

PRIVACY STATEMENT

EU General Data Protection Regulation

Updated: 14 December 2021

1. Data controller

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

2. Representative of the data controller

Ari Konu, Director of Administration, firstname.lastname@lapinamk.fi

3. Contact details for the data controller

Merija Timonen, Director of Study and Academic Affairs, firstname.lastname@ulapland.fi

4. Contact details for the Data Protection Officer

Pirjo Kärki-Koskinen, Data Protection Officer, Jokiväylä 11 C, 96300 Rovaniemi, tel. +358 40 510 0365,
tietosuoja@lapinamk.fi

5. Purpose of personal data processing

The purpose of processing student and study information is to maintain rights to study, maintain study information and academic records and transfer these data to the national data reserve (VIRTA) and the authorities. Other purposes include the planning and organisation of education, the production of extracts, certificates and reports related to studies, the compilation of statistics, and scientific research.

The use of the register is based on the legislation applicable to Lapland University of Applied Sciences (Lapland UAS).

6. Legal basis for processing personal data

The processing is based on the EU General Data Protection Regulation (Articles 6 and 9).

The more detailed bases for processing are as follows:

- Compliance with the data controller's statutory obligation
 - Universities of Applied Sciences Act (932/2014)
 - Government Decree on Universities of Applied Sciences (1129/2014)
 - Act on the National Registers of Education Records (884/2017)
 - Act on the Openness of Government Activities (621/1999)
 - Decree on the Openness of Government Activities and on Good Practice in Information Management (1030/1999)
 - Administrative Procedure Act (434/2003)
 - Administrative Judicial Procedure Act (586/1996)

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- Act on Financial Aid for Students (280/2004)
- Statistics Act (65/1994)
- Government Decree on Financial Aid for Students (869/2017)
- Unemployment Security Act (1290/2002)
- Data Protection Act (1050/2018)

Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

- Information describing a person's position, duties or their management
- Official duty carried out in the public interest
- Scientific or historical research or compilation of statistics
- Archiving of research data and cultural heritage material

Consent of the data subject

- As the data controller, Lapland UAS has the right to process special categories of personal data (e.g. medical certificates) when such processing is necessary for reasons of public interest [EU General Data Protection Regulation, Article 9(1)(g)] or when the data subject has given their explicit consent [GDPR, Article 9(1)(a)].

7. Categories of personal data to be processed and their storage periods

Student information

- Student number and national learner ID
- Last name, first names, preferred name
- Personal identity code, date of birth, gender
- Educational background, separate admissions procedure information
- Contact details (address, telephone number, email address)
- Municipality of origin, municipality of residence, native language, language of communication, language of education, nationality
- Additional information about the student and their right to study
- Permission to transfer data to the Internet and for direct marketing purposes and education marketing purposes, and information about any official transfer prohibition

Study and attendance information

- Field of education, education, classification of education, degree, degree title
- Form of education, specialisation
- Duration of the right to study
- Attendance and absences
- Enrolment for the academic term, information about restoring and continuing the right to study, information about graduation and the expiry of the right to study
- Type of education, educational background, separate admissions procedure information
- Study location, home organisation
- Additional information about the right to study, transfer student information (previous organisation, start date)

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- Annual tuition fee obligation, payment transaction information
- Group information
- Instructors
- Qualifications
- Specific information about the right to study, certificate entries, personal certificate entries

Information about the student's personal study plan (HOPS) and study attainments

- Required and completed scope of studies
- Study plan, studies selected for the study plan and their timing for the academic terms
- Comments on the study plan and communication between the student and their supervisor
- Enrolment for studies
- Study attainments, including their scope, language, grade, method and place of completion, RDI and virtual credits, date of completion and date of registration, as well as the name of the person who confirmed the completion of the study attainment and the person who recorded the study attainment
- Accredited studies and exemptions
- Confirmation of graduation readiness and graduation information
- Thesis name, grade, date of completion and supervisor
- Information about international mobility: contact details for next of kin, start and end date of the mobility period, country, mobility programme, direction and type of mobility

Lapland UAS employees using the service

- Last name, first names, title and email address
- Access rights included in the job

Data storage periods are determined in accordance with the statutory requirements, the decisions of the National Archives of Finland and the archives formation plan of Lapland UAS.

Information concerning the student's study right, enrolment, study attainments and degree is stored permanently by Lapland UAS and in the VIRTIA and Koski registries of the Finnish National Agency for Education.

Students' medical certificates and other documents containing health information are destroyed as soon as the need for their use ceases to exist.

8. Information systems used for processing

- Student and study register and personal study plans: Peppi
- Automated student affairs office: Atomi
- Electronic applications/forms: E-lomake
- Supervision and management system for thesis projects: Wihi
- Fee-based education module in Peppi

9. What are the sources of the personal data needed for processing? Do data subjects have an obligation to submit the required personal data? What are the consequences if a data subject fails to submit the necessary personal data?

