



## Privacy notice: JUSTUS service of Turku University of Applied Sciences

This is a privacy notice, which is based on articles 13 and 14 of EU's General Data Protection Regulation.

### Controller

Turku University of Applied Sciences Ltd

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Telephone exchange +358 2 263 350

kirjaamo@turkuamk.fi

### Person in charge and contact persons

Marita Ahola, Head of Information Services

### Contact information of the Data Protection Officer

Please contact in all data protection related matters: tietosuoja@turkuamk.fi

The messages sent to this address are processed by the Data Protection Officer (DPO) and a data protection specialist working with them and as their substitute.

### Purpose of processing personal data

The personal data, publication data and research activities of Turku UAS' personnel is saved in the JUSTUS service, which is implemented by CSC – IT Centre for Science Ltd.

From the JUSTUS service, the publication data is automatically submitted to Virta Publication Information Service and the National Research Information Hub, which are owned by the Ministry of Education and Culture (MINEDU), and Vipunen, Education Statistics Finland, which is owned by the Finnish National Agency for Education. CSC is responsible for the technical

implementation of these. The publication data is openly available in the Research.fi service. The self-archived copies of publications saved in the JUSTUS service and works published in Turku UAS' publication series are available in the open access repository Theseus. The metadata is available in Turku UAS' Finna search service and in Finna.fi of the National Library of Finland (the University of Helsinki).

At Turku UAS, the data on publications is used in internal reporting and in the development on operations.

The purposes of processing personal data in the JUSTUS service

- **Management of author information:** to keep the data of Turku UAS personnel up to date. The personal data is utilized in saving publication data and research activities and in the Researcher's profile in the Research.fi service.
- **Data collection on publications:** to save the metadata of publications and artistic activities produced by Turku UAS' personnel in the annual data collection of publications obligated by MINEDU and deposit the publications in the open access repository Theseus by self-archiving their versions with the publishers' and authors' consent.

MINEDU utilizes the information for monitoring and supervising the development of the structure of higher education institutions' research and as a criterion for allocating basic funding for universities and universities of applied sciences. The purpose of collecting data on publications is also to produce a basis of knowledge on the operations and societal impact of the Finnish research system. (Informing JUSTUS data subjects:

<https://wiki.eduuni.fi/display/CscJustus/Informing+the+registered>)

- **Turku UAS' publication series:** to save the metadata of Turku UAS' publication series and deposit the publications in the open access repository Theseus. At the same time, the metadata on the publications in

the publication series is utilized in MINEDU's collection of data on publications.

- **Research activities:** to offer the personnel of Turku UAS the chance to save the metadata of research activities produced by them and publish them in the Researcher's profile they have created in the Research.fi service.

### Legal basis for processing personal data

**Transfer and updating of author information:** article 6, section 1, sub-section f of the General Data Protection Regulation serves as the legal basis for processing personal data in the transfer of the data of Turku UAS' personnel from Turku UAS' HR system and updating them in the JUSTUS service: carrying out legitimate interests pursued by the controller or a third party.

**In collecting data on publications and internal reporting,** the legal basis for processing personal data is the legal obligation (article 6, section 1, sub-section c of the General Data Protection Regulation; Act On Universities Of Applied Sciences 932/2014, Section 45) to submit the data on Turku UAS' publications for MINEDU's data collection and publications and for the own statistics and reporting purposes of Turku UAS.

The legal basis for processing personal data in the JUSTUS publishing repository is article 6, section 1, sub-section e in the General Data Protection Regulation of the EU. The processing is necessary to carry out a task in the public interest.

In self-archiving publications and publishing works of Turku UAS' publication series in the Theseus publishing repository, the legal basis for processing personal data is article 6, section 1, sub-section f in the General Data Protection Regulation: carrying out legitimate interests pursued by the controller or a third party.

The data is disclosed to the Ministry of Culture and Education for the National Research Information Hub (Research Information Hub Act 1238/2021, Sections 3 and 4). The basis is the legal obligation referred to in the General Data Protection Regulation's article 6, section 1, sub-section c.

**Research activities:** Members of Turku UAS' personnel can only save their own personal research activities and they can make the decision on their public availability themselves.

### **Legitimate interests of the data controller or third party**

Processing of personal data is necessary for the purposes of the legitimate interests pursued by the controller. The controller's legitimate interest is based on a relevant and appropriate relationship between the data subject and controller, which is a consequence of that the data subject is an employee at Turku UAS and when the processing takes place for purposes which the data subject can reasonably have expected at the time of and in connection with collecting the personal data.

### **Processed categories and storage times of personal data**

The processed categories of personal data are the personnel of Turku UAS and other people who have participated in making the publications and artistic activities. In terms of others than members of Turku UAS' personnel, the first name and last name of the person is saved in the JUSTUS service. The JUSTUS service contains the data on publications and other research activities produced by the personnel of Turku University of Applied Sciences.

The personal data contained by the JUSTUS service:

- the person's name and email address
- the person's job title and starting year

- the person's ID obtained from the personnel system (are not transferred forward from the system)
- the person's organization, faculty and unit
- the person's ORCID ID (if such exists).

