Privacy Notice [insert the purpose of data processing]

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**INSTRUCTIONS**: All information in the table of contents must be communicated **to the data subject. Use plain and clear language.** Add needed information and remove unnecessary items from the text. Be sure to update the table of contents. Submit the notification to the data subject and to the University’s Data Protection Officer (tietosuoja (at) jyu.fi). If the university is the data controller all the privacy notices will be collected to the same web page: https://www.jyu.fi/en/university/privacy-notice

## For what purpose will your personal data be processed and what is the legal basis for the processing?

[Explain clearly and in plain language to the data subject the purposes for which the personal data are collected. Tell the data subject what the legal basis for the processing of personal data is. The legal basis is one of the paragraphs 1 to 6. Mention also the provision of the Finnish law where appropriate.]

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| * + 1. The data subject has given consent to the processing of his or her personal data for one or more specific purposes. [The consent shall cover all the purposes for which the data is to be processed and you must be able to show afterwards that the consent was given as a voluntary, specified, conscious and explicit declaration of intention.]
		2. Processing is necessary for the implementation of a contract in which the data subject is a party, or in order to take necessary steps at the data subject’s request prior to entering into a contract.
		3. Processing is necessary for compliance with a legal obligation to which the controller is subject.
		4. Processing is necessary in order to protect the vital interests of the data subject or of another natural person.
		5. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
		6. Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.
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The University is committed to collecting and processing your personal data in a fair and transparent manner and in compliance with the relevant legislation. This privacy notice outlines how the University will manage your personal data in accordance with the data protection legislation.

### What personal data do we process?

Describe the personal data and their groups. Explain where the data come from (from the data subject or somewhere else, detail where from)?

### Who will have access to your data?

[Please indicate which units are handling personal information within the University. The purpose is to describe to the data subject which units and staff have access to his/her personal data.]

Indicate whether personal information is to be transferred over to third parties for processing (name the parties and state that this will take place under an existing data processing agreement).

Indicate whether any personal data are to be disclosed to third parties and on which grounds (provision). Name these parties.]

### Will your personal data be transferred outside the EU/EEA area? How are the transfers protected?

[Please state here that the personal data will not be transferred outside the EU/EEA area, or, if you intend to do such transfers, name the destination countries here. Describe what data protection safeguards by the GDPR will be applied to the data transfer.

### For how long will your data be processed? Will the data be archived? (Retention periods)

[Please indicate here the processing / retention periods of personal data. The retention time is usually set in the University’s archive formation plan. The retention period should not be defined in any vague terms, such as “the data will be retained for the time being”. Ensure that the data will be disposed or archived securely at the end of the retention period. If the data are to be kept for statistical purposes after the retention period, this has to be mentioned. If the data are to be archived after the processing is over, tell where information will be filed and whether archiving will be done with or without personal identifiers (anonymous data).]

Withdrawal of consent

[If the legal basis for the processing is the consent of the data subject, please mention here the right of the data subject to withdraw the consent at any time. Otherwise, omit this passage.]
[For example: You have the right to withdraw the consent at any time. You can easily cancel your consent by sending an email to (kirjaamo@jyu.fi). Cancelling your consent does not affect the processing actions taken before the consent was withdrawn.]

Your rights as a data subject

As a data subject, you have the following rights:

* Right to access
* Right to rectification (remember to keep your contact information up to date)
* Right to erasure (‘right to be forgotten’) in some cases
* Right to the restriction of processing in some cases
* The University has the obligation to notify any third-party recipient of the data about your requests for a rectification or erasure of your personal data or a restriction of processing.
* The right to object to the processing. For example, when your personal data are processed for the purposes of direct marketing, you have the right to object to the processing at any time.
* Right to data portability in some cases
* The right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or would similarly affect you significantly.
* Right to be informed of any information security breaches causing a major risk
* Right to lodge a complaint with a supervisory authority

If you have any questions about your rights, you can contact the University’s Data Protection Officer or the contact person of the database concerned.

### How can you use your rights?

The University has set out guidelines for the implementation of the data subject’s rights: https://www.jyu.fi/en/university/privacy-notice/data-subject-rights.

### A general description of the technical and organisational safety measures

The University as a data controller will take appropriate technical and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss or damage to personal data.

[Provide more detailed information on safeguards.]

## Contact details

**Data Controller**

As regards processing these personal data, the University of Jyväskylä is the data controller and takes over the responsibility from [insert the name of the responsible unit]

**Responsible unit**Contact information of the unit:
[Name, contact address and phone number of the person in charge of processing the personal data]

**Data Protection Officer**If you have any questions concerning data processing, please contact the University’s Data Protection Officer, tietosuoja@jyu.fi or tel. +358 40 805 3297.

This privacy notice has been released and submitted to the data subject on **dd.mm.yyyy.**