

**PRIVACY NOTICE  
Student admissions**

**EU's General Data Protection Regulation (2016/679),  
Articles 13 and 14  
Date: 12 November 2019**

### **1. Data controller**

LAB University of Applied Sciences  
Business ID: 2630644-6  
Lahti campus: Mukkulankatu 19, 15210 Lahti, Finland  
Lappeenranta campus: Yliopistonkatu 36, 53850 Lappeenranta, Finland  
Switchboard +358 3 828 18

### **2. Data controller's representative and contacts**

Data controller's representative:  
Rector Turo Kilpeläinen

Data controller's contact:  
Service Manager Miia Vanhainen  
Address: LUT University, Yliopistonkatu 34, 53850 Lappeenranta, Finland  
Phone: +358 40 848 0934  
E-mail: miia.vanhainen@lut.fi

### **3. Data protection officer**

Legal Counsel Anne Himanka  
Address: LUT University, Yliopistonkatu 34, 53850 Lappeenranta, Finland  
Phone: +358 50 564 4623  
E-mail: tietosuoja@lut.fi

### **4. Purpose of personal data processing**

The LAB University of Applied Sciences processes personal data of applicants to studies in order to carry out student selections and admissions.

Personal data is collected to determine the eligibility of students, to evaluate student selections, to enable making admission decisions, and to transfer admission data to a study administration data file.

## **5. Legal basis of personal data processing**

The processing of applicant data is necessary on the grounds of public interest and the exercise of official authority vested in the controller.

When the data controller processes data on the grounds of compliance with a legal obligation, the data controller's activity is governed e.g. by the Universities of Applied Sciences Act (932/2014), the Government decree on universities of applied sciences (A1129/2014), the Government decree on joint application systems (A293/2004), the act on national student and degree registers (884/2017), the act on student financial aid (65/1994) and the Act on the Openness of Government Activities (621/1999).

## **6. