

9.1.2017

Personal Data Act (523/199) 10 and 24 §
 Universities Act (558/2009) 51 §
 Act on the Openness of Government Activities
 (612/1999) 18 §

Privacy Policy

<p>1 Keeper of records</p>	<p>Tampere University of Technology (TUT) Library</p> <hr/> <p>TTY Foundation PO Box 527, FI-33101 Tampere, Finland Korkeakoulunkatu 10, 33720 Tampere, Finland Tel. + 358 3 311 511</p> <p>Business Identity Code 2286106-3</p>
<p>2 Contact persons</p>	<p>Library Chief Information Specialist Sanna Kumpulainen Tel. +358 50 301 5977 Email: tutcris@tut.fi Internal interface: https://tutcris.tut.fi Portal: http://www.tut.fi/tutcris</p>
<p>3 Name of records</p>	<p>Research Information System TUTCRIS</p>
<p>4 Purpose of collecting personal information</p>	<p>Information is collected to keep records of publications and other activities of researchers at TUT.</p>
<p>5 Information stored in the records</p>	<p>Organizational information (university, faculties, laboratories, research areas, research groups). Personal, employment and contact details of research staff, personal grants, experience of thesis supervision. User information. Grant proposals and projects. Publications and activities. Full-text versions of parallel and open-access publications. Publication channels and their quality ratings in the Finnish Publication Forum. Citations. Fields of science (Statistics Finland, Academy of Finland, TUT's thematic areas). Events. Metadata accompanying research data and research infrastructures. External organizations and individuals.</p>
<p>6 Primary sources of information</p>	<p>Personec personal information system User account management system ORG organizational database OPREK student registry Raintance financial system Total system for operations and financial planning Finnish Publication Forum International bibliographic and citation databases (Web of Science, Scopus) Data Warehouse Information personally provided by researchers at TUT.</p>
<p>7</p>	<p>Information is exported automatically to TUT's Data Warehouse on a daily basis.</p>

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Disclosure of information	<p>Publication records are sent to the Ministry of Education and Culture's VIRTAs publication information service on a daily basis (Universities Act 558/2009 51 §). The publication data is handled automatically by an internal auxiliary server.</p> <p>Metadata of datasets is transferred to the Ministry of Education and Culture's Etsin data search service automatically on a daily basis.</p>
8 Transfer of information to countries outside the EU and EEA	<p>Public websites are visible outside the EU.</p> <p>Publication metadata is available via the OAI-PMH interface, as well as through the public portal in BibTex and RIS formats.</p> <p>Users can apply for an ORCID identifier through TUTCRIS and authorize data transfer from TUTCRIS to ORCID. In this case the user's name, email address, affiliation and other researcher identifiers (e.g. ResearcherID), link to the TUTCRIS portal profile and the metadata of all validated publications will be transferred to the ORCID server automatically. ORCID is a non-profit association which is registered in the United States.</p> <p>Users can authorize data transfer from TUTCRIS to PlumX altmetrics service by using a separate form. In this case the user's name, email address, affiliation and link to the TUTCRIS portal profile and the metadata of all validated publications will be transferred to the PlumX server automatically. PlumX is a commercial product by EBSCO, and the server is located in the United States.</p>
9 Security	<p>A) Manual materials The system includes no manual materials.</p> <p>B) Electronic materials TUTCRIS is maintained by the supplier, Elsevier B.V. The supplier is responsible for the security of the system as specified in the contract. The owner of the system is the Vice President for Research at TUT. The staff in the TUT Library maintain the records and develop the system. The system is managed by designated administrators. The system includes both publicly available information and information that must be kept confidential as stipulated in the Personal Data Act.</p> <p>Users log on over an encrypted SSL connection before they can store and edit information. The system supports Shibboleth authentication.</p> <p>Researchers can maintain their own records in the system. Management and support staff are authorized to access and maintain information concerning their own organization where it is necessary for the performance of their duties. Users with administrator privileges are authorized to access and maintain University-wide information. Some members of support staff may access and maintain University-wide information where it is necessary for the performance of their duties. Library employees who are assigned data validation responsibilities maintain University-wide publication records.</p>

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<p>10 Access to records</p>	<p>As set forth in Article 26 of the Personal Data Act (523/99), individuals have the right to access their records stored in the TUTCRIS system.</p>
<p>11 Request for correction or amendment</p>	<p>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.</p>
<p>12 Other rights pertaining to personal information</p>	<p>Disclosure of information</p> <p>Regular data transfers from TUTCRIS to the Data Warehouse described in section 7 herein have been configured to occur automatically.</p> <p>Access to reports is limited by roles that determine which documents a user can view and access.</p> <p>As set forth in the Personal Data Act (621/99), consent is required from the designated contact person, if information is to be disclosed or transferred for any purpose not specified herein. The requested information is provided either in paper format or electronically and protected with a password.</p> <p>Information is disclosed in accordance with TUT's Information Security Policy.</p>