

Issue date: 25.5.2018

1. Controller

Lapland University of Applied Sciences
Jokiväylä 11 C
96300 Rovaniemi, Finland

2. Controller's representative

Director, Administration and Human Resources Ari Konu, [firstname.lastname\(at\)lapinamk.fi](mailto:firstname.lastname(at)lapinamk.fi)

3. Controller's contact personnel

Coordinator, International services
Kati Kehusmaa, tel. +358 40 573 2026
Sanna Juotasniemi, tel. +358 40 550 7443
[international\(at\)lapinamk.fi](mailto:international(at)lapinamk.fi), [firstname.lastname\(at\)lapinamk.fi](mailto:firstname.lastname(at)lapinamk.fi)

4. Data Protection Officer contact information

Data Protection Officer Pirjo Kärki-Koskinen, Jokiväylä 11 C, 96300 Rovaniemi, tel. +358 40 510 0365,
[tietosuoja\(at\)lapinamk.fi](mailto:tietosuoja(at)lapinamk.fi).

5. Purpose of processing of personal data

SoleMOVE system is used for managing the international student and staff mobility processes. Information from the students is collected and processed for applying for a mobility period, approving mobility applications and managing mobility information as well as for reports and statistics. Staff mobility information is collected and processed for reports and statistics. In addition, mobility documents, the Lapland University of Applied Sciences's international mobility agreements and partner organizations' information are managed and maintained in the system.

SoleGRANT system is used for applying student mobility grants and for processing and approving grant applications.

6. Legal basis for processing personal data

Processing of personal data is based on the following subsections of article 6, section 1 of the EU General Data Protection Regulation:

- Performance of a contract to which the data subject is party
Contract: learning agreement for studies or learning agreement for traineeships
- Compliance with a legal obligation to which the controller is subject

7. The categories of personal data concerned and the period for which the personal data will be stored

Data subjects in SoleMOVE system are outgoing and incoming exchange students, outgoing and incoming staff members, contact persons of partner universities and Lapland UAS staff members who process applications and mobility information.

Data subjects in SoleGRANT system are grant applicants and Lapland UAS staff members, who process grant applications and grant payments.

The following categories of personal data is processed in the system:

1. Personal information data

- Surname and given name
- Social security number, date of birth and gender
- Student number
- Nationality and native language
- Contact information: address, telephone number and email
- ICE -person: name, address, telephone number, language of communication
- Contact persons of home institution and study field: name, telephone number and email
- Field of study, education level, number of study years and credits completed before a mobility period (student)
- Field of teaching / position in home institution (staff)
- Bank and bank account information, the amount of grant
- Tax municipality

2. Exchange process information

- Exchange type and level
- Time and duration
- Exchange destination, country and exchange program
- Reported information

3. Agreement information

- Duration and agreement participants
- Name of the university, country and exchange program
- Agreement field of study, personnel groups and amount
- Contact person: name, address, phone number and email

Staff and exchange information are stored for 6 years starting from the end of the study program's agreement. Statistic information are stored permanently.

8. Information systems used in the processing

SoleMOVE and SoleGRANT.

9. Regular information sources

Personal data is collected following:

- 1) Applicant/student inputs him/herself
- 2) Personnel representative inputs information given by registered him/herself

Issue date: 25.5.2018

3) Authenticating service sends information when logging in to SoleMOVE and connects user to the right user role.

10. Cookies

Cookies are used when handling personal data in browser type information systems. Cookie is a small text file, which the browser saves in to the user's computer. Cookies are used to carry out services, to help with the logging services and for the possible statistics of the service. The user can block the usage of cookies, but this can stop the system from working appropriately.

Processing personal data in which cookies are used:

- Yes, browser based systems: SoleMOVE and SoleGRANT
 No

11. Regular transfers or disclosures

In Lapland University of Applied Sciences personal data are disclosed:

- For Student and study information system Peppi: outgoing students study mobility information and incoming exchange students information for registering study right.
- For the personnel mobility information for inside information collecting and statistics
- For International student tutors and student tutor representatives: incoming exchange student's information
- For Alusta Saas –purchase invoice accounting system: grant receiving student's information and grant payment information

The recipients or categories of recipient to whom the personal data will be disclosed:

- For Ministry of Education and Culture: teacher and staff mobility information for national data collection
- For Finnish National Agency for Education: Erasmus+, FIRST and north2north exchange program's mobility information and personal data of students and staff.
- For Commission of EU: Erasmus+ exchange program exchange student's information
- For Social insurance institution of Finland (KELA): outgoing exchange student's information for abroad study grant and for social security
- For tax office: Personal data of student's, who have received a grant.
- For Domus Arctica foundation: Incoming exchange student's personal data for arranging housing in Rovaniemi campus

- Lapland UAS Kemi and Tornio campus person in charge of housing arrangements. Personal data of incoming exchange students, who gives the information to Tornion Krunki Ltd. and private property owners.

12. Basis for transferring personal data to the countries outside of EU or EEA

Personal data is not transferred the countries outside EU or EEA through the systems. Study mobility for outside areas of EU and EEA is transferred via learning agreement for studies/traineeships document that is sent to the exchange destination organization by email. Information transfer is based on the agreement and compliance with a legal obligation to which the controller is subject.

13. Principles of personal data protection

A Manual material

Users have the possibility to form pdf or csv reports from the register that includes information of the registered and print them on paper. The responsibility for printed papers is on the controller. The handler of personal data doesn't print information without the authorization of the controller. Manual material is temporary and is always stored behind locked areas. Documents including personal data are always disposed by shredding or as "privacy waste".

B Information handled by computing

The register is located physically in MPY Ltd. machine room in Mikkeli. Registered information is protected with accounts and passwords as well as with user roles, so that every user will only handle the information on which they have the rights for it. Controller's personnel logs in to AD service that is on controller's responsibility. Possible authorized direction with controller's permission can also (for example parents) login to register locally. Incoming students log in by local identification. License is removed when the person is leaving from the task that the license is granted.

14. Automated decision-making

Decisions are not based on automated processing.

15. Rights of the data subject

The data subject has the right to inspect data that concerns him/her:

Personnel and students that are present can inspect the information him or herself when logging in with their own accounts to SoleMOVE. When study right or employment has ended, the registered and visiting teachers and other staff can request that their personal data can be inspected with a document, which is found from Lapland UAS website or contact Lapland UAS Data Protection Officer.

Rights of the data subject:

- to obtain information of the processing of your personal data
- to demand the rectification of inaccurate personal data concerning him or her
- to demand to restrict the processing of personal data concerning him or her
- right not to be subject to a decision based solely on automated processing

Issue date: 25.5.2018

To use the rights, the registered has to submit a request with the document found on Lapland UAS website or contact Data protection Officer.

The data subject has the possibility to lodge a complaint with a supervisory authority and seeking a judicial remedy, if he/she thinks that the personal data processing considering him/her has been violated against valid General Data Protection Regulation.

The Data Protection Officer shall inform and advise the controller. Contact information can be found on the part 4 of the notice.