

Haaga-Helia University of Applied Sciences Privacy Policy for Student Administration
In compliance with the requirements of the EU General Data Protection Regulation
(GDPR, Articles 13, 14 and 30)

Updated: 16/4/2019

1. Controller of data file

The controller of the data file is Haaga-Helia University of Applied Sciences Ltd (Business ID 2029188-8).

Ratapihantie 13

00520 Helsinki, Finland

2. Controller's contact person

For student administration:

Airi Hirvonen, Head of Student Services

Airi.hirvonen@haaga-helia.fi

Hanna Kosteila, Head of Education Services

hanna.kosteila@haaga-helia.fi

For international services:

Sirpa Holmström, Head of International Affairs

sirpa.holmstrom@haaga-helia.fi

For learning environment:

Päivi Rajaorko, Project Manager

paivi.rajaorko@haaga-helia.fi

For Konto:

Lecturer Altti Lagstedt

Altti.Lagstedt@haaga-helia.fi

For StartUp School:

Päivi Söderström, StartUp School Development Manager

paivi.soderstrom@haaga-helia.fi

For School of Vocational Teacher Education:

Karin Nieminen, School of Vocational Teacher Education Management Assistant

karin.nieminen@haaga-helia.fi

3. Controller's data privacy officer

Teija Aarnio

Teija.aarnio@haaga-helia.fi

+358 40 4887001

Requests concerning the exercising of the data subject's rights should be addressed to the controller's data privacy officer.

4. Name of data file

Data file for Student Administration.

5. Purpose of processing of personal data

Personal data are processed for the purpose of organising the controller's student administration functions. Additionally, personal data is processed for the purpose of organising and completing studies, and arranging post-graduation functions. Data stored in accordance with the purpose of the data file may also be used for evaluating and developing teaching and learning.

The purposes of use of the data file entity related to student administration and organisation of education comprise, among others:

- Administration of student data
- Administration of study attainments
- Learning environments
- Administration of student exchanges
- Administration of study counselling

Other purposes of use include compilation of statistics and scientific research.

The use of the data file is based, among others, on the following Finnish legislation applicable to the university of applied sciences: University of Applied Sciences Act 2014/932, Government Decree on Universities of Applied Sciences 2014/1129, Student Financial Aid Act 1994/65 and Administrative Procedure Act 2003/434.

The controller processes the data in house, as well as subcontracting parties to process the data on the controller's behalf.

6. Lawfulness of processing of personal data

6.1. The lawfulness of processing personal data is based on the following principles of the EU General Data Protection Regulation:

- a) Processing is necessary for compliance with a legal obligation to which the controller is subject (GDPR Art. 6 (1)c);
- b) Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party (GDPR Art. 6 (1)f);
- c) The data subject has given consent to the processing of his or her personal data for one or more specific purposes (GDPR Art. 6 (1)a), or, in the case of special categories of personal data, the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in the regulation may not be lifted by the data subject (GDPR Art. 9 (2)a);
- d) Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject (GDPR Art. 9(2)g);

- e) Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity (GDPR Art. 9(2)f);

The aforementioned legitimate interests of the controller are based on a meaningful and appropriate relationship between the data subject and the controller, which arises when the data subject is an applicant or student of the controller, as long as the processing is done for purposes which the data subject can reasonably be assumed to have expected at the time of, and in conjunction with, the data being collected.

7. Content of data file and personal data categories processed

7.1. Personal data categories

- a) Applicant details
- b) Student details
- c) Personnel details
- d) Other persons

7.2. For each data category, the data file contains the following personal data, considered legitimate (the list is not exhaustive, and not all of the data listed is necessarily present for every data subject):

a) Applicant details

- 1) Identification and contact information
 - Surname
 - First name(s)
 - Personal ID
 - Date of birth
 - Gender
 - Nationality
 - Mother tongue
 - Student ID
 - Contact information
 - Telephone number
 - Address

- Email address
- 2) Information on studies and degrees
 - Object of application
 - ECTS credits
 - Study entitlement (valid/resigned)
 - Previous place of study
 - Country of prior education
 - Extract of study records (attachment)
 - Certificate of resignation from the university (attachment)
 - Work certificates (attachment)
 - Copy of personal ID card / residence permit (attachment)
 - Degree certificate (attachment)
 - 3) Other information
 - Information related to special arrangements

b) Student details

- 1) Identification and contact information
 - Surname
 - First name(s)
 - Name known by
 - Former surname
 - Student ID
 - Personal ID
 - Date of birth
 - Nationality
 - Gender
 - Mother tongue
 - Communication language
 - Language of school education
 - Student ID
 - National learner's ID
 - Home town (School of Vocational Teacher Education)
 - Passport number (international exchanges)
 - Bank account details (international exchanges)
 - Telephone
 - Address
 - Haaga-Helia email address
 - Personal email address

- Additional details
- 2) Next of kin to contact in emergencies (international exchanges)
 - Name
 - Email address
 - Telephone
 - Relationship with student
- 3) Information on studies and degrees
 - Degree programme
 - Degree programme specialisation
 - Qualification
 - Educational classification (for statistics)
 - Degree title
 - Language of education
 - Study entitlement period
 - Type of studies
 - Educational background
 - Form of education
 - Campus
 - Required scope
 - Organisational unit
 - Funding type
 - Unit
 - Field of study
 - Cost unit
 - Possible starting organisation
 - Arrival group
 - Other applicable groups
 - Formal competences achieved or to be achieved
 - Presences and absences
 - Details of termination of studies, resignation, dismissal or graduation
 - Language of maturity test
 - Details of work placement
- 4) Study information
 - Personal Study Plan
 - Planned studies
 - Planned schedule of studies
 - Enrolments for studies
 - International exchange mobility information

