

Privacy notice

This notice contains information required in the Articles 13 and 14 of the EU General Data Protection Regulation.

Personal data file	Alumni query of the Master's programme in Geoinformatics
Date:	3.1.2023
Controller	Aalto University Foundation Postal address: P.O. Box 11000, FI-00076 AALTO Street address: Otakaari 24, 02150 Espoo Tel.: (09) 47001 (exchange) 09 47001
The person in charge and contact person of the file	Assistant professor Maaria Nordman Aalto University maaria.nordman@aalto.fi
Data protection officer and contact details	The Aalto University data protection officer Postal address: P.O. Box 11000, FI-00076 AALTO Street address: Otakaari 24, 02150 Espoo Tel.: (09) 47001 (exchange) 09 47001 E-mail: dpo@aalto.fi
Purpose and legal basis for processing the personal data	The personal data is processed for the following purpose: -to collect data of how people who have graduated from geoinformatics have been employed and develop the master's programme based on the results - write a publication based on the survey results -to enable sharing contact information of the alumni with student organisation Poligoni for alumni activities The legal basis for processing the personal data: the legitimate interest of the university: developing the master's program consent from the participant: storing and forwarding the contact information to Poligoni
A: Personal data collected directly from you	Yes.

B: Personal data collected elsewhere than from you	Yes. The student/alumni data base of Aalto University
Information contained in the personal data file (descriptions of categories of data subjects and those of personal data)	<p>Individualising and contact information:</p> <ul style="list-style-type: none"> • name, email address, phone number, start and end year of studies <p>Other data:</p> <ul style="list-style-type: none"> • answers to the questionnaire
Recipients or categories of recipients of the personal data (= disclosure of personal data)	<p>Poligoni: name, email address</p> <p>Aalto University can also use external personal data processors, such as companies offering system services, which process personal data on behalf of Aalto University based on an assignment agreement.</p>
Transfer of personal data to third countries	<p>The controller does not regularly transfer data contained in this data file outside the EU/EEA.</p> <p>The data protection policy of the university is to exercise particular care when transferring personal data outside the EU and the EEA to countries that do not offer the data protection required by the European General Data Protection Regulation (GDPR). Transfers of personal data outside the EU and EEA are done in accordance with the requirements of the GDPR.</p>
Period for which personal data is stored / Criteria used to determine the period for which data is stored	<p>The data collected with the questionnaire will be stored until a report without identifying information is made from the answers.</p> <p>Otherwise the data is preserved for a period defined in the university records management plan (TOS).</p>
Rights of the data subject	<p>Right of access</p> <p>You have a right to know what personal data are being processed of you and what data concerning you have been stored. The university provides you with your information upon request without undue delay. The requested information or the additional information related to the request must be provided no later than one month after receiving the request. If the information request is complex and comprehensive, the deadline may be extended by two months.</p>

Right to rectification of data

You have a right to have any inaccurate or incomplete personal data concerning yourself rectified or completed without undue delay. In addition you have a right to have personal data erased from the data file when it is no longer necessary.

Right to object to processing of personal data

You shall have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning your which is based on the performance of a task carried out in the public interest or in the exercise of official authority or the legitimate interest of the university.

The right of the data subject to withdraw consent

In situations where the processing of the personal data is based solely on consent, you shall have the right to withdraw your consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. As a rule, the withdrawal of consent is communicated to the party to which the original consent was given.

Right to be forgotten

Depending on the legal basis on which the data is processed, you may have a right to have your personal data erased from the data file of the school. This right shall not apply to cases where data processing is necessary for compliance with a legal obligation or for a task carried out in the exercise of official authority vested in the university. The storage and erasure of data shall comply with the records management plan of the university and the data storage periods required by legislation.

Right to restrict processing

In certain situations, you may have the right to restrict the processing of your personal data until the legal basis for the data or their processing has been duly checked and rectified or completed.

Right to data portability

The right to data portability means that the data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to the university, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the university. This right shall apply only to situations where the processing is carried out by automated means and is based on consent or on a contract.

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You can exercise your right by contacting the Aalto data protection officer (dpo@aalto.fi)

The right to lodge a complaint with a supervisory authority

You shall have the right to lodge a complaint with a supervisory authority if you consider that the processing of personal data relating to you infringes the General Data Protection Regulation (EU) 2016/679. In addition, you have a right to use other administrative or judicial remedies.

You shall have the right to bring proceedings against the controller or the organisation processing your personal data before a court if you consider that the processing of your personal data infringes the General Data Protection Regulation.