

Privacy notice for data subjects

This privacy notice provides information required by EU's General Data Protection Regulation (hereinafter GDPR) to the data subject (articles 13 and 14)

Customer entity:	Register of contact details
Date:	15/04/2020
Data controller, contact person and person responsible for the file	<p>Aalto-yliopistokiinteistöt Oy Postal address: P.O. box 12600, 00076 AALTO Visiting address: Rakentajanaukio 4 02150 Espoo, Finland Switchboard: +358 9 439 0060</p> <p><u>Contact persons:</u> Contract contact personnel</p> <p>info-acre@aalto.fi tel. +358 9 439 0060 (switchboard) www.aaltocre.fi/yhteystiedot</p> <p><u>Responsible persons:</u> Team leaders</p> <p>info-acre@aalto.fi tel. +358 9 439 0060 (switchboard) www.aaltocre.fi/yhteystiedot</p>
Data Protection Officer and their contact information	Data Protection Officer of the group: Senior Legal Counsel Anni Tuomela tietosuojaavastaava(at)aalto.fi.
The purpose of the personal data file and legal basis for the processing of personal data	Aalto-yliopistokiinteistöt Oy collects personal data from the contact personnel of its contract partners (including the contact personnel related to contracts managed by the Aalto University Foundation). In order to implement contracts and complying to legal obligations, it is necessary to collect personal data.

	<p>Legal basis for collecting personal data:</p> <p>Meeting the statutory requirements (building notifications to the tax office) and implementing contracts (contact information lists).</p> <p>If the legal basis changes or other updates are made to this privacy notice, the updated notice can be found at: www.aaltocre.fi/tietosuoja.</p>
<p>A: Personal data is collected directly from the data subject</p>	<p>Yes</p>
<p>B: Personal data is collected from other sources than the data subject</p>	<p>No</p>
<p>The information content of the data file (description of the groups of data subjects and groups of personal data)</p>	<p>The following data is processed in the register:</p> <ul style="list-style-type: none"> - First and last name - Telephone number - Email address - Title - Name of employer
<p>Recipients of personal data and recipient groups (= disclosures)</p>	<p>The data is only processed by employees of Aalto-yliopistokiinteistöt Oy or persons operating under its commission, who have a right to process personal data.</p> <p>Recipients of personal data in connection to different procedures:</p> <ul style="list-style-type: none"> - Accountants - paying invoices and building notifications - The tax office - contact information of contractors in connection to building notices (through accounts) <p>Personal data may also be disclosed to third party services as follows:</p> <ul style="list-style-type: none"> - Building notice system – contact information of the contractor - Management system in relation to building emergency plans – contact information of maintenance personnel - Management system concerning leases and premises – contact information of tenants - Contract and archiving system – maintenance of contact information - Aalto University partnership data management system (CRM) - contact information of tenants - Tenant portal - contact information of tenants - Space reservation management system - contact information of tenants

	- Space reservation system – phone numbers of tenants
Transfer of data to third parties	Not transferred.
Retention period of personal data / determining criteria	<p>For personal data stored in the system for statutory notices and manual material, the retention periods are based on legislation.</p> <p>Contact information based of contracts is stored for as long as the implementation of the contract or the rights and/or obligations based on the contract require.</p>
The rights of the data subject	<p>Data subjects have the right to access their personal data. Access requests must be addressed by email to info-acre@aalto.fi or by telephone to +358 9 439 0060 (switchboard).</p> <p>The data subject has the right to request for the rectification of inaccurate data. A data subject may request rectification by contacting info-acre@aalto.fi or by telephone +358 9 439 0060 (switchboard).</p> <p>A data subject has the right to ask the office of the Data Protection Officer for an evaluation of the legality of Aalto-yliopistokiinteistöt Oy's operations regarding data security (tietosuoja (at) om.fi).</p>