

Processing of personal data, data protection conditions

The legal duty of Tallinn University is to promote sciences and culture, to provide necessary education, research and other services based on creative activities for the society. As a legal person in public law, the university is a holder of public information for all of its operations. Through the public view of our document register, electronic documents that have not been classified as information for internal use can be accessed.

As we provide the services, we also gather personal data – for instance, when you write to us, apply for a job or take up studies at our university. We use the personal data included in your letter/application for replying to you and will not transmit these to other parties. We process (incl. transmit) the personal data of our students, learners, staff and other contracting parties only for the purposes of performing our public service task and for the completion of the contract we have concluded as well as for honouring the legal commitment as required from the university.

Information containing your personal data has been declared as information meant for internal use only and it is subject to access restrictions. We intend to ensure the minimum infringement of your private life in our internal work organisation. Thus, we only process those personal data that are necessary for attaining the goal and enable access to the data only for those university employees who need them for performing their duties.

Regardless of the access restriction, the university will issue documents to those institutions or persons who have the legal right to claim the respective document (courts, bailiffs, police officers, and other persons with respective competences).

You have the right of access to data concerning you that have been collected at the university and the right to request the rectification of incorrect personal data. In the event that we no longer have the legal basis for processing your data, you may also demand the restriction of processing and deletion of your data. For this purpose, please submit an application signed either in person or digitally (to the e-mail address tlu@tlu.ee or postal address Tallinna Ülikool, Narva mnt 25, 10120 Tallinn). We will reply to the application as soon as possible, but not later than within one month. The data will be issued either on paper or in an electronic format, according to your preference. Your application may be rejected only in special cases provided by the law.

All questions concerning personal data processing at the universities will be answered by our data protection specialist. Please send an e-mail to the address andmekaitsepetialist@tlu.ee. Please take into account when paying us a visit that for the protection of persons on the territory and in the buildings of the university, and for the protection of the university's property, surveillance equipment that operates on a 24-hour basis is used. Data are retained for 30 calendar days and for the purpose of legitimate interest, they may be accessed by submitting an application to the e-mail address tlu@tlu.ee.

In the event you find that we have violated your rights upon personal data processing, you are entitled to refer to the Data Protection Inspectorate or the court.

Please see also our [data protection conditions](#).