

Privacy Statement for TREY's Honours and Awards Register

This privacy statement complies with the European Union's General Data Protection Regulation (GDPR). This privacy statement was written in 3 May 2021. Data subjects will receive this statement upon the collection of personal data.

1. Controller

Student Union of Tampere University (TREY)

Address: Korkeakoulunkatu 5, 33720 Tampere, Finland

Email: toimisto@trey.fi

2. Contact person in register matters

Name: Saana Hytönen

Role: Specialist in Communications and Advocacy

Email: saana.hytonen@trey.fi

3. Name of the register

Honours and awards register of the Student Union of Tampere University.

4. Legal grounds and purpose of the processing of personal data

TREY can grant honours and awards to persons and organisations that have made active, long-term efforts for the benefit of the Student Union and promoted its goals and aspirations. The purpose of the processing of personal data is to keep a record of persons nominated for honours and awards and the honours and awards granted to them. More detailed provisions on TREY's honours and awards are specified in the Emblem and Flag Code of the Student Union.

Awards, honours, and any related personal data are processed by the Student Union's Honorary Committee, whose role and tasks are defined in Section 24 of the Terms of Reference for the Council of Representatives. The Student Union's Emblem and Flag Code states that the Secretary General keeps a record of the honours and awards, with the recipient's name, date, and award criteria.

The legal grounds for the processing of personal data are defined in Article 6 of the GDPR. The processing of personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

The data will only be used for the purpose defined in this privacy statement. If personal data is to be used for any other purpose than what was originally stated, the data subject will be notified and, if necessary, asked for their consent.

The data subject has the right to request the erasure of their personal data from the register (section 11).

5. Data content of the register

The following data is entered into the Student Union's honours and awards register when the award application form is submitted.

Nominator's information:

- Names
- Contact information (email, phone number)

Information about the recipient of an honour or award:

- Names
- Contact information (email, phone number)
- TREY's membership status
- The nominator's justifications for the honour or award
- Type of honour/award
- Date and year of granting the honour/award
- Grounds for granting the honour/award

6. Sources of data

The register's main source of personal data are the award applications submitted by nominators – students, associations belonging to the Student Union, the Student Union's employees, persons working in positions of trust in the Student Union, the Student Union's Honorary Committee, or other bodies.

The data subject will be notified after the application has been successfully submitted, or, in other words, when the matter comes before the Honorary Committee.

7. Regular transfers of data to third parties

TREY does not generally disclose, sell, or lease any personal data to parties outside student organisations. TREY will only disclose data to third parties in the following cases:

- Personal data may be disclosed for statistical, scientific, or historical research, such as a thesis, provided that the data has been altered so that the data

subject can no longer be identified. Access to the data requires authorisation from the controller and compliance with the ethical principles of research and the guidelines of the Finnish Social Science Data Archive.

8. Regular transfers of data outside the EU or the EEA

TREY does not regularly transfer personal data outside the EU or the EEA.

9. Duration of data retention

The person responsible for TREY's honours and awards register sees to the erasure of personal data in one of the following ways:

- The register will be deleted.
- The register will be archived in anonymised form without identifiers (anonymisation: all identifiers will be fully removed so that no persons can be identified based on the data, and no new data can be linked to the data).
- The register will be archived with identification information.

Any data that is not part of the archived material will be destroyed. Documents used in the meetings of the Student Union's bodies will be permanently archived.

The data will be processed for further storage within 6 months of the start of the processing of data.

10. Protection of data

The register is stored in and protected by TREY's electronic information system. Only persons who need the data to perform their work duties have limited access to the data. The personal data contained in the register will only be processed for the purposes specified in section 4 by TREY's employees and the members of TREY's Executive Board and Honorary Committee. These persons have user accounts and passwords to the system. TREY's workstations and storage media are encrypted.

How direct identifiers are processed

- Direct identifiers will be deleted (anonymisation: all identifiers will be fully removed so that no persons can be identified from the data, and no new data can be linked to the data).
- The data will be pseudonymised (persons can be identified later on the basis of a code or similar data; additional information will be kept separate; pseudonyms can be used).
- The data will be processed together with direct identification data. Grounds for retaining direct identification data:
 - The processing of the registered data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. The Student Union grants awards and honours for the promotion of its goals and aspirations and for work done for the benefit of the Student Union.

11. Rights of the data subject

Data subjects have certain rights that are described below. Any requests to exercise the rights of the data subject must be submitted by email to TREY at toimisto@trey.fi. As the controller, TREY has the right to ask the person who made the request to confirm their identity. The controller will respond to requests within the timeframe set in the GDPR, usually in one month.

Right of access and right to rectification

All data subjects have the right to access the data that has been collected from them, demand the rectification of any inaccurate data, and have incomplete data completed.

Right to object

Data subjects have the right to object to the processing of their personal data if they feel that their data is being processed unlawfully or that TREY has no right to process their personal data.

Right to erasure

Data subjects have the right to request the erasure of their personal data from the register (right to be forgotten).

Right to restriction of processing

Data subjects have the right to request the controller to restrict the processing of their personal data.

Right to appeal

The data subject has the right to submit an appeal to the Data Protection Ombudsman if they feel that TREY has failed to process their personal data in an appropriate manner.