



TiLA! Website privacy notice

Aalto University and Aalto University Campus & Real Estate (ACRE) collect personal data that relates to the users of the TiLA! website. This privacy notice applies to the TiLA! website on aalto.fi. Aalto acts as the controller for personal data that users of the website provide when they visit the website or by other means or that is collected automatically in conjunction with website browsing activity.

Protecting your privacy and your personal data is of the utmost importance to us. Aalto is committed to complying with the requirements that the data protection regulation places upon Aalto in the processing of your personal data.

The means and purposes of processing your personal data are described in further detail in this privacy notice.

This privacy notice is subject to change. This privacy notice will be updated when changes are implemented. You will always find the up-to-date version of this privacy notice on this website.

In addition to the privacy policy applied to this website, you will find the existing privacy notices that apply to our operations below:

[Privacy Notice for aalto.fi | Aalto University](#)

[Privacy notice for Aalto University communication and events | Aalto University](#)

[Aalto University privacy notice for partnership services \(aalto.fi – Aalto University Customer Relationship Management system, CRM\)](#)

[ACRE privacy notice \(aalto.fi – ACRE register of contact details\)](#)

The purpose of the processing of personal data

The purpose of the processing of your personal data is to enable you to use the website, to send rental applications, request information about coworking memberships (hot and fixed seats) and purchase coworking memberships, technical maintenance and development of TiLA! websites, as well as the maintenance, analysis and development of the website contents.

What personal data do we process?

The TiLA! website collects data about its users that is specified as necessary according to the purposes explained in this privacy notice:



Sources of information

Personal data is collected from the users themselves during their visits to our website or when they otherwise interact with Aalto. See more: [Privacy Notice for aalto.fi | Aalto University](#).

The data you give to Aalto

The website will request your name, telephone number and email address in connection with submitting a rental or membership application. The website will request your and other possible tenants' names, telephone numbers, and email addresses when making an order for a workspace or coworking membership. The collection of data is based on your consent. Consent is used to manage your consent when you visit our site. This helps us to improve the overall user experience, to analyse user interaction with our website and to compile statistics and analyse how the site is used.

Legal basis in the privacy notice

See: [Privacy Notice for aalto.fi | Aalto University](#) (4. Lawful basis for processing).

How do we collect personal data?

Information is collected through observing the use of the website, e.g., time of visit to our service, the page from which the system accessed our website, pages visited during the session, Internet Protocol address used (IP address), browser type, browser version, device type, operating system and similar technical information.

Aalto uses cookies and other technologies to collect this data. More information about our practice regarding cookies is available in our [Cookie Policy](#).

Our website uses cookies from service providers, such as Google Analytics. Before we activate these cookies, we ask for your consent when you visit our site. Through these cookies, Google Analytics may collect information such as your IP address (which is truncated/anonymized where possible), approximate location, device and browser type, operating system, referral source, and details about how you navigate and interact with the site (e.g., pages visited, time spent). You can withdraw your consent at any time by opting out of this tracking by clicking Cookie settings in the footer of this page and updating the consent settings in the cookie consent banner.

In addition, for Aalto staff and other authorized users who sign in to the Google Analytics platform, Google collects the email address used to log in. This login information relates only to the internal management of the analytics service and is not linked to website visitors.



For more information on the cookies, we use and how you can manage your preferences, please see our [Cookie Policy](#).

If you have questions about our cookie practices or the handling of personal data, you can contact Aalto Communications at communications@aalto.fi.

This website also stores and archives data that is obtained via forms. Analysing the data occurs, for instance, via Google Analytics.

In addition, the TiLA! website articles can include embedded content (such as videos, photos, articles). Opening embedded content in a third-party website is comparable to the user visiting this third-party website by themselves.

These websites may collect data about you, use cookies, embed third-party tracking cookies and monitor your interactions with the embedded content, including tracking your interactions if and when you are logged in to the website as a user. Terms and conditions set by the third party are applied to the services provided by the third party or applications provided by the third party in question that are found on the TiLA! website.

Do we disclose your personal data?

We only transfer personal data inside the Aalto University and ACRE organisations and only to the extent that it is necessary for rental and membership application management, technical maintenance and development, as well as the maintenance, analysis and development of the website contents.

Aalto and ACRE will only disclose personal data to third parties in the following cases:

Service providers

In the maintenance of its website and in its service provision, Aalto uses partners to process data for the purposes detailed in this data protection policy. Aalto transfers your personal data to such partners only to the extent that the partners need to be able to access the personal data that we process in order to be able provide Aalto with services for the purposes specified in this data protection policy.

Our website makes use of the cookies of our service providers, such as cookies of Google Analytics, which enable the compilation of statistics and analysis on the use of the website. For more information on the cookies that we use and on how you can change the settings for cookies, see our [Cookie policy page](#). For more information on our Cookie policy, please contact Aalto Communications: communications@aalto.fi.



International transfer of personal data

The University's data protection policy is to exercise particular care when transferring personal data outside the EU and the European Economic Area (EEA) to countries that do not provide data protection in accordance with the EU General Data Protection Regulation. Transfers of personal data outside the EU and the EEA are carried out in accordance with the requirements of the General Data Protection Regulation, for example, using an adequacy decision, using standard contractual clauses or other safeguards in accordance with the General Data Protection Regulation.

Data protection

General care is taken in the processing of personal data, and data security is taken care of appropriately. Up-to-date technical solutions are used, such as firewalls and encryption. The controller ensures that stored data, as well as access rights and other information critical to the security of personal data, are handled confidentially and only by those persons whose job description it falls within, in accordance with the instructions given.

Data storage

After submitting information via the TiLA! application form, the data is stored on the Aalto's CRM system.

Personal data is retained as long as it is needed for the purpose for which it was collected and processed or as long as required by law and regulations.

We determine the validity of our legitimate interest by, for example, your use of our online services as well as the communication between us. Generally, personal data of other users will be retained for a period of one year from their last login or other use of our website, after which the personal data will be deleted.

Your rights

Under the General Data Protection Regulation, you have the right to access your data and to have inaccurate or incorrect data corrected. With certain exceptions, you also have the right to have your data deleted. If the processing of personal data has been based on consent, you also have the right to withdraw your consent. See more:

<https://www.aalto.fi/en/services/privacy-notice>.

Who is the controller and whom can I contact?

You can use your rights by contacting Aalto's data protection officer at tietosuoja-vastaava@aalto.fi. The extent of your rights is subject to the legal basis for processing and exercising your rights requires identification.



Aalto University

Valid from 8 May 2026

Public

Controller:

Aalto-korkeakoulusäätiö sr, which functions as Aalto University

Mailing address: PO BOX 11000, FI-00076 AALTO

Phone number: +358 (9) 47001

Visiting address: Otakaari 1B, 02150 Espoo

Questions regarding the TiLA! webpages and rental and membership application form can be addressed to: luovatila@aalto.fi.

Right to lodge a complaint

If the processing of your personal data is in breach of applicable legislation, you have the right to lodge a complaint with the national supervisory authority. You can lodge the complaint with a competent supervisory authority. In Finland, this is the Data Protection Ombudsman, and the complaint must be lodged in accordance with instructions provided by the Office of the Data Protection Ombudsman. Please see <https://tietosuoja.fi/en/home> for more information.