

Privacy Notice for Doctoral Students relating to yearly follow-up questionnaire of doctoral studying

This privacy notice explains how Aalto University processes your personal data when you answer to this yearly follow-up questionnaire. According to Aalto University general regulations on teaching and learning, item 19: "Student feedback must be collected of all teaching for the purposes of developing teaching." Doctoral degree includes three modules: general research skills, research field studies and thesis.

1. Why and on what basis does Aalto University process your personal data?

The **purpose of processing** your personal data is to follow your progress, offer you support and collect statistical information on general level to develop the support for doctoral students. Depending on your answers, you will be offered information sources during answering the survey, and you have the possibility to ask us to contact you personally after the survey.

The **legal basis for processing** your personal data is compliance with legal obligations, The processing of students' personal data to provide and develop right student services for doctoral students.

2. What personal data does Aalto University process?

The personal data being processed by Aalto can be categorized in the following manner:

Questionnaire answers include contact information, follow-up of the doctoral personal study plan and demographic information including gender and nationality. Yearly answers can be saved during five years to compare them to each other.

The data has been collected from the following sources:

Source of information

- Questionnaire – answers by doctoral students themselves
- Student Success Hub includes name of the research topic, names and contact information of supervising professors and thesis advisors
- Sisu includes information on credits attained
- Aalto Current Research Information System (ACRIS) is Aalto University's research information management system. The system contains information about the up to date research and artistic activities of the university. These activities are shown through the public portal research.aalto.fi.

5. Sharing of personal data

Aalto shares personal data only to the extent necessary for the purposes personal data is processed:

I) Service providers

Aalto uses service providers, such as Webropol for processing purposes as specified in this Privacy Notice.

III) Scientific research use

In some situations, Aalto may use your personal data for the purposes of scientific research. In these cases, all personal data is processed in accordance with the General Data Protection Regulation and national data protection legislation.

4. Transferring your data to third countries

These answers will not be transferred anywhere from Aalto University systems.

5. How does Aalto University protect personal data?

Information security is important to Aalto. Aalto University utilizes appropriate technical, organizational and administrative safety precautions to protect personal data against disappearance, misuse, unlawful use, transferral, change or destruction.

6. How long is your personal data retained?

The periods for which personal data saved in information systems are retained are based on the law and the records management plan of Aalto University and may vary.

The personal data you have provided in the Questionnaire – answers is retained at least during the time when your study right is in force, nevertheless maximum of 5 years in all cases.

7. Updates to this privacy policy

As Aalto University updates its policies this privacy policy is subject to change. The up-to-date version can be found in aalto.fi

8. Your rights

You have rights related to the processing of your personal data by Aalto. The extent of your rights is tied to the legal basis for processing your data and applicable legislation.

a) The right to access data

You have the right to access personal data related to you that is being processed by Aalto.

b) The right to rectification

You have the right to rectify erroneous or incomplete data.

c) The right to be forgotten

You have the right to request the removal of your personal data in the following situations:

- You revoke your consent to process your personal data and there is no other legal basis for processing
- You resist the use of your personal data in direct marketing

Aalto University will, in many cases, be required to retain your personal data to comply with legal and other obligations.

d) The right to restrict processing

If you dispute the correctness of the data we have collected or the legality of our processing, or if you have restricted the processing of the data in accordance with your rights, you may ask us to restrict the processing of your personal data to storage only. In these cases, the processing of your personal data will be restricted to storage until the correctness of the data can be verified or we have ascertained whether our legitimate interests supercede your right to restrict our processing activity. If you do not have the right to request the removal of your personal data from our registers, you may instead request the restriction of data processing to storage only.

e) The right to object to data processing when processing is based on legitimate interests

You always have the right to object to the use of your data in direct marketing.

f) The right to data portability

You have the right to receive your personal data in a machine-readable format. This right concerns personal data that has been processed only in an automated manner based on consent or contractual bases.

If you wish to use the rights listed above, your request to do so will be judged on an individual basis. Please note that we may retain and process your personal data if it is required to fulfill our legal obligations, to solve disputes or to fulfill contractual obligations.

9. How do you use your rights?

The controller is Aalto University. In the above description we aim to give a clear view on our data processing activities. If you have questions regarding the processing of your personal data, we have not succeeded in our aim. In these cases, please contact us:

Requests under the GDPR concerning the processing of personal data can be submitted through our personal data portal: Aalto university personal data portal
(<https://datarequest.aalto.fi/en-US/>)

Please note, that regular service addresses udes@aalto.fi will still be used primarily for contact information changes and other routine changes.

The contact person regarding this service unit is Minna Söderqvist.

The data subject may also contact the data protection officer of Aalto University if they have questions or demands relating to the processing of personal data:

DPO: Anni Tuomela
Phone: 09 47001
Email: dpo(at)aalto.fi

If you believe your data has been processed in breach of applicable data protection legislation, you have the right to lodge a complaint with the supervisory authority, the Data Protection Ombudsman (read more: www.tietosuoja.fi).