

<b>1. Data controller</b>	Name  Diaconia University of Applied Sciences Ltd
	Address  PO Box 12, 00511
	Other contact information (e.g. telephone number during office hours, email address)
<b>2. Contact person for matters related to data protection</b>	Name  Data protection officer Mari Nyrhinen
	Address  Kyläsaarenkuja 2, 00580 Helsinki
	Other contact information (e.g. telephone number during office hours, email address)  <a href="mailto:tietosuojavastaava@diak.fi">tietosuojavastaava@diak.fi</a>
<b>3. Name of privacy statement</b>	Register for data storage service relating to Justus publication information
<b>4. Purpose of the processing of personal data</b>	The purpose of the register is to collect and publish publication statistics for Diaconia University of Applied Sciences staff on the VIRTIA publications information service for the publication data collection of the Ministry of Education and Culture and for the university's own statistics and reports.
<b>5. Legal basis of processing of personal data</b>	<p>a) According to Article 6 of the General Data Protection Regulation, data processing is lawful only if, and only to the extent that, at least one of the following conditions is met:</p> <p><input checked="" type="checkbox"/> a) The data subject has given their consent</p> <p><input checked="" type="checkbox"/> b) The processing is necessary for implementing an agreement to which the data subject is a party</p> <p><input checked="" type="checkbox"/> c) The data processing is necessary for compliance with the statutory obligations of the data controller</p> <p><input type="checkbox"/> d) The data processing is necessary for safeguarding the vital interests of the data subject or some other natural person</p>

	<input type="checkbox"/> e) The data processing is necessary for performance of some duty in the public interest, or the processing is necessary for the data controller 's exercise of their public power  <input checked="" type="checkbox"/> f) The processing is necessary for fulfilment of the legitimate interests of the data controller or of a third party
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<b>6. Data content of the register, personal data groups to be processed and storage periods for personal data</b>	<p><b>Personal data to be processed:</b></p> <input checked="" type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Telephone <input type="checkbox"/> Email address <input type="checkbox"/> Personal ID number <input type="checkbox"/> Photo
	<p><b>Other data to be processed:</b></p> <p>The system processes author information for publications in accordance with the Ministry of Education and Culture's guidelines (Justus service description relating to data protection and personal data processing (in Finnish): <a href="https://wiki.eduuni.fi/pages/viewpage.action?pageId=30310801">https://wiki.eduuni.fi/pages/viewpage.action?pageId=30310801</a>):</p> <ul style="list-style-type: none"> <li>• Publication type (<a href="https://wiki.eduuni.fi/display/cscsuorat/7.5+Julkaisutyypit">https://wiki.eduuni.fi/display/cscsuorat/7.5+Julkaisutyypit</a>)</li> <li>• General publication information: publication year, title of publication, authors, number of authors, organisational details (last name, first name, subunit, ORCID research identifier code, internet link <a href="https://researcheridentifier.fi/">https://researcheridentifier.fi/</a>)</li> <li>• Bibliographic information: Journal / publication series name, ISSN, volume, number, pages, article number</li> <li>• Other publication details: keywords, publication language, internationality, disciplines covered by the publication, international joint publication, joint publication with a company or companies, DOI tag, permanent internet address, open availability, parallel storage information.</li> <li>• The system also records the organisation-specific log for user actions.</li> <li>• Information transferred to the VIRT A Publications information service is displayed on the public Juuli publications information portal (<a href="http://www.juuli.fi">http://www.juuli.fi</a>, where the information is freely available to anyone. Publications of research organisations can be browsed and searched for in Juuli.</li> </ul> <p><b>Periods for which data is stored:</b></p> <p>No position has yet been taken on the period of time for which information will remain in the service after it has moved to the VIRT A service.</p>

	<p>Whether sensitive information (race/ethnicity, origin, political opinion, religious or philosophical belief, membership of a trade union, health-related information, sexual orientation or behaviour) is processed. Article 9:</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, is the processing based on consent?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If sensitive information is processed without the data subject's consent, please indicate the reason for the processing:</p>
<p><b>7. Information systems used and system-specific privacy statements</b></p>	<ul style="list-style-type: none"> <li>• Justus publication information storage service</li> <li>• VIRT A publication information service</li> <li>• Vipunen education statistics service of the Ministry of Education and Culture and the Finnish National Agency for Education</li> <li>• Juuli publication information portal</li> <li>• Eduuni collaboration service ID</li> </ul>
<p><b>8. Regular sources of information</b></p>	<ul style="list-style-type: none"> <li>• Staff of Diaconia University of Applied Sciences staff can enter the publication details of their own or others' publications into the Justus service. For example, library staff will fill in the information based on a notice or other tracking</li> <li>• Justus can retrieve publication information from the CrossRef database with a DOI tag, and from the VIRT A publication information service using the publication title.</li> <li>• Publication and reference databases, e.g. CrossRef, ARTO, Web of Science</li> <li>• Library staff will supplement or correct the publication information as necessary.</li> <li>• Information can be stored continuously.</li> </ul>
<p><b>9. Regular data disclosure</b></p>	<p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes, to where / what party is the data disclosed?</p> <ul style="list-style-type: none"> <li>• The Justus publication information storage service is implemented by the IT Center for Science Ltd (CSC), and enables the automatic entry of publication information and their storage in the VIRT A publication information service.</li> <li>• Publication information of publications by Diaconia University of Applied Sciences staff is automatically saved from the Justus service to the VIRT A publications information service and to the Juuli Finnish research publications portal (<a href="http://www.juuli.fi/juuliohje-en.html">http://www.juuli.fi/juuliohje-en.html</a>).</li> <li>• Data from the register are transferred to the VIRT A database via the technical usage link to the Research Unit for the Sociology of Education at the University of Turku and the Academy of Finland.</li> <li>• Vipunen – The education statistics service of the Ministry of Education and Culture and the Finnish National Agency for Education (<a href="https://vipunen.fi/en-gb/">https://vipunen.fi/en-gb/</a>)</li> </ul>

