

**Register Description**  
According to the Personal Data Act (523/1999), Section 10  
**Regarding the User Register at Åbo Akademi**

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1. The Controller of the Register	Åbo Akademi Domkyrkotorget 3, 20500 Turku Tel: 02-215 31
2. Handler of Register Matters and/or Contact Person	Kim Lindell ICT E-mail: kim.lindell@abo.fi Phone: 02-2154557
3. Name of the Register	User Register at Åbo Akademi
4. Purpose of Processing Personal Data	The register is needed for user administration. Based on the information in the register, authorization checks and identification of ICT users are performed. The checks are required to determine whether a person has the right to use the university's ICT resources. The register is also needed for maintaining an e-directory of e-mail addresses and staff phone numbers.
5. Contents of the Register	
5.1 Personal Data	<ul style="list-style-type: none"> <li>- Personal identity code or date of birth</li> <li>- Matriculation number / study right number</li> <li>- Employee number</li> <li>- "Oppijanumero" (national learner ID)</li> <li>- Name details</li> <li>- E-mail address</li> <li>- Username</li> <li>- Encrypted password</li> </ul>
5.2 Other Data	<ul style="list-style-type: none"> <li>- Employment unit and/or study unit</li> <li>- Student registration status</li> <li>- Start and end dates of employment</li> <li>- Work phone number</li> <li>- Job title</li> </ul>
5.3 Voluntary Data	<ul style="list-style-type: none"> <li>- Address of personal webpage</li> <li>- Private phone number</li> <li>- ORCID</li> <li>- Private e-mail address</li> </ul>
6.0 Regular Sources of Data	<ul style="list-style-type: none"> <li>- Student register at Åbo Akademi</li> <li>- Personnel register at Åbo Akademi</li> <li>- Information provided by the individual when applying for a user account</li> <li>- Information from the telephony system</li> <li>- Guest agreement register at Åbo Akademi</li> </ul>

7.0 Regular Disclosure of Data	<ul style="list-style-type: none"> <li>- Staff e-mail address, name, job title, unit, and work phone number are published in the university's e-directory. Other users' information (name, e-mail address) is visible only to university users.</li> <li>- E-mail address, name, and faculty are shared with the University of Turku's key system for use in shared facilities.</li> </ul>
8.0 Transfer of Data Outside the EU or EEA	No.
9.0 Principles of Register Protection	
9.1 Manual Material	Contract forms are stored in locked storage areas at ICT.
9.2 Computerized Register	<ul style="list-style-type: none"> <li>- Only those responsible for user administration and a designated backup person within ICT Services have access to the register.</li> <li>- Helpdesk staff has read access to the information necessary for their work.</li> <li>- Users can check their own information in the register via <a href="https://selfservice.abo.fi">https://selfservice.abo.fi</a> (login with personal username and password required).</li> </ul>