

For what purpose do you use the personal data?

Overall purpose: Interlibrary loan

Title/theme for the work or name of system/tool

Form for Interlibrary Loan Requests for Students and Staff at Åbo Akademi University and Novia (Turku).

### ***INSTRUCTIONS***

*Describe in a comprehensible and clear way for which purpose(s) you process personal data. The people you address should be able to understand why you are processing their personal data and why it is necessary for you to do so.*

The purpose of this form is for students and staff at Åbo Akademi University and Novia (Turku) to request books or articles from other libraries within and outside of Finland. The order form is shared between Turku and Vaasa. Orders are processed in a shared email inbox in Turku, after which some are forwarded to Vaasa's interlibrary loan email inbox. Information about the requested book/article and the requester's name is then transferred to the library system Alma, where the further processing of the order is carried out.

### ***INSTRUCTIONS***

*Choose at least one legal basis. You may process personal data only when there is a legal basis for doing so.*

X consent to that the personal data is processed

### ***INSTRUCTIONS***

*Justify the legal basis you have chosen based on your purpose. If you have several purposes for the processing, you may need to refer to different legal bases depending on the purpose. You may process personal data only when you have a clear purpose and a relevant legal basis.*

The purpose of processing personal data is to be able to order interlibrary loan materials for the correct person and to contact the requester if necessary.

### ***INSTRUCTIONS***

*If you process special categories of personal data, you must explain why it is necessary. You need to refer to a legal basis (Art. 6), state additional necessary purposes (Art. 9) and support in the Finnish Data Protection Act. Also describe how you protect the personal data.*

Names are needed to identify who has ordered the book, and email and phone numbers are required to contact the requester if necessary. Personal data is protected in E-lomake and the shared interlibrary loan email inboxes, which only staff handling interlibrary loans within Åbo Akademi University library have access to.

Which personal data is processed and by whom?

### **INSTRUCTIONS**

*List all personal data that you process. Remember that personal data includes all information that can identify an individual, e.g. name, address, voice recording, photos, etc.).*

Personal data collected via the form:

- First name
- Last name
- Email
- Phone number

### **INSTRUCTIONS**

*Describe who processes the data, i.e. all relevant parties (yourself, supervisors and other responsible staff at various units, data processors outside ÅAU, etc.). Only those (individuals, categories) with a necessary reason should have access to the personal data.*

Personal data is processed by staff within Åbo Akademi University library who handle interlibrary loans.

Where do you collect the personal data from and how do you process it?

### **INSTRUCTIONS**

*Describe where you collect the personal data from (directly from the individual, from national registers, etc.) and how you collect it.*

The information is collected via a form created in E-lomake, and the data is provided by the customer themselves.

### **INSTRUCTIONS**

*Describe how you process and store the data at different stages (e.g. pseudonymize data, transcribe interviews, store data on the ÅAU server, on encrypted hard drive, in the tool used for the register, etc.).*

The information is needed to identify the requester in the library system Alma. The data is stored in E-lomake and in the shared interlibrary loan email inboxes.

How do you delete or archive the personal data?

***INSTRUCTIONS***

*Describe how you delete or archive the personal data (e.g. in a national research archive).*

*Also state an estimated date for deletion of data or archiving period to be applied. When the personal data is no longer absolutely necessary for the original purpose, it must be deleted, unless there are special reasons or legislation that requires archiving.*

The information in the form is deleted after 2 years from E-lomake and the shared interlibrary loan email inboxes.

Is the personal data transferred to a third party outside Åbo Akademi University?

***INSTRUCTIONS***

*Choose the relevant option. If the personal data is transferred by Åbo Akademi University for a third party's purposes (e.g. to an authority or for statistics), you must also tell where the data is transferred and what rules apply to the transfer.*

No, personal data will not be transferred for processing outside Åbo Akademi University.

Is the personal data transferred to a third party outside Åbo Akademi University?

***INSTRUCTIONS***

*Choose the relevant option. If the personal data is transferred by Åbo Akademi University for a third party's purposes (e.g. to an authority or for statistics), you must also tell where the data is transferred and what rules apply to the transfer.*

No, personal data will not be transferred outside Åbo Akademi University.

Is the personal data transferred outside EU/EEA?

***INSTRUCTIONS***

*Choose the relevant option. If the personal data is transferred out of the EU/EEA (either temporarily, e.g. due to the tool you use, or regularly, e.g. within a project collaboration), you must also describe why the transfer is made and what it entails (see below).*

No, personal data is not transferred outside EU/EEA

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

*If you are making a privacy notice for a **permanent or long-term register, system, or tool**, you must also complete the information requested below.*

The information is processed only by staff within Åbo Akademi University library who handle interlibrary loans.

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

No information is collected from other sources.

Principles and regulations for storage and storage time:

The information in E-lomake and the shared email inboxes is stored for 2 years, after which it is deleted.

Detailed information on automated decision-making:

Not applicable here.