

Description of personal data file for Openlearning.aalto.fi

1. Controller	Aalto University P.O. Box 11000 00076 AALTO Tel. 09 470 01
2. Contact person in matters related to the personal data file	Juha Martikainen Aalto University IT Services firstname.h.lastname@aalto.fi, P.O. Box 17800 (Otaniemi)
3. Name of personal data file	OpenLearning - Aalto University's e-learning platform for open access materials and courses
4. Purpose of the processing of personal data	Enabling the functioning of the Aalto University open access courses on the e-learning platform. The completion, evaluation and follow-up of studies, courses, and feedback provision.
5. Data contained in the personal data file	1. Firstname and last name 2. User name (Aalto/HAKA, Moodle local user account) 3. Email address 4. Study attainments and their grading
6. Regular sources of information	Personal data is collected from - Aalto's Identity Management - HAKA Federation - Information produced by the user in the system
7. Regular destinations of data and transfer of data outside either the EU or EEA	- Personal data is not transferred to third parties. - No personal data will be supplied to any party outside the European Union and European Economic Area. - Reports based on the personal data file may be generated for internal analysis and statistical purposes.
8. Description of principles according to which the data file has been secured	The data is secured in accordance with the Aalto University Policy of Information Systems Usage and Passwords. A list of the access rights can be printed from the system.
9. Right of access and rectification of errors	As set forth in Section 26 of the Personal Data Act (Henkilötietolaki 523/99), individuals have the right to access the personal data on them in the OpenLearning system and as well as to request rectification of erroneous personal data. For requests and additional information, contact opit-support@aalto.fi
10. Data Protection Code of Conduct	Your personal data will be protected according to the Code of Conduct for Service Providers , a common standard for the research and higher education sector to protect your privacy.