

Privacy notice

1. Data Controller	Tampere University Foundation sr FI-33014 Tampere University Kalevantie 4, FI-33100 Tampere, Finland Business ID 2844561-8
2. Contact person	Please send all inquiries to: Senior Specialist Raisa Suominen Tel. +358 40 190 1242 Email hiddengems@tuni.fi
3. Data Protection Officer	dpo@tuni.fi
4. Name of the register	Register of Hidden Gems Spouse Programme and Hidden Gems Alumni Community
5. Purpose of processing personal data and the lawful basis for processing	<p>Purpose of processing:</p> <p>Administration, organisation and evaluation of the Hidden Gems programme and alumni activities for international spouses who have followed their partners to Tampere, Finland.</p> <p>The Hidden Gems Finland programme aims to facilitate networking, employment and full integration of international spouses in Tampere region. It organises a variety of activities related to networking, mentoring and professional development and runs a spouse community for its alumni members.</p> <p>The initiative started out as an in-house spouse programme supporting the spouses of the international university researchers at Tampere Universities community in 2018. Since then, the activities have been opened to other spouses who have followed their partners to Tampere.</p> <p>The programme helps the spouses navigate personal and professional life in the new environment. In many cases new friendships are born. After the programme the participants have access to an alumni community and continue receiving mentoring.</p> <p>Lawful basis for processing:</p>

	<p><input checked="" type="checkbox"/> Consent <input type="checkbox"/> Contract <input type="checkbox"/> Legal obligation <input type="checkbox"/> Vital interests of data subjects <input type="checkbox"/> Public interest or the exercise of official authority <input type="checkbox"/> Legitimate interests of the Data Controller</p> <p>Consent may be withdrawn by sending an email to the programme coordinator: hiddengems@tuni.fi.</p>
6. Contents	<p>The phase during application and the programme activities</p> <p>Data collected:</p> <ul style="list-style-type: none"> - Name - Motivation - Contact information (postal code; city; country; phone number; email address) - Country of origin - Partner information (eligibility criteria to the programme) - Date of moving to Finland (month/year) - How long initially planning to stay in Finland - Highest education level - Professional interests and skills - Language skills (level of English skills; level of Finnish skills) - CV information <p>Purpose of use:</p> <ul style="list-style-type: none"> - Selecting participants based on the given information; communication during the programme; tailoring the programme contents to the needs of each cohort; familiarising with the participant's individual situations to facilitate the mutual networking and to provide personalised career support for the participant; providing personalised support and ideas for personal and professional development based on participant's interests and CV information. <p>The phase after the programme activities</p> <p>Data to be stored:</p> <ul style="list-style-type: none"> - Name; motivation; contact information; country of origin; partner information (eligibility criteria); time of participation; date of moving to Finland; how long initially planning to stay in Finland; highest education level; professional interests and skills; language skills (level of English skills; level of Finnish skills)

	<p>Purpose of use:</p> <ul style="list-style-type: none"> - Evaluation and feedback of the programme and its activities; development of the programme; administration and organisation of the alumni community and its activities; communication with the alumni members; possible follow-up surveys on career development and professional development
7. Sources of information	The data is collected in the application phase of the programme using an application form and a CV. In the application form the applicant is asked to give consent to the processing and storage of the data.
8. Regular disclosure of data and recipients	<p>Regular disclosure of data to third parties: The data is not disclosed to third parties.</p> <p>The Data Controller has signed a contract to outsource processing activities:</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, please specify:</p>
<p>9. Transfer of data outside the EU/EEA</p> <p>If data is transferred outside the EEA, please describe the related data protection procedures</p>	<p>Will data stored in the register be transferred to a country or an international organisation located outside the EU/EEA:</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, please specify:</p> <p>Description of the measures taken to protect data:</p> <p>The data is stored in accordance with the appropriate data security requirements and policies. The data is processed by the coordinators of the Hidden Gems spouse programme working for Tampere University.</p>
10. Data protection principles	<p>A manual data</p> <p><input type="checkbox"/> In a locked room</p> <p><input type="checkbox"/> In a locked cupboard</p> <p><input type="checkbox"/> Other, please specify:</p> <hr/> <p>B electronic data (e.g. information systems and equipment):</p> <p><input checked="" type="checkbox"/> usernames</p> <p><input checked="" type="checkbox"/> password</p> <p><input checked="" type="checkbox"/> multi-factor authentication (MFA)</p> <p><input checked="" type="checkbox"/> access management (IP address)</p>

	<input checked="" type="checkbox"/> collection of log data <input checked="" type="checkbox"/> physical access control <input type="checkbox"/> other, please specify
11. Data retention period or criteria for determining the retention period	<p>10 years from application</p> <p>Criteria for determining the retention period: the time period the participant is offered programme activities and an access to the alumni community.</p>
12. Existence of automated decision-making or profiling, the logic involved as well as the significance and the envisaged consequences for data subjects	<p>The data stored in the register will be used to carry out automated decision-making, including profiling:</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, please specify:</p>
13. Rights of data subjects	<p>Data subjects have the following rights under the EU's General Data Protection Regulation (GDPR):</p> <ul style="list-style-type: none"> - <u>Right of access</u> <ul style="list-style-type: none"> o Data subjects are entitled to find out what information the University holds about them or to receive confirmation that their personal data is not processed by the University. - <u>Right to rectification</u> <ul style="list-style-type: none"> o Data subjects have the right to have any incorrect, inaccurate or incomplete personal details held by the University revised or supplemented without undue delay. In addition, data subjects are entitled to have any unnecessary personal data deleted. - <u>Right to erasure</u> <ul style="list-style-type: none"> o In exceptional circumstances, data subjects have the right to have their personal data erased from the Data Controller's records ('right to be forgotten'). - <u>Right to restrict processing</u> <ul style="list-style-type: none"> o In certain circumstances, data subjects have the right to request the University to restrict processing their personal data until the accuracy of their data (or the basis for processing their data) has been appropriately reviewed and potentially revised or supplemented. - <u>Right to object</u>

	<ul style="list-style-type: none"> ○ In certain circumstances, data subjects may at any time object to the processing of their personal data for compelling personal reasons. - <u>Right to data portability</u> <ul style="list-style-type: none"> ○ Data subjects have the right to obtain a copy of the personal data that they have submitted to the University in a commonly used, machine-readable format and transfer the data to another Data Controller. - <u>Right to lodge a complaint with a supervisory authority</u> <ul style="list-style-type: none"> ○ Data subjects have the right to lodge a complaint with a supervisory authority in their permanent place of residence or place of work, if they consider the processing of their personal data to violate the provisions of the GDPR (EU 2016/679). In addition, data subjects may follow other administrative procedures to appeal against a decision made by a supervisory authority or seek a judicial remedy. <p>The Data Controller follows a GDPR-compliant procedure for responding to subject access requests.</p> <p>Requests related to the rights of a data subject should be e-mailed to the University's address tau@tuni.fi or sent by post to Tampere University FI-33014 Tampere University</p>
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