

Public privacy notice for doctoral applicant survey

This privacy notice explains how Aalto University processes your personal data when you answer to this **applicant survey**.

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

The purpose of the survey is to collect the opinions of applicants to Aalto University's doctoral programmes on the admissions process and our communication with the applicants.

The results of the survey can be used for reporting, development and marketing purposes. The processing of personal data is based on the performance of a task carried out in the public interest and on the consent given by the data subject.

2. What personal data does Aalto University process?

All data processed in this survey is collected directly from the respondent. No data is obtained from any other sources.

The following information is processed: the programme the respondent applied to, the university and/or country of the respondent's previous studies, nationality, country of residence and gender.

An invitation to answer the survey is sent to all applicants to Aalto University's doctoral programmes. Email addresses are obtained from the national Study Info application system.

Responding to the survey is voluntary. No registration is required to respond, and no strong credentials are collected. The identity of the respondents cannot be directly deduced or determined on the basis of their answers.

The responses to the survey are analyzed quantitatively and qualitatively so that the analysis can take into account the respondent's background information: doctoral programme they applied to, nationality, country of residence and gender.

3. 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.

II) 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

Personal data is not transferred outside the EU or EEA countries or to international organisations.

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. The data collected in the survey will be stored for a maximum of five years.

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 any routine changes or questions. 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: Sirpa Syrjälä Phone: 09 47001 Email: dpo@aalto.fi / tietosuoja@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)