

Tutor Applications

20 September 2021

Privacy Policy

This privacy policy is in accordance with the European Union's General Data Protection Regulation (GDPR) 2016/679.

1. Controller

Student Union of Tampere University TREY

Tampere University, Hervanta Campus, Main Building

Korkeakoulunkatu 10, 33720 Tampere

toimisto@trey.fi

2. Contact person

Venla Monter

Secretary General

paasihteeri@trey.fi

3. Name of the register

Register for tutor applications, Student Union of Tampere University

4. Legal basis and purpose of processing personal data

The EU's General Data Protection Regulation (Article 6) determines the legal basis for the use of personal information. The legal basis for TREY's register for tutor applications is a person's consent to processing their personal information. The purpose of processing personal information is to select the tutors and to contact selected applicants. The information is only used for the purpose outlined in this Privacy Policy. 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.

5. Contents of the register

Information gathered in the register for tutor applications when applying:

- name and contact information (address, email, phone number)

- subject association
- nationality (international student tutors only)
- other possible information relevant to tutor applications.

The information is stored by TREY for one year after the year of tutor activities ends. Registered person has the right to request their personal information to be deleted (Section 10).

6. Sources of information

The information gathered for the register is obtained through the tutor application form from the applicants themselves.

7. Regular disclosure of information to third-party operators

As a rule, TREY does not disclose, sell, or rent personal information to operators not included in the tutor application process. 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.

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

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

9. Principles of register protection

The register is in TREY's electronic system, to which only TREY's staff, or if necessary, the members of the Executive Board, have the requisite usernames, passwords, and access rights. The personal information in the register will be handled only by employees of TREY, employees of Tampere University support services, and tutoring organisers of associations operating within TREY, for the purpose determined in section four (4). The electronic system is located in TREY's offices where physical access restrictions, such as locked doors, prevent outside personnel from gaining access to the register.

10. 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.

You have the right to file a complaint to supervising authorities if you feel TREY is not handling your information in accordance with the European Union's General Data Protection Regulation (GDPR) 2016/679. In addition, you have the right to access other administrative remedies and legal remedies.

Office of the Data Protection Ombudsman

Visiting address: Lintulahdenkuja 4

Postal address: PL 800, 00531 Helsinki

Email: tietosuoja@om.fi

Switchboard: 02956 66700

This Privacy Policy has been updated on 20 September 2021.