- Start and end dates
 - Exchange programme
 - Country of origin and destination
 - Type of exchange
 - Former student exchanges
 - Time period
 - Destination country
 - Exchange programme
- 5) Information on completed studies
- Name of completed item
 - Date of completion
 - Assessment date
 - Assessor
- 6) Internal messages within the student administration's systems, and information on the use of systems related to the data file.
- 7) Other information
- Information on special arrangements
 - Extract from criminal records

c) Personnel details

- 1) Basic information
- 2) Work arrangements
- Schedule in calendar form
 - Courses facilitated by data subject

d) Other persons

- 1) Basic information

8. Regular data sources and personal data generated as part of controller's operations

Personal data are primarily collected from the data subjects themselves. Additionally, the controller collects personal data related to the purpose of use of the data file, generated as part of the controller's operations.

Data in the data file are also obtained from official information systems maintained by the authorities, and from other sources in the public domain. Personal data are collected from sources in the public domain within the bounds of applicable legislation.

9. Period of storage of personal data

The personal data in the data file are only stored for as long as and to the extent that each category of data is needed, proportionate to the purpose of processing of the personal data. Additionally, the duration of storage of personal data complies with possible statutory requirements.

The controller of the data file regularly evaluates the need for storing data in accordance with its internal practices.

10. Regular disclosures of personal data

As the controller of the data file, Haaga-Helia may transfer personal data into other data files that it controls, which are closely linked to the purposes of use of this data file. Such files include, but are not limited to, files related to Haaga-Helia's library services and stakeholders (e.g. alumni).

Personal data from the file are disclosed to the following third parties:

- a) Other companies in the same group, or the authorities, or similar parties who have a legal basis for receiving data from the data file if necessary, in the fashion required and permitted by law. Such parties include, but are not limited to, Statistics Finland, the Ministry of Education and Culture, the Social Insurance Institution of Finland, labour administration, unemployment funds, insurance companies, the Finnish Immigration Service, the Police, the tax authorities, the Education Fund, the National Board of Education, and the European Commission (Erasmus+ exchange programme).
- b) Parties that are contractual business partners of the controller, and to other similar parties that have a legitimate connection with the controller's operations, such as the Haaga-Helia Student Union (HELGA), HOAS (exchange students), partner universities abroad, exchange students' institutions of origin (which are informed of the student's admission for the termination of the student's study entitlement in line with consent given at the time of acceptance of the place of study), and parties who buy education services from Haaga-Helia.

11. Transfers and disclosures of data to outside of the EU or ETA

Data from the data file are not habitually transferred to outside the EU or ETA, nor processed outside the EU or ETA, unless this is necessary for the technical implementation of the processing (for example if the technical maintenance of systems is located outside the EU or ETA), or in order to manage international functions related to the purpose of use of the data file.

In transferring personal data, the controller complies with the standard contractual clauses approved by the European Commission in relation to the transfer of personal data to third-party countries, or alternatively implements other appropriate safeguards, or alternatively ensures that the third-party country can guarantee a sufficient level of data protection.

12.Data security principles

Access to databases and systems and use of the data file are only available to such employees of the controller or of subcontractors working on the controller's behalf, whose work duties entitle them to handle the data contained in the data file. Every user of the data file has an individual username and password for the systems.

Materials containing personal data are stored in locked facilities that may only be accessed by specifically appointed persons whose work duties entitle them to do so.

The database containing personal data is stored on a server which is placed in a locked facility that may only be accessed by specifically appointed persons whose work duties entitle them to do so. The server is protected by an appropriate firewall and technical security systems.

13.Rights of the data subject

The data subject has the following rights in accordance with the EU General Data Protection Regulation:

- 1) The right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data and the following information:
 - i) the purposes of the processing;
 - ii) the categories of personal data concerned;
 - iii) the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
 - iv) where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;

- v) the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- vi) the right to lodge a complaint with a supervisory authority;
- vii) where the personal data are not collected from the data subject, any available information as to their source; and
- viii) the existence of automated decision-making, including profiling, and meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject. (GDPR Art. 15)

Additionally, the data subject has the following rights:

- 1) The right to withdraw his or her consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. (GDPR Art. 7)
- 2) The right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her, as well as the right to have incomplete personal data completed, including by means of providing a supplementary statement. (GDPR Art. 16)
- 3) The right to obtain from the controller the erasure of personal data concerning him or her without undue delay, where one of the following grounds applies:
 - i) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
 - ii) the data subject withdraws consent on which the processing is based, and there is no other legal ground for the processing;
 - iii) the data subject objects to the processing on grounds relating to his or her particular situation, and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing for direct marketing purposes;
 - iv) the personal data have been unlawfully processed;
 - v) the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject. (GDPR Art. 17)
- 4) The right to obtain from the controller restriction of processing, where one of the following applies:
 - i) the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;

- ii) the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
 - iii) the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims; or
 - iv) the data subject has objected to processing on grounds relating to his or her particular situation, pending the verification whether the legitimate grounds of the controller override those of the data subject. (GDPR Art 18)
- 5) The right to receive the personal data concerning him or her, which he or she has provided to the controller, in a structured, commonly used and machine-readable format, and the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, as long as the processing is based on consent pursuant to the GDPR, and the processing is carried out by automated means. (GDPR Art. 20)
- 6) The right to lodge a complaint with a supervisory authority if the data subject considers that the processing of personal data relating to him or her infringes the GDPR. (GDPR Art. 77)

Requests concerning the exercising of the data subject's rights should be addressed to the controller's data privacy officer.