PERSONAL DATA FILE DESCRIPTION
Personal Data Act (523/1999), section 10
Description created on 9 October 2009
Description updated on 17 May 2018

1. Controller of the data file	University of Helsinki Postal address: PO Box 53 (Fabiankatu 28), 00014 University of Helsinki Phone +358 2941 22400
2. Person responsible for the data file	Person in charge: Sari Zitting, head of IT systems +358 2941 22234
3. Name of the data file	Feedback register of the Oodi system for academic administration
4. Purpose of processing personal data/purpose of the data file	The purpose of the data file is to collect student feedback on teaching and use it in the self-assessment of education and the development of teaching. The collection of feedback is part of the University's self-assessment, and aims to provide information on the achievement of objectives set for teaching. One of the University's strategic objectives is to systematise the processing and use of student feedback. The feedback is used in the development and planning of teaching at the department and faculty levels. Teachers can use the feedback on their teaching to assess and develop teaching. The use of the data file for purposes related to the University's salary system is not permitted because the purpose of the data file is to develop studies, not to support the salary system. The use of the data file is based on section 87 of the Universities Act (558/2009): "The universities must evaluate their education, research and artistic activities as well as the effectiveness thereof. The universities must also regularly participate in external evaluations of their activities and quality assurance systems. The universities must publish the results of the evaluations they have organised."
5. Content of the data file	1. Feedback provided • Question, response • Information on a course or an examination as well as the teacher's name • Date of providing feedback 2. Respondent's basic details • Gender, credits, major subject/degree programme, date of entry in student records, native language, organisation, target degree, first date of the primary right to study
6. Regular sources of data	Feedback on courses is received from the person who provides the feedback. Feedback on courses and examinations is collected from students who have taken the relevant course or examination. Feedback can be used only if at least five students have completed the feedback form concerning a specific course or examination. The personal details of students and teachers as well as information on courses and examinations correspond to the data in the Oodi system for academic administration. The personal data file description of the Oodi system for academic administration is available in Finnish at https://blogs.helsinki.fi/oodi-tuki/rekisteriseloste/.
7. Regular disclosure of data and the transfer of data outside the EU or the European Economic Area	The data in the feedback tool of the Oodi system for academic administration are documents in the public domain as specified by the Act on the Openness of Government Activities (Act No 621/1999), and: • May upon request be provided for viewing • May upon request be issued under sections 13 and 16 of the Act on the Openness of Government Activities

	• If considered confidential, may be provided for viewing, or a copy of the document may be issued only 1) with the consent of the party concerned, 2) to the party concerned, or 3) by virtue of the law. The disclosure of data is described in the personal data file description of the Oodi system for academic administration. Personal data will not be disclosed outside the EU or the EEA.

8. Principles for protecting the data file	In the processing of data in the file, care will be taken not to unduly compromise the privacy of students.
	
	A. Manual data
	
	• Manual data will be stored and protected in a manner securing them against unauthorised access, accidental or unlawful destruction, manipulation, disclosure, transfer or other unlawful processing.
	• In each unit, employees and trainees will have access only to those personal data that are required to complete their work tasks.
	• The retention of personal data is described in the personal data file description of the Oodi system for academic administration (https://blogs.helsinki.fi/oodi-tuki/rekisteriseloste/).
	• Feedback responses, summaries and student information retrieved for summaries are retained for the period necessary for their use (e.g., until an assessment report has been drafted).
	
	B. Digital data
	• The data will be stored on University of Helsinki computers.
	• Only those who have received a username for the feedback tool can access the data as follows:
	   ○ Those granted the right to use the tool can process feedback information only if at least five students have completed the feedback form.
	   ○ The user rights have been limited so that feedback coordinators can add, update and delete questions. Teachers and students as well as feedback coordinators (excl. questions) have view-only rights to the data.
	   ○ Those who have been granted the user rights of a feedback coordinator can view the basic information on respondents in their own organisation and its sub-organisations as well as the feedback provided.
	   ○ Teachers can view the feedback on their teaching as well as a distribution of the respondents' basic information.
	   ○ Students can view the feedback they have provided.
	• Main users of the feedback tool can access all feedback throughout the University.
	• The Oodi service centre of the University's IT Centre is responsible for the technical maintenance of the system under a separate agreement and has authorised specific staff to access the databases associated with the feedback tool.
	• The authorised persons of the Oodi service centre as well as staff of the student register unit monitor the use of the system.
	• The personal data file description of the Oodi system for academic administration (https://blogs.helsinki.fi/oodi-tuki/rekisteriseloste/) describes the granting of user accounts for staff; the access of students to the system; the protection of equipment, databases and data network connections; and the archiving of data.
	• Feedback responses are retained for the period necessary for their use (e.g., until an assessment report has been drafted).
	• In other respects, the provisions of the Personal Data Act (523/1999), the Act on the Openness of Government Activities (621/1999) and the University of Helsinki guidelines for information security.

Right of inspection	The right to inspect data is described in the personal data file description of the Oodi system for academic administration (https://blogs.helsinki.fi/oodi-tuki/rekisteriseloste/).
Data rectification	The rectification of data is described in the personal data file description of the Oodi system for academic administration (https://blogs.helsinki.fi/oodi-

| | tuki/rekisteriseloste/). |