

Privacy Policy and Register Description of TREY's association register

This privacy policy is in accordance with the European Union's General Data Protection Regulation (GDPR). The privacy policy was created on 17 April 2020 and updated on 2 November 2023.

1. Controller and contact person responsible for the register

Name: Student Union of Tampere University (TREY)

Address: Korkeakoulunkatu 5, 33720 Tampere

Email: toimisto@trey.fi

TREY employee responsible for the register.

Contact person: Yeti Kakko

Role: Specialist in Association Affairs

Email: jarjesto@trey.fi

2. Name of the register

Student Union of Tampere University (TREY)'s association register.

3. Legal basis and purpose of handling personal information

TREY's association sector supports associations' activities by offering them financial support, counselling, training, support with communications, facilities, and borrowable items. Personal information is used to grant access to university systems such as facility booking system Resource Booker, and wider access to the Intranet. In addition, personal information is used in maintaining the agreement to use student association facilities and storerooms.

The target group of the association sector's operations are associations that operate with an association status within TREY. The purpose of using the

personal data is to support the associations operating within TREY and their active members in the ways mentioned above.

The EU's General Data Protection Regulation (Article 6) determines the legal basis for the use of personal information. The basis for processing personal information here is:

- registered person's consent
- contract
- performing a task carried out in the public interest/exercise of official authority vested in the controller, more clearly: TREY is obligated to operate in accordance with the legal base of the Universities Act (558/2009).

If personal information is used for a different purpose than originally described, the registered person must be informed, and if necessary, their consent must be obtained.

4. Types of personal information being processed

Information stored in the associations register when giving the association announcement:

- person's name and contact details (address, email, phone number)
- association in which the person operates and responsibility in it
- other information deemed necessary for the purpose of association work.

Information stored in the register for the purpose of updating the Student Union's email lists:

- person's name and contact details (email)
- association in which the person operates and responsibility in it

Information gathered in the register for the purpose of updating associations' facility booking rights in the university's Resource Booker system, as well as granting wider access to the university's Intranet:

- person's name and contact details (email)
- association in which the person operates and responsibility in it

Information gathered in the register for the purpose of maintaining the agreement to use student association facilities and storerooms:

- the names of the authorized signatories of the association
- e-mail addresses of the association's authorized signatories
- telephone numbers of the association's authorized signatories
- the person in charge of the association regarding the agreement to use student association facilities and storerooms and the @tuni.fi email address and phone number of the person in charge

In addition, personal information provided to TREY by the association in materials used for association work may be stored in the register. The registered person has the right to request their information to be deleted (Section 10).

5. Sources of information

The information is obtained when the association announcement is filled in by the person responsible in the association and on a separate formulary.

6. Regular disclosure of information to third-party operators

TREY transfers information to Tampere University for the purpose of granting access rights to the Resource Booker system and wider access rights to the Intranet, as well as maintaining the agreement to use student association facilities and storerooms.

As a rule, TREY does not disclose, sell, or rent personal information to parties not involved in the association work. TREY will only share information with third parties in the following circumstances:

- Personal data can be shared for statistical, scientific, or historical research (such as theses), provided the information has been altered so that the registered person is no longer recognisable. This data use requires applying for a separate permission that obliges the user to comply ethical guidelines of research and instructions of the Finnish Social Science Data Archive.
- Your information may be processed by outside service providers or system providers that have a mandate contract with TREY. The handling of personal information is agreed in the contract, but it is

not classified as disclosure of information, as the responsibility of handling personal information remains with TREY.

7. Regular disclosure and transferring of information outside the EU or the EEA

As a rule, the information in the register will not be disclosed to any parties outside the EU or the EEA.

8. Time period of storing personal information

The person responsible for TREY's association register will handle the disposal of personal information in the following manner:

- Register will be disposed
- Register will be archived anonymously without identification data (anonymisation, all identification data will be completely removed,

so that no identifiable data can be restored, and no new information can be connected to the material)

Register will be archived with identification data

(pseudonymisation, as data is prepared for further storage, it will be pseudonymised and other strong identification data will be removed)

Data can be processed for further storage within a maximum of 6 months after the end of the calendar year.

9. Principles of register protection

TREY does not store the gathered personal information in physical form.

The association register is in TREY's electronic system, to which only those employees for whom the information is necessary in their job have the access. Personal information in the register will be only handled by TREY's employees and members of the Executive Board for the purpose determined in section four (4). The people with access rights use usernames and

passwords to access the information. The workstations and file formats used by TREY are password protected.

Processing of direct identifiers:

- Data that includes direct identifiers is disposed when processing the material (anonymisation, all identification data will be completely removed, so that no identifiable data can be restored, and no new information can be connected to the material)
- The material is pseudonymised (the material can be identified with the use of a code or other equivalent information, additional information is stored separately, pseudonyms can be used)
- The material is processed with identification data, because:
(reason for the storage of data with direct identifiers) performing a task carried out in the public interest/exercise of official authority vested in the controller.

10. The registered person's rights

The registered person has the following rights regarding the processing of their personal information and can make requests concerning the use of that information by contacting TREY at: toimisto@trey.fi. As the controller, TREY has the right to ask the person requesting the information for proof of identification. The controller will answer the request as decreed in the EU's General Data Protection Regulation, usually within a month.

Right to review and request to correct registered information

Every registered person has a right to review their personal information stored in the register and request possible corrections to false information or to supplement incorrect information.

Right to oppose

A registered person can oppose the processing of their personal information, should they feel their personal information is not handled lawfully, or that TREY does not have the right to process their personal information.

Right to remove

The registered person has the right to ask for the removal of their personal information from the register (right to erasure).

Right to limit the use of personal data

The registered person has the right to request limiting the use of their personal information.

Right to appeal

The registered person has the right to make a complaint to the Data Protection Ombudsman, if they feel TREY is not handling their information in a correct and proper manner.