	<ul style="list-style-type: none"> <li>Regular disclosure of data: The Ministry of Education and Culture’s annual publication data collection from universities and other research organizations is implemented through the VIRTAs publications information service. Among the purposes for which the ministry uses the data are the management of higher education institutions (financing models, key targets, feedback to the Ministry of Education and Culture), outward and horizontal cooperation with by the ministry with other administrative sectors, and describing the status of Finnish higher education institutions.</li> </ul> <p>Statistics saved in the VIRTAs publications information service are published annually in the education administration’s reporting portal Vipunen.</p> <p>Information is disclosed in accordance with the Diaconia University of Applied Sciences’ data security guidelines.</p>
<b>10. Transfer of information outside the EU or the European Economic Area</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <p>If yes, to where / what party is the data disclosed?</p>
<b>11. Principles of protecting registers</b>	<p><b>A Manual material</b></p> <p>Is there manual data?  <input checked="" type="checkbox"/> No                      <input type="checkbox"/> Yes</p> <p>If yes, how is the material stored and protected?</p> <p><b>B Digitally processed data</b></p> <p>Is there data in electronic form?  <input type="checkbox"/> No                      <input checked="" type="checkbox"/> Yes</p> <p>If yes, how is the material stored and protected?</p> <ul style="list-style-type: none"> <li>The library compiles and maintains user instructions for the Justis service for staff (<a href="http://libguides.diak.fi/c.php?g=493965&amp;p=3380317">http://libguides.diak.fi/c.php?g=493965&amp;p=3380317</a>)</li> <li>To obtain user ID, the user’s work email address must be registered with Eduuni. The person saving the publication information must identify themselves with the service using either their Haka user ID or Eduuni user ID. More information on the Justus service is available at <a href="https://wiki.eduuni.fi/display/CscJustus/JUSTUS+in+English">https://wiki.eduuni.fi/display/CscJustus/JUSTUS+in+English</a></li> <li>CSC – IT Center for Science Ltd is responsible for maintenance, protection, data security and data storage for the nationally centralised Justus service (<a href="https://wiki.eduuni.fi/pages/viewpage.action?pageId=30310801">https://wiki.eduuni.fi/pages/viewpage.action?pageId=30310801</a>) and the VIRTAs publication information service. No position has yet been taken on the period of time for which information will remain in the service after it has moved to the VIRTAs service.</li> <li>Only library staff whose duties include validation of publication information can access the data for processing. On their own initiative or at the request of the data subject, the data controller must rectify, erase or supplement any information pertaining to the data subject</li> </ul>

	<p>that is inaccurate, unnecessary, incomplete or out of date in regard to the purpose of the processing.</p> <ul style="list-style-type: none"> <li>• Information entered by staff in the register itself can be checked by logging in to the service with the valid identifiers. The publications will be checked in accordance with the instructions of the Ministry of Education and Culture, after which they will either be accepted or rejected. Approved publications can be seen in the Juuli public information service.</li> <li>• Diaconia University of Applied Sciences Ltd acts as the data controller for data protection when using the JUSTUS publishing data storage service. Diaconia University of Applied Sciences Ltd follows the applicable legislation for personal data processing and data protection. Diaconia University of Applied Sciences Ltd acts as the data publisher of the stored publication information for its own data, and is responsible for the content, accuracy and currency of the data it stores in the JUSTUS publication information service.</li> </ul>
<p><b>12. Rights and responsibilities of data subjects</b></p>	<p>The data subject has the right to request access to personal data concerning him or her, the right to request correction or erasure of such data and the right to request restriction of the processing of it, the right to oppose processing or it, and the right to transfer from one controller to another.</p> <p>The data subject has the right to withdraw their consent at any time without this affecting the lawfulness of the processing carried out prior to this withdrawal, if the processing of personal data is based on the consent of the data subject.</p> <p>Upon request, the data subject may use the Diaconia University of Applied Sciences' own model form.</p> <p>The data subject has the right to file a complaint with the Office of the Data Protection Ombudsman.</p> <p>Profiling is not carried out on the basis of personal data contained in the register.</p> <p>If personal data is processed for direct marketing purposes, the data subject has the right at any time to oppose the processing of their personal data for such marketing, including profiling when it is related to such direct marketing.</p> <p>The data protection officer is the contact person in matters relating to the rights and obligations of the data subjects. The contact details of the data protection officer are given at the beginning of the privacy statement.</p>