

**ÅBO AKADEMI UNIVERSITY**

[www.abo.fi](http://www.abo.fi)

## **PRIVACY NOTICE**

According to the EU General Data Protection Regulation GDPR (EU 679/2016), Art. 13-14

**The notice concerns:**

**The Cultural Science's Archive Cultura's archival holdings**

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### **Data controller**

Åbo Akademi University  
Tuomiokirkontori 3  
20500 Turku  
Finland

Åbo Akademi University is controller for the personal data collected and processed in the university's activities – in teaching, guidance, research, administration, and cooperation, internally and externally.

Responsible unit for the processing that is described in this document:  
The Faculty of Human and Social Sciences; Department of Humanities

Contact person: Fredrik Nilsson, [cultura@abo.fi](mailto:cultura@abo.fi), +3585053033884

Data Protection Officer at Åbo Akademi University: [dataskydd@abo.fi](mailto:dataskydd@abo.fi), +358 2 215 31 (switchboard).

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### **For what purpose do you use the personal data?**

Overall purpose:

- Description of system or tool

The Cultura archive preserves cultural and historical collections, some of which contain personal data. Cultura functions as an archival repository for materials collected and created through humanities research at ÅAU, i.e. receives research materials for further processing for archival purposes.

## **What is the legal basis for processing personal data?**

According to GDPR there must always be a legal basis for processing personal data. The legal basis for processing your personal data is:

### **Consent (Art. 6.1 a)**

The person is consulted and answers yes (by written or oral statement) to that their personal data is processed for a specific purpose. The consent is freely given after the person has read information about how the personal data is processed (i.e. collected, stored, shared, archived, etc.). A consent is not valid if it is not specific, informed and completely voluntary (e.g. assuming an even balance of power between the parties). When consent is the only legal basis for processing a person's personal data, they have the right to withdraw at any time. They can notify that they have regretted it by sending an e-mail to [registrator@abo.fi](mailto:registrator@abo.fi). The processing completed before the person withdrew consent is not affected.

To a very limited extent, if it is warranted by the contents or circumstances of collection, consent is used as the legal basis for archiving some research materials.

### **Contract (Art. 6.1 b)**

The person has a contract or is about to enter into a contract with Åbo Akademi University, and it is necessary to process their personal data in order to fulfill the contract.

The archive preserves holdings containing personal data which have been deposited in the archival collections through a contract.

### **Public interest or official authority (Art. 6 1 e)**

Åbo Akademi University has statutory tasks of public interest and the right to exercise official authority according to the Universities Act. Scientific and historical research is an example of a statutory task of public interest.

Cultura archives, preserves and makes available to researchers and the general public materials for scientific and historical research.

The legal basis for collecting and processing research materials containing special categories of personal data is consent (GDPR Art. 9a). When the research project and the original processing is finished, the legal basis for further processing and archiving is GDPR Art. 9j.

The purpose of the cultural-historical collections of the archive is to document and preserve for future research society and culture in all its complexity and diversity, which invariably also means archiving special categories of personal data (the constitutional right to have one's own history and cultural heritage preserved for future generations – sections §16 and §17 of the Finnish constitution (731/1999)). In relevant cases §12 of the Finnish constitution regarding freedom of speech also applies. The archival holdings contain photographs, which also contain personal data. The archive's processing of its photographic collections is not carried out so systematically or with such technologies that it could be considered biometrics.

When making materials containing personal data available for research, the archival personnel always do so in accordance with ÅAU:s internal processes for the archives' customer service.

### **Which personal data is processed and by whom?**

Personal information: name, address, phone number, e-mail address, fax number; personal identity codes may historically have been entered into collections but these are never actively collected.

Demographic (contextual) information: gender, date or year of birth, marital status, nationality/ethnicity or native language, education, profession, health information, family ties.

The collections in and of themselves: written records by or about persons (questionnaire answers, personal letters); photographs, audio and video recordings; records maintained by the original creator of the fonds (index cards).

Metadata for all the above, created by the archival personnel.

The data is processed by the archival personnel, as needed by other ÅAU personnel (Data Protection Officer, IT, researchers), when justified by the archive's customers for research purposes, as necessary by data processors contracted by ÅAU (Webropol, Collection Pro, parties hired as needed by IT).

User rights are defined and updated based on task-related usage needs.

### **From where do you collect personal data and how is the data processed?**

Cultura receives archive materials containing personal data from private donors and researchers.

When cataloguing the archival staff may, if need be, consult open registers such as genealogy sites; the nobility calendar.

When Cultura is collecting materials (i.e. through questionnaires, fieldwork), the personal data is collected from the individuals themselves. Cultura also carries out collections in collaboration with other institutions and actors in the field.

Physical archival records and materials are stored in locked spaces. Digital materials are stored and processed within ÅAU's internal IT infrastructure, in accordance with organization policies and procedures regarding information security.

Metadata is created, processed and stored in: working files within ÅAU's IT environment, and in the archive's collection database.

