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EU's General Data Protection Regulation (EU 2016/679), Art. 13, 14

Privacy Policy

1. Data Controller	<p>Tampere University of Technology Student Services</p> <p>TTY Foundation PO Box 527, FI-33101 Tampere, Finland Korkeakoulunkatu 10, FI-33720 Tampere, Finland</p> <p>Business ID 2286106-3</p>
2. Contact person	<p>Contact person of the EXAM system: Officer Riikka Laurila Tel. +358 3 3115 11 Email: tenttipalvelut@tut.fi</p> <p>Administrator of the EXAM system: Systems Analyst Mikko Lammi, IT Services</p> <p>Administrator of the video proctoring system: Systems Analyst Kalevi Paviola, Facilities and Infrastructure</p>
3. Data protection officer	<p>Legal Counsel Olli Repo Email: olli.repo@tut.fi Tel. +358 50 447 8340</p>
4. Name of the register	EXAM electronic examination system
5. Purpose of processing personal data and lawful basis for processing	<p>Purpose of processing personal data:</p> <p>The EXAM system is used at Tampere University of Technology primarily to create, book, complete and mark electronic examinations.</p> <p>The University collects personal data on EXAM users to:</p> <ul style="list-style-type: none"> - manage user rights, - contact exam takers, - supervise learning and assess student performance, - verify the identity of students who complete electronic examinations - confirm that students comply with the University's Examination Regulations while completing electronic examinations. <p>The personal data stored in the event log of the EXAM system is used to resolve technical issues.</p>

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	<p>Lawful basis for processing:</p> <ul style="list-style-type: none"> <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>Data subjects may withdraw their consent to the processing of their personal data by contacting the person identified above.</p>
6. Contents	<p>Information on courses, students and teachers as well as examination results are stored in the EXAM system.</p> <p>Mandatory personal data collected on all EXAM users:</p> <ul style="list-style-type: none"> Given name(s) Family name Email address Home institution User role <p>Information on the course connected with the examination</p> <ul style="list-style-type: none"> Examination details (time, place, designated computer) Students' answer sheets (must be retained for a minimum of six months after the examination date) Marker's comments and the final grades <p>All examination sessions are recorded on video (incl. audio).</p>
7. Sources of information	<p>With user consent, their name, email address, home institution and role therein is retrieved from their home institution's records when they log in to the EXAM system via Shibboleth.</p>
8. Authorised disclosure of information and recipients	<p>Disclosure of data stored in the EXAM system:</p> <p>External use:</p> <p>The data stored in the EXAM system is not disclosed for external use.</p> <p>Internal use:</p> <p>Examination papers and answer sheets can be accessed by:</p> <ul style="list-style-type: none"> - the teacher(s) who created the exam - the main users - the administrator of the EXAM system <p>Video recordings of examination sessions can be accessed by:</p> <ul style="list-style-type: none"> - the main users - the administrator of the EXAM system

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	<p>- the administrator of the video proctoring system</p> <p>Real-time video recordings can also be accessed by:</p> <p>- service assistants</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 or the EEA</p> <p>If data is transferred outside the EU or the EEA, please describe the related data protection procedures</p>	<p>Is data stored in the EXAM system transferred to a country or an international organisation located outside the EU or the EEA?</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, please specify:</p> <p>The EXAM interfaces are accessible in countries outside the EU and the EEA. Users are required to comply with the data protection policies and procedures of Tampere University of Technology.</p>
<p>10. Data protection principles</p>	<p>A manual data</p> <p>Attendance sheets are available in the facilities where students complete electronic examinations. Students write their name, the exam date, the exam name/code, and the number of their designated computer on the attendance sheet.</p> <p>B electronic data</p> <p>Access to the EXAM system requires a username and password. Users are required to comply with the data protection principles of Tampere University of Technology.</p> <p>Personal data is encrypted before it is transferred across the internet. The data saved in the EXAM system is stored on server managed by Tampere University of Technology and can only be accessed by server maintenance staff and authorized users listed in Section 8 above. The set of personal data stored on the server comprises a password-protected personal data file that is only accessible by authorized users.</p> <p>The Data Controller may delete personal data from the EXAM system after 18 months of a user's last login. Data is not automatically deleted.</p>
<p>11. Data retention period or criteria for determining the retention period</p>	<p>Attendance sheets are generally stored for up to two years.</p> <p>Video recordings are generally stored for up to 95 days.</p> <p>Students' answer sheets are stored for two years after the exam date.</p>

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<p>12. Existence of automated decision-making or profiling, the logic involved and the significance of the envisaged consequences for data subjects</p>	<p>The data stored in the EXAM system is 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>
<p>13. Rights of data subjects</p>	<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 may request the University to restrict the processing of 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> <p>In certain circumstances, data subjects have the right to object to their personal data being processed at any time.</p> - <u>Right to data portability</u> <ul style="list-style-type: none"> o 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"> o Data subjects may 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

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	<p>may follow other administrative procedures to appeal against a decision made by a supervisory authority or to seek a judicial remedy.</p> <p>The Data Controller follows a GDPR-compliant procedure for responding to subject access requests.</p>
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