**REQUEST TO ACCESS PERSONAL DATA, HAVE PERSONAL DATA RECTIFIED OR ERASED OR OTHER REQUEST**

**EU General Data Protection Regulation (679/2016), chapter 3**

You can use this form as an aid if you wish.

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| **1. Request**  | I would like to know whether the University of Jyväskylä processes my personal data and I would like to obtain a copy of that personal data. Data the request concerns:[ ]  I would like to access the following data about me:[ ]  As a job applicant[ ]  As an employee[ ]  As a participant in a student selection process[ ]  As a student [ ]  Stakeholder information (alumni, marketing, events)[ ]  Student information of the Teacher Training School[ ]  Other data (please specify): [ ]  I would like to access all personal data processed by the University of Jyväskylä[ ]  I am/have been an employee[ ]  I am/have been a student |
|  | I would like to limit the following data outside the request:[ ]  Avance (Executive MBA)[ ]  Urasilta and Inforte.fi[ ]  University press[ ]  Peda.net service[ ]  Webropol (survey software)[ ]  Teacher Training School (Norssi)[ ]  Kokkola University Consortium Chydenius[ ]  Open UniversityThis limitation is requested so that any unnecessary parties can be excluded from the group of processors concerning your data request. |
|  | If your request for data concerns ***scientific research in which you have taken part as a research participant***, please indicate detailed information about research (research topic, date, party/person responsible for research). |
|  | If your request for data concerns CCTV recordings, please indicate as exact a time and place as possible, concerning which you want to access data. Time/place means time in a one-hour timeframe and place for example, a named university building you have entered. Also describe your features to help identify you from the footage (clothing, hair, glasses etc.). The university’s camera surveillance focuses on open areas for public to enter, which requires the data subject to provide additional information to make identification possible. Recordings maximum storage period is 30 days.  |
|  | I request my personal data to be rectified. What data does the request concern? (Data to be rectified and accurate change or addition) |
|  | I request my personal data to be erased. What data does the request concern? (Data to be erased in detail and reasons for the erasure)  |
|  | I request my personal data to be restricted. What data does the request concern? |
|  | I request that the processing of my personal data be stopped (right of refusal). What data does the request concern? |
|  | I request my personal data to be erased (right to be forgotten). What data does the request concern? |
| **2. Delivery of data and additional information** | Data is delivered in commonly used electronic format, unless otherwise requested:[ ]  I would like the data to be delivered in paper format by post |
|  If required, you can enter additional information in section 1.   |

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| **3. Request** **made by**  | \*Name:   | \*Mandatory information is marked with an asterisk |
| \*Email address or telephone number (this will be used to contact you if we need additional information): |   |
| Birth data or student number: Not required if you have not worked or studied at the university.  |   |
|  | Address (if you wish that we sent an answer by post):  |  |

### Privacy notice

### For what purposes do we process personal data and what are the legal grounds for processing?

The data you have entered in the form is used to carry out your request, to compile statistics and to contact the supervisory authority and to subsequently monitor activities, such as compliance with defined times.

Processing is based on article 6.1(c) of the EU General Data Protection Regulation (GDPR, 679/2016). This means that processing is necessary to fulfil the data controller's statutory obligations. These obligations are defined in chapter 3 of the GDPR.

### What type of personal data do we process?

We process personal data you have provided in order to exercise your rights, including your identification data. In addition, we process all the personal data that the university as the data controller has about you and that your request concerns.

### Who can access your personal data?

Your personal data is processed by persons who are responsible for fulfilling requests made by data subjects, i.e. register contact persons, administrators and processors of personal data, depending on the scope of the request.

As regards the disclosure and publicity of personal data, Act on the Openness of Government Activities is followed.

### Is your personal data transferred outside the EU/EEA and how is data protected during transfers?

 The data you provide in order to exercise your rights is not transferred.

### For how long do we process your personal data and do we archive your data?

Your request and the response given to it are stored for 12 months after receiving your request, after which they are erased.

### What rights do you have as a data subject?

Rights of data subjects:

Right to access your data,

Right to have any incorrect data rectified

Right to have your data erased (right to be forgotten) in certain situations

Right to restrict processing in certain situations

Right to have the unit responsible for the register notifying the party to which data is disclosed of your personal data being rectified or erased or of processing being restricted

In addition, data subjects have the right, in certain situations, to object to processing and have their data transferred from one system to another. You have the right to obtain information about any information security breaches and to file a complaint with the supervisory authority.

### Contact information and the data controller

**Data controller**

The University of Jyväskylä acts as the data controller.

**Contact information of the data protection officer of the University of Jyväskylä**

tietosuoja(at)jyu.fi, +358 40 805 3297

This privacy notice was published and sent to data subjects starting from 25 May 2018.

Form has been updated on 14 February 2023. Additional requirement for SARs concerning video surveillance footage to help identify the data subject.