



Kaakkois-Suomen
ammattikorkeakoulu

DATA PROTECTION ANNOUNCEMENT

Student data

South-Eastern Finland
University of Applied Sciences Ltd

This document is based on the requirements set by the EU's General Data Protection Regulation (GDPR) with respect to information that must be provided to the data subject in accordance with Article 13 and Article 14 of the GDPR. The regulation is available at <https://www.privacy-regulation.eu>

Title	Data protection announcement - student data		
Person in Charge	Leena Kurki-Pölonen		
Effective from	25 May 2018	Decision	Data Protection Group 25 May 2018
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Updated		Decision	
Updated		Decision	



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1 Controller

South-Eastern Finland University of Applied Sciences

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50100 Mikkeli

Telephone exchange 040 655 0555

Business identity code: 2472908-2

Student data - person in charge of data category

Leena Kurki-Pölonen, Head of Student Services, Student Services

South-Eastern Finland University of Applied Sciences

P.O. 68 (Patteristonkatu 2)

50101 Mikkeli

Tel. 040 717 9992,

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2 Data Protection Coordinator and contact information

Jussi Jokivaara

Head of Security, Safety and Data Protection Officer

South-Eastern Finland University of Applied Sciences

Administration and Quality Services,

Paraatikenttä 7, Kouvola

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On each campus of the South-Eastern Finland University of Applied Sciences, the Student Affairs

Advisors and Coordinators are responsible for processing the data register.

tel. 040 655 05550 (exchange).

3 Applicability of data protection announcement

This data protection announcement is applied to personal data processed by the South-Eastern Finland University of Applied Sciences (hereinafter referred to as XAMK) with relation to students and completion of studies.

4 Reasons and legal basis for processing personal data

Student and study progress data is necessary for the administration of registers related to the completion of studies, as well as the production of certificates and reports for in-house and research purposes. The data may also be transferred to the authorities.

All data processed by institutions of higher education relating to study right and enrollment, and the completion of degree studies and individual courses is collected and stored in a centralised national database from where content is made available to the Student Admissions Register and joint student admissions services of institutions of higher education via a technical data-protected user connection (Act 1058/1998 Section 1 a).

Student and study progress data is registered in order to protect the student's rights and best interests. Personal data is always processed in accordance with the legislation on the operations of universities of applied sciences.

- Act on Universities of Applied Sciences (932/2014)
- Government Decree on Universities of Applied Sciences (1129/2014)
- Act on Admissions Register, National Data Resources of Higher Education Institutions and Matriculation Examination Register (1058/1998)
- Government Decree on a Joint Application System for Higher Education Institutions (293/2014)
- Act on Administrative Procedures (434/2003)
- Administrative Judicial Procedure Act (586/1996)
- General Data Protection Regulation (EU 2016/679)
- Data Protection Act
- Act on the Openness of Government Activities (621/1999)
- Decree on the Openness of Government Activities (A1030/1999)
- Workplace Privacy Act (L477/2001)
- South-Eastern Finland University of Applied Sciences Degree Regulation

3 Personal data categories to be processed

XAMK processes the following student data:

1. Basic student information

- personal information
- student number
- username
- student's national identifier
- last name, given names, first name, (previous last name)
- personal identity code
- date of birth

- sex
- nationality
- mother tongue
- preferred language of communication
- language of education
- contact information (address, telephone, email)
- emergency contact person
- home municipality
- municipality of residence
- country
- passport number of a non-Finnish citizen
- Information on studies and degree
- category of education, degree programme, group, model template information
- level of education
- campus
- language of instruction
- type of studies: degree, degree title, scope to be completed, required scope
- information on attendance, graduation and withdrawal
- period of the right to study, maximum number of terms, terms used
- personal study plan (PSP)
- completed courses, assessment and examinations
- progress of studies
- entries in the degree certificate, directives and qualifications
- financing
- organisation unit
- additional information related to the right to study and role
- permits related to the disclosure of data



2. Study data

- studies (modules and courses)
- course implementations
- personal study plan (PSP) and related information
- exchange studies and international practical training

3. Transcript of records

- completed studies
- assessment of courses and examinations
- courses and examinations assessed by
- date of completion
- scope of module/course
- progress of studies
- status of graduation

4. Applicant data

- Applicant data from Study Info/Oili Services
- student's personal information (given names, first name, last name, personal identity code, student number)
- address
- mother tongue and preferred language of communication
- nationality
- previous education
- information on the object of application and degree programme
- enrolment and payment information
- information related to permission to publish the results of student admission

6 Recipients or groups of recipients of personal data

1. Statutory disclosure of data

As stated by law, student and study data can be disclosed to the following parties

- Student data and course and degree completion data to Statistics Finland which may further forward it to the Finnish National Agency for Education and Ministry of Education and Culture. (Statistics Act 280/2004).
- Student and course completion data to the Social Insurance Institution of Finland (Act on Financial Aid for Students 65/1994, Section 41).
- To labour authorities, Social Insurance Institution of Finland or unemployment insurance fund in order to process applications for labour market support and daily unemployment benefit (Unemployment Security Act (1290/2002), Public Employment Services Act (1295/2002))
- To the Social Insurance Institution of Finland upon request for the purpose of assessing a need for social benefits (registration certificate, transcript of records, progress of studies)

