

11.04.2017  
 Privacy Policy  
 Personal Data Act 523/1999 10§ and 24§  
 Act on the Openness of Governmental Activities (612/1999)  
 18 §

1a. Keeper of records	<p>Name  <b>Aalto University</b></p> <p>Address  <b>Aalto University</b>  <b>PO Box 13350</b>  <b>FI-00076 AALTO FINLAND</b></p> <p>Other contact information  <b>+358 9 47001 (Switchboard), acris@aalto.fi</b></p>
2. Contact persons	<p>Name  <b>Anne Sunikka</b></p> <p>Address  <b>Aalto University</b>  <b>PO Box 13350</b>  <b>FI-00076 AALTO FINLAND</b></p> <p>Other contact information  <b>+358 9 47001 (Switchboard), acris@aalto.fi</b></p>
3. Name of records	ACRIS – Research Information System
4. Purpose of collecting personal information	<p>Research is one of the University's basic functions. In ACRIS –Research Information System Aalto University maintains information on research activities. The ACRIS –system consists of personel conducting research and artistic activities at Aalto University.</p> <p>The system is used for:</p> <ol style="list-style-type: none"> <li>1) recording scientific and artistics results and related activities and maintaining such information.</li> <li>2) Produce data for managing, evaluating and developing University operations.</li> <li>3) Produce reports and statistics of university operations and results</li> <li>4) The information stored in the records can be used as a background and additional information on evaluations related to tenure-track career system as well as within the professors' rewarding system.</li> <li>5) The record information is used for the presentation of operations. The public portal presents selected information of the University's research and activities of researchers.</li> </ol> <p>Processing of personal information is based on the Personal Data Act section 8§ (5) on those who have concluded contract of employment or grant agreement (connection requirement), and 8§ (1) as regards to other persons (the data subject has unambiguously consented to the same).</p>
5. Information stored in the records	<p>The records consists of the following information:</p> <ul style="list-style-type: none"> <li>- Organizational information (university, schools, departments and groups).</li> <li>- Personal, employment, user and contact details, academic degrees and experience of thesis supervision of research staff.</li> </ul>

11.04.2017  
 Privacy Policy  
 Personal Data Act 523/1999 10§ and 24§  
 Act on the Openness of Governmental Activities (612/1999)  
 18 §

	<ul style="list-style-type: none"> <li>- Research projects.</li> <li>- Publications and activities.</li> <li>- Files, links and bibliometric information can be attached to publications (year, self-citations, citations and date created). In addition, information on Open Access Policies ja Embargo period.</li> <li>- Publication channels and their quality ratings in the Finnish Publication Forum.</li> <li>- Fields of science (Statistics Finland and Academy of Finland)</li> <li>- Metadata related to research data and research infrastructures.</li> <li>- Information related to research materials.</li> <li>- External organizations and individuals participated to research.</li> </ul> <p>Persons can define the visibility of their own personal information.</p>
6. Primary sources of information	<p>Organizational, personal, project information is imported daily from other Aalto University's information systems.</p> <p>Student and thesis supervision information is imported daily from student registry for those persons, who have given their unambiguous permission.</p> <p>Once a person gives written authorization for processing personal data, profile can be created manually to the system.</p> <p>Publication information can be imported via online databases like Web of Science and Scopus.</p>
7. Disclosure of information	<p>Information will be imported to Aalto University's Data Warehouse on a daily basis. The data are used for reporting and statistical purposes.</p> <p>Publication records are sent to the Ministry of Education and Culture each year thorough VIRTAs-publication channel. Publication records are available thorough VIRTAs also to the research funding processes of the Academy of Finland in application and reporting phases, and to University of Turku for scientific and social impact analysis of Finnish research.</p>
8. Transfer of information to countries outside the EU and EEA	<p>Information is stored inside the EU and EEA.</p> <p>When a person searches international researcher identifier (ORCID) via Research Information System interface, person's first name, last name and e-mail address are transferred to the ORCID server: <a href="http://orcid.org/">http://orcid.org/</a></p> <p>Public web pages are shown outside the EU. Information can be found in University's public web pages that are open outside the EU and EEA.</p>
9. Security	<p>A Manual materials          The system includes no manual materials.</p> <p>B Electronic materials          Authorization to access and maintain information is based on a person's role in the research activities within the University.</p>

11.04.2017  
 Privacy Policy  
 Personal Data Act 523/1999 10§ and 24§  
 Act on the Openness of Governmental Activities (612/1999)  
 18 §

	At the case of employment contract termination or end of the visit period the publication information remains in the system. Personal profile will disappear from public portal.
10. Access to records	As set forth in Article 26§ of the Personal Data Act (523/99), individuals have the right to access their records stored in the ACRIS system.
11. Request for correction or amendment	As set forth in the Personal Data Act (523/99, 29 §), the keeper of the records or the system administrator (synchronized information) will promptly correct, remove or alter information that is found to be inaccurate, irrelevant, incomplete or outdated. Likewise, users have the right to request correction or amendment of information about them.
12. Other rights pertaining to personal information	Personal information will not be used for commercial direct mail advertising, distance marketing or other direct mail advertising, market research or surveys neither for vital record or genealogical research.