

Privacy Notice

General Data Protection Regulation (GDPR) of the EU, Articles 13 and 14

6 June, 2025

1. Name of the register	Staff training / HEI Teacher Day 2025
2. Identity and contact details of the data controller	University of Turku Postal address: University of Turku, 20014 UNIVERSITY OF TURKU E-mail: kirjaamo@utu.fi Telephone: +358 29 450 5000 (switchboard)
3. Contact details of the Data Protection Officer	E-mail: DPO@utu.fi More information about the Data Protection Officer www.utu.fi/dpo
4. Contact details for questions regarding the purpose of the register	University of Turku Human Resources 20014 UNIVERSITY OF TURKU hrd@utu.fi
5. Purpose and legal basis for the processing of personal data	<p>The purpose of processing personal data is to manage registration and participant information for staff training at the University of Turku. Personal data is collected and processed in order to organize staff training and to apply for statutory training compensation.</p> <p>Staff training is organized for individuals employed by the University of Turku. Depending on the specific training, other members of the university community or stakeholders affiliated with the university may also participate.</p> <p>The staff training system consists of a general register covering all personnel, which is used to manage the personal data of staff members who have participated in training sessions, as well as their participation in various staff training events. In addition, each individual training session (including the HEI Teacher Day event) constitutes a separate personal data register, in which information specifically defined for that training is collected about the individual (whether a member of staff, the university community, or a stakeholder).</p> <p>Based on the participant data from staff training events, information on participants and their individual training days is regularly reported when applying for statutory training compensation.</p> <p>According to Chapter 2, Section 1 of the Finnish Employment Contracts Act, employers are obligated to support the personal development of employees so they can perform their duties and advance in their careers.</p>

	<p>The University's eligibility for training compensation is based on the Act on Compensation for Training (1140/2013). The purpose of this law is to improve employers' opportunities to provide employees with training that enhances their professional skills.</p> <p>The legal basis for processing personal data in the context of organizing staff training is the performance of the employer's legal obligations.</p> <p>For individuals who are not employed by the university, the legal basis for processing personal data is the contractual relationship formed between the data controller and the data subject upon registration.</p>
6. Categories of personal data concerned	<p>Personal data</p> <ul style="list-style-type: none"> - Name <p>Contact information</p> <ul style="list-style-type: none"> - Email address <p>Employment details</p> <ul style="list-style-type: none"> - Staff group <p>Organization</p> <p>Other information</p> <ul style="list-style-type: none"> - Participation in breakfast - Possible dietary requirements related to breakfast
7. Recipients and categories of recipients of personal data	<ul style="list-style-type: none"> - Registrations are collected using the Webropol service under the University of Turku's license - The Employment Fund (Työttömyysvakuutusrahasto, TVR) for the purpose of applying for training compensation
8. Information on data transfers to third countries	<p>Personal data is not transferred outside the European Union (EU) or the European Economic Area (EEA).</p>
9. Retention period of personal data	<p>Personal data is retained only for as long as it is necessary to fulfill the purposes for which it was collected, and in accordance with applicable legislation and the University of Turku's data management policies.</p> <p>Participation records related to staff training are stored for a period required to apply for and report statutory training compensation, after which personal data is anonymized or deleted in a secure manner.</p>
10. Data subject's rights	<p>The data subject has the right to request access to their personal data and the right to request the rectification of that data. The data subject does not have the right to request erasure of their data or to object to its processing due to the university's data retention obligations.</p> <p>The data subject has the right to lodge a complaint with the supervisory authority.</p> <p>The contact person for matters related to the rights and obligations of the data subject is the Data Protection Officer. The contact details of the Data</p>

	Protection Officer are provided at the beginning of this notice.
11. Is the provision of personal data a statutory or contractual requirement, or a requirement necessary to enter into a contract, and is the data subject obligated to provide the personal data and what are the possible consequences of not providing such data	<p>Refusal to provide personal data prevents the University of Turku from fulfilling its statutory obligations with respect to the data subject. In such cases, the university may not be able to provide staff training services to the individual concerned.</p> <p>If a data subject who is not part of the university's staff fails to provide the requested information required for training registration, the data controller cannot accept the registration and cannot enter into an agreement with the data subject regarding participation in the training.</p>
12. Sources of personal data	For participants in staff training events, personal data is obtained directly from the individual at the time of registration.
13. Information on the existence of automated decision-making, including profiling	The data in the register is not used for automated decision-making or profiling.
14. Principles of data register protection	<p>Register data is stored in accordance with best practices, good information security, and legal requirements, ensuring protection against unauthorized access. The register is secured with user IDs, passwords, and function- and group-specific access rights. Access to the register requires multi-factor authentication (MFA). Only members of staff who need the data to perform their work duties have access to the personal data registers. The system is only accessible via a secure network connection.</p> <p>A data processing agreement compliant with the EU General Data Protection Regulation (GDPR) has been concluded with the system provider (Webropol), specifying the terms for the processing of personal data.</p> <p>The use of the service generates log data, which is used to ensure the security of the service, for technical development, and for the detection, prevention, and resolution of malfunctions (Information Society Code (917/2014) Sections 138, 141, 144, 272). Log data is retained only for as long as necessary to fulfill these purposes and is not used for any other purpose.</p>