

Register and Privacy Statement of Student Representatives in Administration

This is a Privacy Statement written according to European Union General Data Protection Regulation (GDPR). The Privacy Statement was written on 17 August 2022 and updated on 22 February 2023.

1. Data controller

Student Union of Tampere University (TREY)

Korkeakoulunkatu 10, 33720 Tampere

toimisto@trey.fi

Contact person responsible for the register

Tiia Virtanen

Specialist in Educational Affairs

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2. Name of the register

Student Union of Tampere University (TREY)'s register for applicants for student representatives to administrative organs

3. Legal basis and the purpose for processing personal data

European Union General Data Protection Regulation (article 6) states the legal basis for processing personal data. The legal basis for the register of applicants for Student Representatives to administrative organs is the individual's consent to their personal data being processed.

The purpose for the processing of personal data is to implement application processes for the student representatives for administrative organs according to the Standing Order on the Election of Student Representatives of the Student Union of Tampere University. The data on the register shall be used to elect the student representatives. TREY may send the applications to

the Faculty Councils and the information on the applicants to the subject associations of the faculty in order for the associations to review the applications and make their recommendations. TREY may also forward the applications to the Admissions Boards whose members are under a confidentiality requirement. The applicants may be interviewed by an admissions board acting under the Representative Council of TREY.

The data released by the applicants is used to elect the student representatives to the administrative organs.

The names of the elected student representatives shall be published in the student union communications channels. In addition to their name, their faculty, and the position they were elected to shall be published. Data of the elected applicants shall also be forwarded to the university administration personnel preparing the administrative organs. Those preparing the administrative organs shall receive the following data on the elected applicants: name, email address and the position they were elected in.

4. Data content on the register

When filling in the forms, the following data shall be recorded in the register for applicants for student representatives in administrative organs:

- Name

- Phone number
- Email address
- Student ID number
- Gender
- Faculty
- Degree programme
- Major/specialisation
- Previous experience of similar positions
- Reason for applying
- Strengths and weaknesses regarding the position
- Why the applicant would be the best choice for the position

The data shall be stored for as long as TREY deems necessary. A data subject has the right to request their data be erased from the register (section 10).

5. Sources

All data on the register is received from the subject themselves when they fill in the application form.

6. Regular data disclosure to third parties

As a rule, TREY does not disclose, sell, or rent personal data to parties not involved in association activity. TREY shall only disclose data to third parties in the following cases: Personal data may be disclosed for statistical, scientific, or historical research presuming that the data subject has been made unrecognisable.

7. Regular data disclosure and data transfer outside the EU or the EEA

As a rule, personal data shall not be disclosed outside the EU or the EEA.

8. Principles of register protection

The register is kept in the TREY electronic system which only TREY employees and, if necessary, Executive Board members, have user ID's, passwords, and access rights to. Only TREY employees and Executive Board members and the admissions boards created to implement the election of student representatives shall process the data for the purposes determined in section four (4) of this statement. The electronic system is located at the TREY

offices where physical access restrictions such as locked doors prevent outsiders accessing the register.

9. Rights of the data subject

The data subject has the following rights regarding the processing of their personal data, the exercising of which must be requested at the TREY office email: toimisto@trey.fi. As the data controller, TREY has the right to demand the person making the request prove their identity. The data controller shall respond to the client within the time frame decreed in the EU General Data Protection Regulation, as a rule within a month.

Right of access and right to demand the correction of inaccurate data

Each data subject has the right of access to their recorded data in order to inspect it. They also have the right to demand any inaccurate data be corrected or deficient data be supplemented.

Right to object

The data subject has the right to object to the processing of their personal data if they feel that their personal data is not being processed in accordance with the law or that TREY does not have a right to process their personal data.

Right to erasure

The data subject has the right to request their personal data be erased from the register (the right to be forgotten in a digital environment).

Right to restrict the processing of one's personal data

The data subject has the right to demand the processing of their personal data be restricted.

Right of appeal

The data subject has the right to appeal to the Data Protection Ombudsman if they feel that TREY is not processing their personal data correctly and appropriately.