



Privacy notice: JUSTUS service of Turku University of Applied Sciences

This is a privacy notice, which is based on articles 13 and 14 of EU's General Data Protection Regulation.

Controller

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Person in charge and contact persons

Marita Ahola, Head of Information Services

Contact information of the Data Protection Officer

Please contact in all data protection related matters: tietosuoja@turkuamk.fi

The messages sent to this address are processed by the Data Protection Officer (DPO) and a data protection specialist working with them and as their substitute.

Purpose of processing personal data

The personal data, publication metadata and research data metadata of Turku UAS staff are stored in the JUSTUS service provided by CSC – IT Centre for Science Ltd.

From the JUSTUS service, the publication metadata is automatically transferred to VIRTa Publication Information Service and the National Research Information Hub, which are owned by the Ministry of Education and Culture (MINEDU), and Vipunen, Education Statistics Finland, which is owned by the Finnish National Agency for Education. The technical implementation of



these services is provided by CSC. The publication metadata is openly available through the Research.fi service. Self-archived versions of publications and Turku UAS publication series stored in JUSTUS are openly accessible in the Theseus repository. The metadata is available in Turku UAS Finna search service and in Finna.fi by the National Library of Finland (the University of Helsinki).

At Turku UAS, the metadata on publications is used in internal reporting and in the organisational development.

The purposes of processing personal data in the JUSTUS service

- **Management of Author Information:** Maintaining up-to-date information on Turku UAS staff. Personal data is used for recording publication and research dataset information and for creating a personal profile in the Research.fi service.
- **Publication Data Collection on publications:** Storing the metadata of publications and artistic activities produced by Turku UAS staff in the annual data collection of publications mandated by MINEDU, and making publications openly available by self-archiving publication versions in the Theseus repository when permitted by publishers and authors.

The Ministry of Education and Culture uses the information to monitor and guide the development of higher education research structures and as one of the criteria for allocating core funding to universities and universities of applied sciences. Publication data collection also provides an information base on the operation and societal impact of the Finnish research system.

- **Turku UAS publication series:** Storing the metadata of Turku UAS publication series and making the publications openly accessible the open access repository Theseus. The metadata on the publications in the publication series is also utilized in the MINEDU collection of data on publications.



- **Research Datasets:** Providing Turku UAS staff with the possibility to store research dataset metadata and, under certain conditions, publish them in the Metax metadata repository of the national Fairdata services and in the Research Information Hub. Published information is available through the Etsin and Research.fi services.
- The subscription for the research activity recording service ended on 30 November 2025, after which activity records entered by staff were removed from the JUSTUS service. Activity records linked to an ORCID identifier had already been transferred permanently to the Research Information Hub at the time of entry and remain available to the individual through their personal profile in the Research.fi service.

Legal basis for processing personal data

Transfer and Updating of Author Information: The legal basis for personal data when transferring and updating staff information from the Turku UAS HR system to the JUSTUS service is article 6, section 1, sub-section f of the General Data Protection Regulation: legitimate interests pursued by the controller or a third party.

Publication Data Collection and Internal Reporting: The legal basis is compliance with a legal obligation under article 6, section 1, sub-section c of the General Data Protection Regulation; Act on Universities of Applied Sciences 932/2014, Section 45. Turku UAS is required to provide publication data on its staff publications for the Ministry of Education and Culture's publication data collection and for the institution's statistical and reporting purposes.

The legal basis for processing personal data in the JUSTUS publication service is article 6, section 1, sub-section e of the General Data Protection Regulation: processing is necessary for the performance of a task carried out in the public interest.



For self-archiving publications and publishing Turku UAS publication series in Theseus repository, the legal basis is article 6, section 1, sub-section f in the General Data Protection Regulation: legitimate interests pursued by the controller or a third party.

Information is disclosed to the Ministry of Education and Culture for inclusion in the Research Information Hub in accordance with the Act on the Research Information Hub (1238/2021, Sections 3 and 4). The legal basis is article 6, section 1, sub-section c. of the General Data Protection Regulation: compliance with a legal obligation.

Research Datasets: Members of the Turku UAS staff store research dataset metadata and a person authorized by Turku UAS decides on its public visibility. The legal basis is article 6, section 1, sub-section f of the General Data Protection Regulation: legitimate interests pursued by the controller or a third party.

Legitimate interests of the data controller or third party

Processing of personal data is necessary for the purposes of the legitimate interests pursued by the controller. The controller's legitimate interest is based on a relevant and appropriate relationship between the data subject and controller, which is a consequence of that the data subject is an employee at Turku UAS and when the processing takes place for purposes which the data subject can reasonably have expected at the time of and in connection with collecting the personal data.

