### Description of the File

**Personal Data Act (523/1999) section 10**

**Date of drafting:** 8.9.2017

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<tr>
<td><strong>1. Controller</strong></td>
<td>Aalto University School of Business</td>
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| **2. The person in charge and/or contact person** | Tanja Makkonen  
External Relations, Career Services  
Aalto University School of Business  
P.O. Box 21210  
FI- 00076 AALTO, FINLAND  
tanja.makkonen@aalto.fi |
| **3. Name of the register (should describe the content)** | The register of the one-year placement survey for Aalto University School of Business graduates with a master’s degree. |
| **4. The purpose for processing the personal data / the purpose for the use of a register (If the processing of personal data is outsourced [external service providers are used for the processing], a mention about it can be included to this point)** | The purpose of the placement survey is to monitor the early career stages of Aalto University School of Business graduates and the labour market situation (in terms of graduates with a master’s degree) and to utilise the data received from the monitoring in the development of higher education and in student counselling, as well as to offer information to those planning studies, students and graduates for planning their own studies and career.  
In the placement survey, this data is produced and used without the individualising data of the respondents. The register is maintained by the Statistical Research Service TUPA of the University of Tampere on commission by the subregistrar. |
| **5. Content of the register (For instance: name, address and telephone number of the data subject)** | The individualising and background data of the target group (respondents) of the placement survey is recorded in the register: university, year of graduation, student number, sex, age, nationality, first language, field of education, subject, degree level, year of selection, municipality of residence, time of graduation, place of studies, duration of enrolment, duration of presence, grade and scale of the thesis, name, postal address, postcode, country, possible date of death, move from Finland, move date, home municipality.  
In terms of the respondents of the placement survey, the above data is complemented by the data they provide regarding their placement in working life, factors relating to the quality of employment and the satisfaction of the graduates with their studies from a perspective of working life. The individualising data of the respondent (student number, name and address information) and the data regarding a possible date of death are used only when |
6. Regular sources of information * (Which data is received, by whom and on what ground. For instance: consent or provision of a law)  
The background and individualising data of the respondents is collected from student data systems of Aalto University. The contact information is acquired from the Aalto Alumni database. The responses are received directly from the responses provided by the respondents. The respondents answer the survey via electronic survey form.

7. Regular destinations of disclosed data and -

8. whether the data is transferred to countries outside the European Union or the European Economic Area  
The data is not transferred outside the EU or the European Economic Area

9. The principles how the data file/register is secured.  
Data register/ADP register (principles for the right to use a register, monitoring of the use and actual protection of hardware)  
The data will be kept on secure network servers and TUPA computers for the duration of the data processing in locked facilities. People in charge of the material processing have a personal identifier and password that enable logging in the server. The identifiers are valid for the duration of the employment. The individualising data of the respondent will be kept in the register until the data merge, after which the data will be destroyed.

The data will be used solely for scientific research and statistical purposes, so there is no right of access in accordance with Section 27(1)(3) of the Personal Data Act.