

## **Haaga-Helia University of Applied Sciences Privacy Notice for JUSTUS publication data storage service**

**In compliance with the requirements of the EU General Data Protection Regulation (GDPR, Articles 13, 14 and 30)**

**Created on: 14/5/2018**

**Updated: 22/2/2021**

**Updated: 22/6/2023**

### **1. Controller of data file**

The controller of the data file is Haaga-Helia University of Applied Sciences Ltd (Business ID 2029188-8).

Ratapihantie 13

00520 Helsinki, Finland

### **2. Controller's data privacy officer**

[dpo@haaga-helia.fi](mailto:dpo@haaga-helia.fi)

+ 358 29 447 1222

Requests concerning the exercising of the data subject's rights should be addressed to the controller's data privacy officer.

### **3. Name of data file**

JUSTUS publication data storage service

### **4. Purpose and lawfulness of processing of personal data**

Through the JUSTUS - publication data storage service (later the JUSTUS service), higher education institutions and state research institutes can report data from their scientific research publications to the Ministry of Education and Culture's annual publication data collection. The data are used to monitor and guide the development of the research structure of higher education institutions and as a criterion for allocating basic funding to universities and polytechnics. The

purpose of collecting publication data is also to provide a knowledge base on the operation and social impact of the Finnish research system.

The information of the JUSTUS service is published and the information can be browsed in Tiedejatutkimus.fi and JULY services. Their purpose is to facilitate the visibility and discoverability of research produced in Finland. Those who have made a significant contribution to the publication of a research publication should be mentioned in its list of authors.

Through the JUSTUS service, the user can also store the publication in parallel in the publication archive used by the university or research institute, which promotes open access to publications.

The organization that has published the research publication has the right to process, disclose and publish public information about the publication. The information provided by the organizations is used for the Ministry of Education and Culture's (OKM) annual publication data collection. The obligation of universities to provide the information required by the Ministry of Education and Research for the evaluation, development, statistics and other monitoring and guidance of education and research is based on section 51 of the Universities Act. The obligation of polytechnics to provide similar information is recorded in section 45 of the Polytechnics Act. The processing of your personal data is based on Article 6 (1e) of the EU Data Protection Regulation. Processing is necessary for the performance of a task in the public interest. In the case of research institutes, the collection of publication data is based on the decision made by the research institutes to participate in the publication data collection of the Ministry of Education and Culture.

## **5. Content of data file and personal data categories processed**

### **Personal data categories**

- a) Basic personal data
- b) Service Usage Information

**For each data category, the data file contains the following personal data, considered legitimate:**

- a) Basic personal data: first and surname, e-mail address, organisation, organizational sub-unit code, ORCID researcher identifier (optional information), unique identifier (uid attribute of Eduuni ID), organization-specific unique identifier
- b) Service Usage Information  
Log information about the use of the service



## **6. Regular data sources and personal data generated as part of controller's operations**

Personal data are primarily collected from the data subjects themselves.

Information on the publications and their authors is displayed via the tiedejatutkimus.fi service <https://www.tiedejatutkimus.fi> and the JUULI publication information portal <https://juuli.fi/> .

## **7. Period of storage of personal data**

Personal information related to publications will be kept for the time being. Processing log data for publication data shall be kept for five years from the end of the processing year, processing log data for author data shall be kept for six months from the end of the processing month.

## **8. Regular disclosures of personal data**

In the JUSTUS service, customer organizations decide on the transfer of publication data from the JUSTUS service to the VIRTA publication information service, through which the information is transferred to the Ministry of Education and Culture's annual publication data collection, as well as to the tiedejatutkimus.fi service and the JUULI portal. Based on the assignments of the organizations, the data can also be transferred to other systems. The data processing activities of the VIRTA Published Information Service are described separately on the VIRTA Publication Information Service wiki pages (Description of data processing in the VIRTA Publication Information Service).

In the JUSTUS service, the right to store and edit personal data related to publications belongs to the administrators appointed by the organizations that have joined the service.

The processors of personal data are CSC - Center for Science Information Technology Ltd and its subcontractors.

## **9. Transfers and disclosures of data to outside of the EU or EEA**

Data from the data file are not habitually transferred to outside the EU or EEA, nor processed outside the EU or EEA, unless this is necessary for the technical implementation of the processing (for example if the technical maintenance of systems is located outside the EU or EEA), or in order to manage international functions related to the purpose of use of the data file.

In transferring personal data, the controller complies with the standard contractual clauses approved by the European Commission in relation to the transfer of personal data to third-party countries, or alternatively implements other appropriate safeguards, or alternatively ensures that the third-party country can guarantee a sufficient level of data protection.

## **10.Data security principles**

Access to databases and systems and use of the data file are only available to such employees of the controller or of subcontractors working on the controller's behalf, whose work duties entitle them to handle the data contained in the data file. Every user of the data file has an individual username and password for the systems.

Materials containing personal data are stored in locked facilities that may only be accessed by specifically appointed persons whose work duties entitle them to do so.

The database containing personal data is stored on a server which is placed in a locked facility that may only be accessed by specifically appointed persons whose work duties entitle them to do so. The server is protected by an appropriate firewall and technical security systems.

In the JUSTUS publication data storage service, Tiedejatutkimus.fi service and the JUULI publication data portal, personal data are protected by appropriate technical and administrative measures against unauthorized or illegal processing and against damage or loss of personal data. Such means include, but are not limited to, the use of firewalls, encryption technologies and secure equipment facilities, appropriate access control, controlled access and control, guidance of personnel involved in the processing of personal data and careful selection of data controllers.

## **11.Rights of the data subject**

The data subject has the following rights in accordance with the EU General Data Protection Regulation:

- 1) The right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data and the following information:
  - i) the purposes of the processing;
  - ii) the categories of personal data concerned;

- iii) the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
- iv) where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
- v) the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- vi) the right to lodge a complaint with a supervisory authority;
- vii) where the personal data are not collected from the data subject, any available information as to their source; and
- viii) the existence of automated decision-making, including profiling, and meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject. (GDPR Art. 15)

Additionally, the data subject has the following rights:

- 1) The right to withdraw his or her consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. (GDPR Art. 7)
- 2) The right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her, as well as the right to have incomplete personal data completed, including by means of providing a supplementary statement. (GDPR Art. 16)
- 3) The right to obtain from the controller the erasure of personal data concerning him or her without undue delay, where one of the following grounds applies:
  - i) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
  - ii) the data subject withdraws consent on which the processing is based, and there is no other legal ground for the processing;
  - iii) the data subject objects to the processing on grounds relating to his or her particular situation, and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing for direct marketing purposes;
  - iv) the personal data have been unlawfully processed;
  - v) the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject.
- 4) The right to obtain from the controller restriction of processing, where one of the following applies:

- i) the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
  - ii) the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
  - iii) the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims; or
  - iv) the data subject has objected to processing on grounds relating to his or her particular situation, pending the verification whether the legitimate grounds of the controller override those of the data subject. (GDPR Art 18)
- 5) The right to receive the personal data concerning him or her, which he or she has provided to the controller, in a structured, commonly used and machine-readable format, and the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, as long as the processing is based on consent pursuant to the GDPR, and the processing is carried out by automated means. (GDPR Art. 20)
- 6) The right to lodge a complaint with a supervisory authority if the data subject considers that the processing of personal data relating to him or her infringes the GDPR. (GDPR Art. 77)

Requests concerning the exercising of the data subject's rights should be addressed to the controller's data privacy officer.