Personal data are collected from the following sources:

- Directly from students
- Opintopolku: a national applicant register maintained by the Finnish National Agency for Education
- OILI: an enrolment and registration service maintained for students by the Finnish National Agency for Education
- SoleMove: an international mobility information system
- Partner universities, with permission from the student
- Up-to-date information about studies from teachers
- Name, nationality and contact information can be updated from public directories such as the population information system or a directory assistance service.

The right to study requires the provision of personal data for the student register of the university.

10. Cookies

Cookies are used in browser-based information systems for personal data processing. A cookie is a small text file that the browser stores on the user's device. Cookies are used to perform services, facilitate login and enable the compilation of statistics on services. Users may prevent the use of cookies in their browsers, but this may prevent the system from operating appropriately.

Cookies are used in personal data processing:

- Yes, in browser-based systems: Peppi, E-lomake

11. Regular transfers and disclosures

In accordance with the Act on the Student Selection Register, National Higher Education Achievement Register and Matriculation Examination Register (484/2013), the university stores some of the information included in the student and study register as copies in the national higher education data reserve (VIRTA). Such material includes study right, enrolment, study attainment and degree information.

The necessary information is disclosed from the basic register, either through the national data reserve (VIRTA) or directly, to the following recipients:

- Finnish National Agency for Education
- Ministry of Education and Culture
- Statistics Finland
- Social Insurance Institution of Finland
- Labour authorities, unemployment funds
- For scientific research

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- Finnish Immigration Service (MIGRI)
- For career monitoring surveys
- Domus Arctica foundation

Lapland UAS has granted the following authorisations for the use of the information submitted to the national data reserve (VIRTA):

- Connecting the ARVO education management information service of the Finnish National Agency for Education to the national higher education data reserve (VIRTA) so that learners can access their information through the ARVO service.
- Connecting the EMREX National Contact Point plug-in to the national higher education data reserve so that learners can access their information through the EMREX service.
- Authorising Caleidon Oy, with consent from the learner, to enable the learner to retrieve their information from the national higher education data reserve to the TUUDO service so that the learner has access to the information that Lapland UAS has stored about them.
- Authorising Statistics Finland to enable the remote use of FIONA research data through the national higher education data reserve.
- Authorising the JOOPAS consortium (Puro) to view study attainment data stored in the national data reserve and transfer this data to another university, at the student's request, for credit transfer purposes.
- Authorising the OILI enrolment service to transfer student and term enrolment data through the national data reserve.
- Authorising OP's Pivo Wallet Oy to transfer data from the national higher education data reserve to be examined in the Pivo application, with consent from the student.
- Enabling the University Admissions Finland consortium to connect its information system to the national higher education data reserve so that data related to studies can be used by the universities of the consortium in their application process.
- Follow-up surveys – permission for researchers to use the study attainment data stored in the national data reserve for research purposes.
- Authorising the National Supervisory Authority for Welfare and Health (Valvira) to use data for monitoring and confirming healthcare professionals' qualifications.

The data in the register containing the university's student information are public documents in accordance with the Act on the Openness of Government Activities (621/1999), and are made available on request. Public documents are made available on request in accordance with sections 13 and 16 of the Act on the Openness of Government Activities and the Data Protection Act (1050/2018).

In addition, data are transferred to the user management system of Lapland UAS for maintaining the necessary user IDs, and to the library system of the Lapland University Consortium Library for creating and maintaining user IDs and lending rights and building workspaces in the learning environment.

The education and learning services provided by Lapland UAS are produced by its employees, who process its students' personal data.

12. Grounds for transferring data outside the EU or the EEA

Data may be transferred outside the EU or the EEA if the student is going to participate in student exchange outside the EU or the EEA. Such data are always transferred with permission from the student.

13. Principles of personal data protection

The systems are accessed through a web browser using a personal user ID. Access rights are determined based on the person's job or student information. Access rights will automatically expire at the end of the employment relationship or right to study.

14. Automated decision-making

Personal data processing does not involve automatic decision-making.

15. Rights of the data subject

- The data subject has the right to check the data concerning them by filling in a personal data review request and submitting the form to the Data Protection Officer of Lapland UAS. If the data subject is a student at Lapland UAS, they can check their personal data by signing in to the Peppi study information register.
- The data subject has the right to have their personal data rectified or erased by filling in a personal data rectification and erasure request and submitting the form to the Data Protection Officer of Lapland UAS. The right of erasure does not extend to personal data that the university is processing for compliance with a statutory duty or for the performance of a task carried out in the public interest, or that the university is obligated to store for another reason.
- The data subject has the right to request that the processing of their personal data be restricted, to object to the processing of their personal data, to request that the data controller transfer their personal data to another data controller, and to withdraw their consent if the processing of their personal data is based on the data subject's consent. In such a case, the data subject must contact the Data Protection Officer of Lapland UAS.
- The data subject has the right to file a complaint with the Office of the Data Protection Ombudsman if they deem that the processing of their personal data violates the current data protection legislation.

Advice and guidance on matters related to the data subject's rights are available from the Data Protection Officer, whose contact details are provided in section 4 of this document.