Archive materials containing personal data are primarily made available to customers on-site. In some cases, i.e. within the parameters set by the internal processes for the archives' customer service, customers may be given remote access to archival materials containing personal data.

### **How do you delete or archive the personal data?**

The archive preserves historical collections of materials, for which the original data processing has come to an end. Cultura's materials are in general archived permanently.

### **Is personal data transferred for processing outside Åbo Akademi University?**

Yes, personal data will be transferred for processing outside Åbo Akademi University.

The core purpose of the archive is to preserve archival materials and make them available for further scientific and historical research. When providing access to materials containing personal data, the archival staff always follows ÅAU's internal processes for the archives' customer service, in order to fulfill the principle of data minimization and to prevent misuse of the data.

Archive materials containing personal data are also processed by third parties, with whom ÅAU has a data processing agreement (Webropol, Collection Pro).

### **Is the personal data transferred outside Åbo Akademi University for the needs of a third party?**

Yes, personal data will be transferred outside Åbo Akademi University.

The archive is open to the public. When providing access to materials containing personal data, the archival staff always follows ÅAU's internal processes for the archives' customer service, in order to fulfill the principle of data minimization and to prevent misuse of the data.

### **Is personal data transferred outside EU/EEA?**

Personal data is transferred outside EU/EEA due to a specific purpose.

Materials containing personal data may be transferred outside of the EU/EES, if it is warranted by a customer request. In such eventualities the matter is always assessed by archival staff on a case-by-case basis, with regards to the nature of the materials and the personal data they contain.

Furthermore, persons outside the EU/EES have a right to information regarding their own personal data stored in the archival collections.

### **Additional information about a long-term or persistent register, system, or tool:**

Principles for how the data/register is protected:

A core tenet of the protection of data is the archival personnel's expertise, e.g. in identifying materials containing different categories of personal data.

The archive ensures the safety of the physical materials by following internal guidelines and procedures set by ÅAU. The integrity of the physical materials and personal data contained therein is ensured through standard archive management practices.

Digital materials are preserved within the ÅAU IT environment and only processed and stored by third parties (contracted by ÅAU) possessing sufficient industry knowledge.

Compared to the archival collections proper, even stricter protective measures are taken for the data contained in the archive's donor and informant registers.

List of regular data sources (national registers, etc.): -

Principles and regulations for storage and storage time:

The Cultura archive preserves culturally and historically significant archival materials and research materials from the field of humanities, in general indefinitely. Personal data contained in the collections is archived and processed to the extent necessary for carrying out Cultura's archival function in the public interest, in accordance with current law. The owner of the collections, Åbo Akademi, is a university as defined by Finnish university law, and maintaining the Cultura archive is a task of public interest.

Detailed information on automated decision-making:

The archival processing and preservation do not entail any automated decision-making.

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### **What rights do you have when Åbo Akademi University processes your personal data?**

Åbo Akademi University is responsible for taking appropriate technical and organizational measures to protect personal data against unauthorized or illegal processing and against damage to or loss of personal data. Personal data must always be processed in a fair and transparent manner in accordance with applicable data protection regulations

#### **According to the EU General Data Protection Regulation GDPR, you have the right to**

- get transparent information on how your personal data is processed and how you can exercise your rights (Art. 12)
- get access to your personal data at Åbo Akademi University and information on the processing of data (Art. 15)

- have your personal data corrected (Art. 16). *Note that employees and students at Åbo Akademi University can in most cases correct their own data according to the instructions on the intranet.*
- have your data erased ("the right to be forgotten") in certain situations (Art. 17)
- restrict the processing of your personal data in certain situations (Art. 18)
- have your personal data transferred between systems in certain situations (Art. 20)
- object to the processing of your personal data in certain situations (Art. 21)
- not be subject to automated decision-making, with certain exceptions (Art. 22)

You have also the right to be informed of a personal data breach involving a high risk for your personal data (Art. 34).

**When the purpose of the processing is scientific research, statistics or archival purposes,** the rights may be restricted by the Data Protection Act (1050/2018). Restrictions on rights always require special protective measures.

**If you have questions about your rights,** you can contact the responsible contact person (see above) or the ÅAU Data Protection Officer ([dataskydd@abo.fi](mailto:dataskydd@abo.fi)). See also the overall information on the processing of personal data on the ÅAU website ([www.abo.fi/en/processing-of-personal-data-at-abo-akademi-university](http://www.abo.fi/en/processing-of-personal-data-at-abo-akademi-university)).

**You have the right to lodge a complaint with the data protection authority** if you believe that the processing of your personal data is an infringement of the General Data Protection Regulation (GDPR).

**Contact information to the data protection authority:**

Office of the Data Protection Ombudsman  
 PL 800  
 00531 Helsinki  
 +358 29 566 6700 (switchboard)  
[tietosuoja@om.fi](mailto:tietosuoja@om.fi)  
[tietosuoja.fi](http://tietosuoja.fi)