

DESCRIPTION OF PERSONAL DATA FILE
Personal Data Act (523/1999), sections 10 and 24
Drafted on 28.2.2013

1a Controller	Name University of Helsinki
	Address P.O. Box 33, Yliopistonkatu 4, 00014 University of Helsinki
	Other contact information (e.g., phone during office hours, email address) 09 1911, insight@helsinki.fi
2 Contact person for register-related matters	Name Susanna Rautio, Mikko Kotola or Riikka Mäntyniemi
	Address P.O. Box 33, Fabianinkatu 18, 00014 University of Helsinki
	Other contact information (e.g., phone during office hours, email address) 09 191 21650, insight@helsinki.fi or viestinta@helsinki.fi
3 Name of register	University of Helsinki stakeholder register
4 Purpose of personal data processing	The register is maintained for the purpose of handling the University of Helsinki's client and stakeholder relations, as well as multichannel contacts, communication and event management based on register data. The register data are also used to market and sell the University's training and services. The stakeholder register may also be used to identify potential donors.
5 Content of register	Data entered in the system: <ul style="list-style-type: none"> - Potential private and corporate clients - Client and stakeholder organisations and contact persons, e.g., in corporations - For private persons, name and contact information; for corporations and their representatives, also information about possible cooperation projects with the University - Measures targeting clients in the register (e.g., marketing, communication, event invitations, negotiations and other contacts) The data are supplemented and maintained based on client contacts.
6 Regular sources of information	The data are collected in academic settings, for example, from University events, partners of different units and people interested in University communication. Data about corporations may also be collected from publicly available registers or registers subject to a charge.
7 Regular data disclosure	Data are not disclosed. The University is entitled to use stakeholder register data for research purposes.
8 Information transfer outside the EU or EEA	Register data are not disclosed.
9 Principles of register protection	A. Manually processed material The register does not contain manually processed material. B. Computer-processed data Register data are located in the systems and on the servers maintained by eTaika Oy and Mira Networks. Users of the register supplied by eTaika Oy have a personal username and password, with which each login can be verified and identified. Registered users can only view the data they are authorised to access. In the systems supplied by Mira Networks, user groups have a personal username and password, as well as different user rights. Register administrators who have permission to handle register data sign a user rights form before obtaining user rights. All hardware and databases are password protected. Information system suppliers and the University focus on information security and secure both it and the privacy of register data.
10 Right to check	Everyone in the register has the right to check their information stored in it. Free-form

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data	requests to check the information can be emailed to the register administrators at viestinta@helsinki.fi and insight@helsinki.fi. The administrators may also be contacted by phone at +358 9 191 21650.
11 Right to demand corrections to data	Everyone in the register has the right to demand that inaccurate information about them be corrected. Free-form correction requests can be emailed to the register administrators at viestinta@helsinki.fi and insight@helsinki.fi. The administrators may also be contacted by phone at +358 9 191 21650.
12 Other rights related to the processing of personal data	Everyone in the register has the right to prohibit the use of their information for direct advertising, distance sales and other direct marketing, market surveys and polls, as well as for the compilation of genealogies and registers of individuals. This prohibition shall be entered in the register.