telephone number

In terms of exchange students, voluntary data in the register includes:

- former last name

- contact language

- title

- employer

- employment relationship at Turku UAS (entry and exit year, job description, title)

- home institution

- time of the exchange period

- studies completed during the exchange period

- methods of cooperation

Regular information sources

Turku UAS graduates are automatically entered in the alumni register from the student data register, but graduates can resign from the alumni register upon request. It is also possible to join the alumni register through a form on Turku UAS' alumni website. or the link in the alumni newsletter. Processing the personal data is based on a consent to process personal data in connection with the form.

The personal data is stored in the customer relationship management system.

Receivers or receiver groups of personal data

Personal data is transferred with the help of the student data register or online form. The personal data is stored in the customer relationship management system. The personal data is processed by the Chief Systems Designer working at Turku UAS' IT Services and persons with access rights who work with customer relations (e.g. alumni coordinators). In terms of campaigns, campaign cooperation partners.

Essential information regarding transfer of data to third countries (outside the EU or EEA countries)

The data is not transferred to third countries.

Principles of data protection

The data is accessed only by people whose tasks require access to the data. Access to the service is limited with user IDs and user rights.

Data subjects' rights

According to the General Data Protection Regulation, the data subject has the right:

–   to receive information on the processing of their personal data, unless otherwise regulated by the law

–   to request for access to their personal data and rectification regarding incorrect or insufficient information

- to erase their data (not applied, if the basis for processing is compliance with a legal obligation or performance of a task carried out in the public interest)
- to restrict the processing of their data
- to object to the processing of their data, if the basis for processing is general or legitimate interest
- to request the transfer of data they have submitted themselves from one controller to another, if the basis for processing is consent or agreement
- withdraw the consent they have given
- notification obligation of the controller on the rectification/erasure/restricting of processing of personal data
- not to be subject to automated decision-making (the data subject may allow automated decision-making by their consent)

Data subjects may exercise their rights by contacting the contact person mentioned in the privacy notice or the Data Protection Officer. More information on data subjects' rights is provided by the contact person and/or Data Protection Officer.

If processing the data does not require identifying the data subject without additional information or the controller cannot recognize the data subject, the right to inspection, rectification, data erasure, restriction of processing, obligation to report and transmittal is not applied.

You have the right to file a complaint with the Data Protection Ombudsman's office, if you consider that valid data protection legislation has been breached in processing your personal data. 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.