

## Privacy Notice

This privacy notice concerns ACRIS, the research information system of Aalto University and the portal of the system, research.aalto.fi. This privacy notice describes how personal data are processed in ACRIS.

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

The legal basis for processing personal data is article 6(1)(e) of EU General Data Protection Regulation: processing of data is necessary for carrying out tasks of general benefit.

In the name of general benefit, University processes, stores, analyses and publishes personal data concerning research activities and societal impact according to tasks described in University Act 2 §.

Personal Data describes the activities of a person as a researcher in University, his/her research resources and output and societal impact. Data on research activities are public except for data separately agreed with funders. With the help of research information, University communicates about its research according to good scientific practice, and according to University Act 51§ delivers the research information stipulated by Ministry of Education and Culture.

### 2. What personal data does Aalto University collect?

The following data is store of research active personnel:

- Personal, employment, user and contact details, picture, University identifier and international identifiers, research interest, social media links and other links, academic degrees and experience of thesis supervision of research staff. In addition, visibility in research portal (research.aalto.fi) and log information.
- Organizational information (university, schools, departments and research groups)
- Research projects
- Publications, activities, prizes, media/press, research data, research infrastructure, impact

Persons can manage their own data as long as the data are not integrated from other systems of the University.

Data are integrated to ACRIS from the following information systems:

- Organizational, personal, and project information is imported daily from other Aalto University's information systems.
- PhD students and thesis supervision information (supervising professor and advisors) is imported daily from student registry automatically for those persons who have started their studies after 2010, and for those students who have started before 2010 and given their unambiguous permission to transfer their information to ACRIS.
- Once a person gives written authorization for processing personal data, profile can be created manually to the system.
- Person can deposit data on his/her own, another person can deposit data on his/her behalf (common activities) or trusted user can deposit data (user deposits data on his/her behalf).
- Publication information can be imported via online databases like Web of Science and Scopus.

### 3. Reipients of personal data

Information is imported to Aalto University's Data Warehouse on a daily basis. The data are used for reporting and assessment, and in anonymised form for statistical purposes. It is possible to get publication listing to be used, e.g. in webpages from Data Warehouse through API.

Publication records are sent to the Ministry of Education and Culture through VIRTAA-publication channel daily. Other reporting data (e.g. travel data) is reported once a year.

In addition, data is transferred separately or are used in the following services:

- National higher education statistics
- National portal for research output, Juuli
- CSC wiki
- Academy of Finland's project reporting whereby researcher picks his/her own publications from VIRTAA service
- Publication records are available through VIRTAA also to University of Turku for scientific and social impact analysis of Finnish research.
- VIRTAA publication information and the computing resources application system of CSC are integrated so that publication information is usable for application and reporting processes of CSC's computing resources.
- VIRTAA publication information is transferred to Open Aire portal.

In addition, the reported data are backed up for control and check-up purposes. Data are published in research portal, research.aalto.fi. Person prevent the publication of his/her own profile or some of the data linked to his or her profile (e.g. activities) if he/she has good grounds for this.

### 4. Transfer of personal data to third countries

Data is stored within the EU.

### 5. How does Aalto University safeguard personal data?

Aalto University takes data security seriously. University has at its disposal current technical, organisational and administrative security protocols that safeguard all personal data against disappearance, misconduct, unlawful conduct, transfer, changes and erasure.

- Servers are located in a locked server room at CSC.
- Data are processed by Aalto University's research administration specialists, leaders of research groups and other specified users. Authorization to access and maintain information is based on a person's role in the research activities within the University.
- When transferring data, data are processed by IT specialists of the university and other stakeholders (e.g. Elsevier, CSC).
- At the case of employment contract termination or at the end of the visit period the publication information remains in the system. Personal profile will disappear from the public portal.

6. How long are personal data stored?

Personal data is stored for as long as is necessary in relation to the purposes for which it was collected and processed, or for as long as is required by law or regulation.

The author information of publications of Aalto University is stored permanently.

7. Updates to privacy notice

When there are changes in the personal data conduct of ACRIS, the privacy notice is updated. The updated version of privacy notice is findable at [research.aalto.fi](http://research.aalto.fi) page.

8. Rights of the data subject concerning personal data

You have rights over the personal data in Aalto's possession when Aalto is the controller of the data.

A) Right of access by the data subject

You have the right to acquaint yourself with personal data on yourself that is in the possession of Aalto University either by public portal: [research.aalto.fi](http://research.aalto.fi) or contacting: [acris@aalto.fi](mailto:acris@aalto.fi).

B) Right to rectification or right to erasure

You have the right to rectify inaccurate or incomplete data.

Aalto University has in several cases an obligation to maintain personal data based on, for example, legitimate grounds.

Personal data are not used for commercial direct marketing, telemarketing or other direct marketing or market and opinion surveys or annals or genealogy research.

C) Right to restriction of processing

If you contest the accuracy of the personal data or the lawfulness of the processing, or if you have exercised your right to object to the processing, you may request that Aalto University restrict the processing of the personal data to storage only. The processing of the data is then confined to its storage only until, for example, the accuracy of the data is verified.

If you do not have the right to request erasure of the data, you may request instead that Aalto University limit its processing to only that needed in order to store the data.

9. Controller, person responsible and contact details

The controller is Aalto University.

The contact person for ACRIS research information system and [research.aalto.fi](http://research.aalto.fi) portal is Anne Sunikka ([acris@aalto.fi](mailto:acris@aalto.fi)).

If you have questions regarding this privacy notice, or questions or requests regarding the processing of personal data, you may contact the Aalto University data protection officer:

In charge of data protection: Jari Söderström

Tel. (exchange): 09 47 001

Email: [dpo@aalto.fi](mailto:dpo@aalto.fi)

If you, the data subject, consider the processing of your personal data to be an infringement of privacy protection legislation, you have the right to lodge a complaint with the data protection ombudsman ([www.tietosuoja.fi](http://www.tietosuoja.fi)), which is the supervisory authority.