

Tender and procurement register

With this policy, the data controller informs data subjects of the processing of personal data, in accordance with the EU General Data Protection Regulation (EU 2016/679).

1. Data controller

Turku Student Village Foundation (hereinafter referred to as 'TYS')
Business ID: 0142348-6
Inspehtorinkatu 12A
FI-20540 Turku, Finland
Tel. +358 (0)2 2750 200

2. Person responsible for matters related to the register

Tuula Kanervisto/Data Protection Officer
Inspehtorinkatu 12A
FI-20540 Turku, Finland
Tel. +358 (0)2 2750 200
tietosuoja@tys.fi

3. Register name

Tender and procurement register

4. Purpose of processing personal data

The processing of personal data collected in connection with tendering and other procurements.

The processing is based on the performance of a contract, in accordance with points b and c of Article 6 of the EU General Data Protection Regulation (EU 2016/679);

b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

c) processing is necessary for compliance with a legal obligation to which the controller is subject.

5. Data content in the register and regular data sources

The register includes the data necessary for fulfilling the purpose of the personal data processing, such as:

- personal data included in the tenders and other personal data collected during the procurement process, such as name, organisation, position, contact information, education, professional qualifications and experience



- data of the contact persons for the references included in the tenders, such as name, organisation and contact information.

TYS receives the data as a part of the tender from the tendering party itself or the contact person representing the tendering party.

For public procurements, we use the Cludia Sourcing system. The data saved to the system register includes e.g. the following data of parties interested or participating in tendering:

- the name of the person
- the name of the company
- email address
- phone number

6. Regular disclosure of data

Data is not regularly disclosed to third parties.

To fulfil the obligations as specified in the Public Procurement Act, other tendering parties may be shown the tendering materials of the selected service provider, excluding confidential information.

7. Data transfers to outside the EU or EEA

Data is not transferred outside the area of the European Union member states or the European Economic Area.

8. Protection principles of the register

In all cases, personal data is processed with respect to privacy. When processing personal data, we comply with legislation and official orders and the TYS data protection policy and instructions. Personal data can only be processed by persons who are entitled to do so based on their job description.

The data included in the electronic personal data register are appropriately protected through technical and administrative measures. Only the TYS representatives and partners whose job description so requires, who have been granted individual access to the system and who are bound by a non-disclosure agreement have the right to process personal data.

The manually maintained materials are stored in locked premises that are only accessible to named persons.

9. Data retention

A tender that lead to a contract and its appendices are stored for ten years from the end of the contract.

Tendering materials, participating tenders and their appendices and other procurement documents are stored for ten years from the end of the year during which the tendering was resolved.

10. Rights of data subjects

The person has the right to receive the data controller's confirmation of whether their personal data are being processed or not.

The person also has the right to verify which of their personal data is being maintained in the register and request that their personal data saved be removed or rectified. A removal request is acted on if this is possible within the statutory retention times and other obligations. For the requests to be acted on, the data subject must prove their identity.

The written request must be sent to the person responsible for matters related to the register (contact information found in Section 11). The request may also be presented in person at the data controller's offices.

The data subject has

- The right to receive information about personal data processing

The data controller is obliged to inform the data subject of the processing of personal data. The data subject must be informed of e.g. the purposes for which their data

is used, where the data is disclosed and how long the data is stored. This data protection policy functions as an information document on the processing of personal data.

- The right to access data

The data subject has the right to know if their data has been saved in the personal data register and inspect which data on them has been saved. The inspection request must be presented to the person responsible for matters related to the register (contact information found in Section 11) in writing.

- The right of rectification

The data subject has the right to demand that incorrect data be rectified or incomplete data be completed by contacting the data controller.

- The right of erasure

The data subject has the right to request that their personal data be removed if the personal data is no longer needed for the purposes for which it was collected or otherwise processed or if the data has been processed against the law. The data controller may refuse to realise the

removal based on legal grounds or the data controller's duties and rights. The written request must be sent to the person responsible for matters related to the register (contact information found in Section 11).

- The right to restrict data processing

The data subject has the right to restrict the use of their data in specific cases. The data subject may deny the accuracy of their personal data, in which case the processing will be restricted for the time within which the data controller is able to verify the data's accuracy.

- The right to object to data processing

The data subject may object to the processing in specific cases on grounds related to their special circumstances. The grounds must be specified in connection with the request.

- The right to transfer the data from one system to another

Where this right is applicable, the data subject has the right to transfer their personal data to another data controller in a machine-readable format, if this is technically feasible and secure.

- The right to refuse direct marketing

The data subject has the right to refuse the processing and disclosure of their personal data for direct advertising, remote sales, other direct marketing or market and opinion surveys by contacting the data controller.

- The right to lodge a complaint with a supervisory authority

The data subject has the right to lodge a complaint with the competent supervisory authority, which is the Data Protection Ombudsman in Finland, if the data subject finds that their personal data have not been processed in compliance with data protection legislation.

The website of the Data Protection Ombudsman is available at <https://tietosuoja.fi/en/home>.

We will respond to the requests within a month from receiving the request, in accordance with the General Data Protection Regulation, unless responding takes longer for justified reasons, in which case the response time may be no more than three months.

Exercising the rights specified above is free of charge, in principle. If the requests are evidently groundless or unreasonable or if they are made repeatedly, we may charge a reasonable fee for acting on the request or refuse to act on the request.

11. Contact information of the data controller and Data Protection Officer

To exercise the rights mentioned above, the data subject must present the request either in person or in writing to the address:



Turku Student Village Foundation (TYS)
Data Protection Officer
Requests of inspection and prohibition
Inspehtorinkatu 12A
FI-20540 Turku, Finland
or by email: tietosuoja@tys.fi

This data protection policy was updated on 27 April 2023.