The publishing data contained by the JUSTUS service:

- the bibliographical information on the publication (e.g., name of the publication, year of publication, publisher)
- certain classification data (e.g. discipline, type of publication)
- Turku UAS' research group related to the publication (are not transferred forward from the system)

The personnel data transferred from Turku UAS' HR system to the JUSTUS service is updated every six months.

The electronic notifications submitted by authors on publications are stored in the julkaisutiedonkeruu email of Turku UAS for the year in question plus two calendar years, and for a year in the e-form system.

Personal data is stored in the JUSTUS service as long as the service order is valid. All personal data will be deleted from the JUSTUS service within six months after the termination of the service order.

The publication data in the VIRTA publication data service and the Research.fi service is stored permanently for the statutory data collection of the Ministry of Education and Culture.

### **Regular information sources**

The personnel data obtained from Turku UAS' HR system is saved in the JUSTUS service 2 times a year. The ORCID IDs which are announced by the members of personnel themselves or are publicly saved in the ORCID service are combined to the data. If the person has not saved an ORCID ID in Turku



UAS' HR system, it can be obtained from the person in question or from the ORCID.org service if the person has set it as public in the system.

The author of the publication submits the publication data with email or with an e-form.

In addition, publishing data is checked from different publication databases and publishers' services.

The personnel save their own research activity data in the storage service for research activities in the JUSTUS service.

### **Receivers or receiver groups of personal data**

The personal data obtained from Turku UAS' HR Services and the personal and publication data saved in the JUSTUS service are processed by those members of Turku UAS' personnel, whose duties include the processing of personal data, collecting data on publications, compilation of statistics and reporting on publication data and saving works in Turku UAS' publication series.

Publication data is transferred monthly from the JUSTUS publication data repository to Turku UAS' data storage for reporting and monitoring the results, which is a statutory task. Only separately appointed persons can access the data storage.

CSC can access the JUSTUS service. A separate agreement on the processing of personal data in the JUSTUS service has been made with CSC.

The processing of personal data and disclosing data of VIRTAs publication information service is separately described on the Tietojen käsittelyn kuvaus page in Finnish

(<https://wiki.eduuni.fi/pages/viewpage.action?pageId=70194551>). Data is disclosed to different systems with statutory grounds or based on permissions to disclose data collected from organizations, see the commissions on data



disclosure in Finnish at

<https://wiki.eduuni.fi/display/cscvirtajtp/Tiedonluovutustoimeksiannot>.

Open Repository Theseus is a service maintained by the National Library of Finland, which is the processor of the data. The privacy notice of Theseus is available at [http://www.arene.fi/wp-](http://www.arene.fi/wp-content/uploads/Raportit/2018/TheseusPrivacynotice.pdf)

[content/uploads/Raportit/2018/TheseusPrivacynotice.pdf](http://www.arene.fi/wp-content/uploads/Raportit/2018/TheseusPrivacynotice.pdf)

The open public portal of the National Research Information Hub is [Research.fi](https://research.fi). The privacy notice of the National Research Information Hub <https://research.fi/en/privacy>.

### **Essential information regarding transfer of data to third countries (outside the EU or EEA countries)**

Personal data is not transferred outside the EU or EEA.

### **Principles of data protection**

Access to the JUSTUS service is limited with user IDs and user rights. Only the members of Turku UAS' personnel whose duties include processing personal and publication data and compiling statistics and reporting on publications can access the data. The personnel of Turku UAS can view the data they have saved by logging in the JUSTUS service. Data transfers which take place through the interfaces are encrypted.

CSC is obligated to manage the appropriateness, maintenance, protection, information security and storing the data in the nationally centralized system.

(CSC: JUSTUS-palvelun tietosuoja ja henkilötietojen käsittely in Finnish

<https://wiki.eduuni.fi/pages/viewpage.action?pageId=30310801>)



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## Data subjects' rights

According to the General Data Protection Regulation, the data subject has the right:

- to receive information on the processing of their personal data, unless otherwise regulated by the law
- to request for access to their personal data and rectification regarding incorrect or insufficient information
- to erase their data (not applied, if the basis for processing is compliance with a legal obligation or performance of a task conducted in the public interest)
- to restrict the processing of their data
- to object to the processing of their data, if the basis for processing is general or legitimate interest
- to request the transfer of data they have submitted themselves from one controller to another, if the basis for processing is consent or agreement
- withdraw the consent they have given
- notification obligation of the controller on the rectification/erasure/restricting of processing of personal data
- not to be subject to automated decision-making (the data subject may allow automated decision-making by their consent)

More information on data subjects' rights is provided by the contact person and/or Data Protection Officer.

You can request for access to your personal data and rectification regarding incorrect or insufficient information by contacting the library or by email to the address [julkaisutiedonkeruu@turkuamk.fi](mailto:julkaisutiedonkeruu@turkuamk.fi).

If processing the data does not require identifying the data subject without additional information or the controller cannot recognize the data subject, the right to inspection, rectification, data erasure, restriction of processing, obligation to report and transmittal is not applied.



You have the right to file a complaint with the Data Protection Ombudsman's office, if you consider that valid data protection legislation has been breached in processing your personal data. The contact details of the DPO can be found in the beginning of the privacy notice. All requests are processed on a case-by-case basis.