Processed categories and storage times of personal data

The processed categories of personal data are the Turku UAS staff and other people who have participated in making the publications and artistic activities. In terms of others than members of Turku UAS staff, the first name and last name of the person is stored in the JUSTUS service. The JUSTUS service



contains the metadata on publications and research data produced by the staff of Turku University of Applied Sciences.

Information stored about users of the JUSTUS service

- name and email address
- organization domain, organization identifier and role
- unique identifier (Eduuni ID uid attribute)
- service usage log data

Personal data stored in the JUSTUS service

- name and email address
- job title and starting year
- unique identifier obtained from the Turku UAS HR system
- organization and unit
- ORCID identifier (when available)

Publication information stored in the JUSTUS service

- author information
- bibliographic information (e.g. title, publication year, publisher)
- certain classification data (e.g. field of science, publication type)
- Turku UAS research group associated with the publication (not transferred outside the system)

Research dataset metadata may contain personal data.

Personal data imported from the Turku UAS HR system is updated every six months.

Electronic publication notifications submitted by authors are retained in the Turku UAS email account for publication data collection for the current year and two additional calendar years, and in the electronic form system for one year.



Publication lists obtained from the JUSTUS service are used for internal reporting and are only available to Turku UAS staff.

Data is retained in the JUSTUS service for as long as the service subscription remains valid. All personal data is deleted within six months after the subscription ends, except for security logs, which are retained for five calendar years following the end of the processing year for information security incident investigations.

Data transferred to the VIRTA Publication Information Service, the Research Information Hub, and the Metax repository of Fairdata services are retained indefinitely.

Regular information sources

Personal data obtained from the Turku UAS HR system is transferred to the JUSTUS service twice a year. ORCID identifier is obtained from the Turku UAS HR system, or directly from the staff member.

Publication information is submitted by email or through an electronic form system. Publication information is also verified using publication databases and publisher services.

Turku UAS staff store research dataset metadata in the JUSTUS service.

Receivers or receiver groups of personal data

Personal data received from the Turku UAS HR system and stored in the JUSTUS service is processed by the main users (administrators) of the Turku UAS JUSTUS service.

Publication data is regularly transferred from the Research Information Hub to the Turku UAS data warehouse for statutory reporting and performance monitoring purposes. Access to the data warehouse is restricted to specifically authorized persons.



CSC has access to the JUSTUS service. CSC's processing of personal data in the JUSTUS service is governed by CSC's documented instructions. (In Finnish <https://wiki.eduuni.fi/x/RQGHJw>)

The Theseus repository is maintained by the National Library of Finland, which acts as a data processor. The privacy notice for Theseus is available on <https://arene.fi/julkaisut/theseus-tietosuojailmoitus/>.

The open public portal of the National Research Information Hub is [Research.fi](https://research.fi).

The privacy notices of the National Research Information Hub

- Personal data to be processed in the research information hub
<https://research.fi/en/privacy>
- Processing of personal data in the profile tool
<https://research.fi/en/mydata/privacy>

Essential information regarding transfer of data to third countries (outside the EU or EEA countries)

Personal data is not transferred outside the EU or EEA.

Principles of data protection

Access to the JUSTUS service is restricted through user accounts and access rights.

Data stored in the Turku UAS JUSTUS service is accessible to Turku UAS JUSTUS administrators. Research dataset metadata can be viewed by all members of Turku UAS staff who log in to the JUSTUS service.

Data transfers through interfaces are encrypted.



CSC is responsible for ensuring the appropriateness, maintenance, protection, information security, and retention of data within the centrally managed national system.

Data subjects' rights

According to the General Data Protection Regulation, the data subject has the right:

- to receive information on the processing of their personal data, unless otherwise regulated by the law
- to request for access to their personal data and rectification regarding incorrect or insufficient information
- to erase their data (not applied, if the basis for processing is compliance with a legal obligation or performance of a task conducted in the public interest)
- to restrict the processing of their data
- to object to the processing of their data, if the basis for processing is general or legitimate interest
- to request the transfer of data they have submitted themselves from one controller to another, if the basis for processing is consent or agreement
- withdraw the consent they have given
- notification obligation of the controller on the rectification/erasure/restricting of processing of personal data
- not to be subject to automated decision-making (the data subject may allow automated decision-making by their consent)

More information on data subjects' rights is provided by the contact person and/or Data Protection Officer.

You can request for access to your personal data and rectification regarding incorrect or insufficient information by contacting the library or by email to the address julkaisutiedonkeruu@turkuamk.fi.

If processing the data does not require identifying the data subject without additional information or the controller cannot recognize the data subject, the right to inspection, rectification, data erasure, restriction of processing, obligation to report and transmittal is not applied.

You have the right to file a complaint with the Data Protection Ombudsman's office, if you consider that valid data protection legislation has been breached in processing your personal data. The contact details of the DPO can be found in the beginning of the privacy notice. All requests are processed on a case-by-case basis.