

Privacy policy and register description

This privacy policy is in accordance with the European Union's General Data Protection Regulation (GDPR). The privacy policy was created on 19 April 2021. This notice will be provided to the registered person when collecting their personal information.

1. Controller

Student Union of Tampere University TREY

Address: Korkeakoulunkatu 10, 33720 Tampere

Email: toimisto@trey.fi

2. Contact person responsible for the register

Name: Helky Kouri

Role: Office Secretary

Email: helky.kouri@trey.fi

3. Name of the register

Student Union of Tampere University TREY's member service survey 2021 Register

4. Legal basis and purpose of processing personal information

TREY's research activity provides TREY with current information to develop its activities and support its advocacy work through surveys and reports.

The purpose of processing personal information is to carry out and support the research activity with surveys and reports that are targeted towards the Student Union of Tampere University's members, associations operating under it, interest groups, and people in positions of trust and staff at TREY. The objectives of each piece of research are defined separately and potential respondents are informed of them. TREY's research activity carries out both anonymous surveys and surveys where personal information is collected. This privacy policy focuses on anonymous surveys.

In the survey we will collect personal data from the participants which may make it possible to identify people indirectly. These details will only be used as background information for the study, and the participants cannot be identified in the research reports or publications.

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

The information will only be used for the purpose determined in the policy. If personal information is used for a different purpose than originally described, the registered person must be informed, and if necessary, their consent will be asked.

5. Information Content of the Register

In the Student Union of Tampere University TREY's member service survey 2021 you have been asked following information which may make it possible to identify you directly. The individual pieces of data will not directly reveal your identity, but

together the data might convey your identity to the researchers. Data that will be collected:

- Details about a person's studies (primary study campus, faculty, study year, current study phase)
- Person's language of business in the university

You may also provide details in the open fields that make it possible to identify you indirectly. Any registered person has the right to request their personal information to be deleted (section 11).

6. Regular Sources of Information

The information stored in the register is gotten from the registrees themselves when they submit the survey.

7. Disclosure of Information to Third-party Operators

Data will be anonymized and analysed before being shared. No individual registree will be recognisable from the shared information. TREY will only share information with third parties in the following circumstances:

- Personal data can be shared for statistical, scientific, or historical research, provided the information has been altered so that the registered person is no longer recognisable. Separate permission will be required for obtaining TREY's data from the controller. This permission obligates its receiver to abide by the ethical principles of research activity and guidelines of the Finnish Social Science Data Archive.

8. Disclosure and Transfer of Data Outside the EU or the EEA

The information in the register will not be disclosed or stored outside the EU or the EEA.

9. Storage time for personal information

The person responsible for carrying out TREY's research will ensure the erasure of personal information in the following way:

- The research register will be erased.
- The research register will be archived anonymised without identifiers.
- The research register will be archived with identifiers. When the information is prepared for further storage, it will be pseudonymised (the research material is transformed into a format where the researcher can return to identificational data with a key or equivalent information, additional information is stored separately, there can be code names) and other strong identifiers will be deleted.

The information will be processed for further storage within six (6) months from carrying out the research.

10. Principles of register protection

TREY does not store manual records of the personal information collected during research.

The register is stored and protected in TREY's electronic system, to which only the people who need the information in their work have access. The personal information in the register will be handled only by selected employees and board members of TREY for the purpose determined in section four (4). These people have the requisite

usernames and passwords. TREY's workstations and stored media are password-protected.

The processing of direct identifiers:

- Direct identifiers will be erased during analysis (anonymised form, the research material will be archived perfectly into a format where research participant cannot be identified, so there is not a possibility to go back to material that contains indentificational data either to combine new data to it)
- The data will be pseudonymised (the research material is transformed into a format where the researcher can return to indentificational data with a key or equivalent information, additional information is stored separately, there can be code names)
- The data will be analysed with direct identifiers because (the basis for preserving direct identifiers):

II. 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 incomplete 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.