- To immigration and law enforcement authorities upon request for the purpose of verifying the validity of a residence permit (notification of admission, notification of attendance, certification of enrolment and transcript or records).
- For purposes of scientific research (Act on the Openness of Government Activities 621/1999 and Personal Data Act 523/1999). The party requesting data must provide the controller with a description of the intended usage and other information required for the disclosure of data. If necessary, the party requesting data must provide an account of how data protection will be secured and organised.
- To administrations of municipalities or other operators that organise student health care services in compliance with the Primary Health Care Act (66/1972)/
- SORA provisions and regulations (solutions related to unsuitability to study), Act on Universities of Applied Sciences (932/2014), Government Decree on Universities of Applied Sciences (1129/2014), Act on Students' Legal Rights Protection Committee 956/2011, Act Amending Section 6 of the Criminal Records Act 955/2011 (14.11.2014/932)
- To CSC (IT Center for Science Ltd), VIRTAs higher education achievement register and, via VIRTAs, OILI higher education student enrolment and registration service. VIRTAs is a national database for institutions of higher education.
- Qualifications and degree programme information as well as information on the termination and restoration of the right to study to the National Supervisory Authority for Welfare and Health (Valvira).

In addition, student data is disclosed to

- User Management System of the South-Eastern Finland University of Applied Sciences for the purposes of creating user accounts (student number, last name, first name, group, degree programme, campus, attendance status, personal identity code, address information, preferred language of communication, degree information, eligibility for meal subsidy).
- South-Eastern Finland University of Applied Sciences for the purposes of creating email lists (email address). The lists will not be disclosed for any purpose other than the purpose for which they have been created. Email messages will be sent in such a manner that the names and email addresses are concealed from individual recipients.
- South-Eastern Finland University of Applied Sciences for the purposes of internal reporting and resource planning.
- library system of the South-Eastern Finland University of Applied Sciences for the purposes of creating usernames and activating borrowing privileges (first name, last name, personal identity code, street address, postcode, post office, phone number, email).
- Career and Employment Service of universities of applied sciences (Jobiili), (student number, date of birth)
- International Mobility Management System. As for students going on exchange, the student number, institution and country of exchange studies, period of exchange, mobility programme (long periods of exchange) and the type of exchange are transferred. As for students coming on exchange, all information necessary for the creation of exchange student status and recording of the mobility period are transferred.
- Management system of paid education
- Alumni system

2. Non-statutory disclosure of data

The student gives his/her consent via the student interface of the student management system to the use of his/her name and address information. The student gives consent to the disclosing of his/her contact information for the following purposes:

Direct marketing

Even if the student has given his/her consent to direct marketing, data is never automatically disclosed, but on a case-by-case basis considered by the administrator. As a rule, no data is disclosed.

Education marketing

To associations and foundations for purposes that support studies, to professional associations, and to authorities, primarily regional, for distributing information that

- is intended to promote one's studies, professional competence or employment in one's own field
- is intended to improve the studying or working environment
- is intended to promote the student's connection with his/her region of origin
- is intended to support one's studies, for example by means of research, surveys or polls.

Publishing of graduation information

The student may give his/her consent to the publishing of information related to his/her graduation. As a rule, this information is not disclosed.

Internet

The South-Eastern Finland University of Applied Sciences is entitled to register the student's email in the email search engine on Student Intranet. This will make it possible to find the student's email by entering his/her name in the search engine.

If the student has been issued an official prohibition of data processing by a Local Registry Office, he/she is entitled to request this to be recorded in the basic register of the Student Management System. The official prohibition of data processing forbids the disclosure of any of the student's contact information.

7 Information on transferring data to third countries

XAMK will not transfer students' personal information to countries outside the EU or ETA.

However, XAMK provides students with certain Microsoft services, such as Outlook email and cloud storage with OneDrive, and Microsoft may transfer data or duplicate files stored in its services to countries outside the EU or ETA. The Microsoft privacy statement is available at <https://privacy.microsoft.com/en-us/privacystatement>.

8 Period of storing personal data

Personal data is stored for the duration required by law.

9 Rights of the data subject

The student is entitled to have access to his/her personal data. The student may review registered data concerning him/her via the student interface.

The student has the right to require that XAMK, without undue delay, rectifies inaccurate and incorrect personal data concerning him/her. Via the student interface, the student may rectify his/her contact information.

The student has the right to the erasure of personal data concerning him/her when the storage of data is not required by law. The student has the right to obtain restriction of processing personal data concerning him/her in accordance with the Article 18 of the EU GDPR.

The student has the right to object to processing of personal data concerning him/her in accordance with Article 18 of the EU GDPR.

If the processing of data is based on the student's consent, the student has the right at any time to have his/her data transferred from one system into another or cancel his/her consent to processing.

The request is made in writing to Data Security Coordinator, or via an electronic form available at <https://www.xamk.fi/en/xamk2/data-protection-announcement>.

The student has the right to lodge a complaint with a supervisory authority.

10 Statutory or contractual demand

The processing of student and study data is necessary for the South-Eastern Finland University of Applied Sciences in order to plan, carry out, evaluate and monitor its operations. All data subjects are considered interested parties in matters relating to the Student Administration. The data processing system is only used to process data that is necessary to plan, carry out, evaluate and monitor the operations of XAMK Student Administration.

The student is required to provide XAMK with his/her personal data in order to have the right to study.

11 Information on how personal data has been acquired (if not from the data subject)

XAMK receives student data from the following sources

- National student admissions register administered by the Finnish National Agency for Education, Study Info Service (Opintopolku)
- National OILI register administered by the Finnish National Agency for Education
- Information provided in application forms submitted outside Opintopolku Study Info Service
- User Management System
- Examination System
- International Mobility Management System
- Management System of Paid Education

Date	Updated chapters/pages	Description
24 May 2018		JJ