

## Privacy Notice: Finnish Signbank

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### For what purpose will your personal data be processed and what is the the lawful basis for the processing?

Network traffic logs are saved for every user, so that it is possible to monitor and figure out possible errors within the system, misuse and abuse of the system, data breaches, and other similar incidents.

The registered user has given consent to processing of personal data about the user for one or multiple purposes. When creating an account into the service, the registered has given consent to processing of personal data by agreeing to the terms of service. Unregistered users have given consent to collecting data about the users usage of the site for statistics/analytics and network traffic logging purposes after seeing notice about this, and continuing using the service after that.

The University is committed to collecting and processing your personal data in a fair and transparent manner and in keeping with the relevant legislation. This Privacy Notice outlines how the University will manage your personal data in accordance with the data protection legislation.

### What personal data are we processing?

Upon creating an user account, the registered has given us the following information: first name, last name, email address, user account, and password.

During the usage of the service we collect the following information about the users that have created an account and are logged in: the time of the last log in, the changes the user has made into the database and the time of the change, the users last search results.

During the usage of the servbice the following data is being collected for statistics/analytics purposes of all users: IP address, operating system, web browser, pages visited, the duration of the visit, keywords used in searches, the page the user came from, the keywords used in a search engine when entering a page within the service.

We also store log of all the network requests the users web browser sends to the service. These requests include the following information: IP address, the address of the requested page, operating system, web browser.

## Who, if anyone, will your data be shared with?

Your personal data can be accessed by personnel with a staff status from the following organizations: University of Jyväskylä, Sign Language Centre, and The Finnish Association of the Deaf.

The personal information is transferred to the following third parties, whom with the University of Jyväskylä has made a data handling agreement:

- CSC - IT Center for Science Ltd.

## Details of transfers to third country and safeguards

Your personal data will not be transferred outside of the EU / EEA area.

## How long will your data be kept? (Retention Periods)

Concerning the personal data related to the user account, your personal data will be handled for as long as your user account exists. Upon removal of the user account, all other personal information will be removed except the name of the user account. The user accounts are stored for unspecified duration, so that other users can not reserve the same user account. If you want to stay anonymous even after requestin account removal, please create your account by using a pseudonym as the user account.

The uploaded data (videos, pictures and other data) will be kept for unspecified duration. The data uploaded into the service is used in research, the new data extending the existing, which is why it is necessary to permanently store the data. The date uploaded into the service form a database, from which data removal is not supposed to happen.

Personal data is also being stored in backups. Backups are kept for 3 months, and it is not possible to remove the personal data of a user from the backups, once the backups are older than 3 months, the personal data in the backups will be wiped.

Usage statistics and analytics will be stored for an unspecified duration. The usage statistics and analytics are a crucial part of monitoring the usage of the service. The usage statistics and analytics database is being backed up as well. The user can, if the user wishes so, opt out of the collecting of usage statistics and analytics.

The network logs and their backups will be stored for 2 years. They are essential in stopping and monitoring of data breaches, and in tracking them.

Your personal information will be stored for as long as it is needed for the purpose it was collected for.

## Withdrawal of consent

You have the right to withdraw the consent at any time. You can easily cancel your consent by posting an email at kirjaamo@jyu.fi. Canceling your consent does not affect the processing operations we have taken before consent is withdrawn.

## Your rights

These are the rights of the data subject

- Right to access
- Right to rectification
- Right to erasure ('right to be forgotten') in some cases
- Right to restriction of processing in some cases
- The University has the notification obligation regarding rectification or erasure of personal data or restriction of processing
- The right to object the processing. For example when your personal data is processed for direct marketing purposes, you shall have the right to object the processing at any time
- Right to data portability in some cases
- The right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly affects significantly

- Right to be informed of a data breach if the risk of adversely affecting your rights and freedoms
- Right to lodge a complaint with a supervisory authority

If you have any questions about your rights, you can contact the University's Data Protection Officer or the Registrar's Contact Person.

If you wish to use your rights?

The University has guidelines for the implementation of the data subject's rights.

<https://www.jyu.fi/en/university/privacy-notice>

### A general description of the technical and organisational safety measures

The University as a data controller will take appropriate technical and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of or damage to personal data.

### Contact details

#### **The Data Controller**

The University of Jyväskylä acts as a data controller and its Sign Language Centre.

#### **The responsible university unit**

Ritva Takkinen

Seminaarinkatu 15, building Fennicum (F), room F202, Jyväskylä, Finland

+358 504285268

#### **The Data Protection Officer**

If you have any questions concerning the data processing, please contact the University's Data Protection Officer on [tietosuoja@jyu.fi](mailto:tietosuoja@jyu.fi) or tel. +358408053297.

This privacy notice has been released and submitted to the data subject starting from 25.05.2018.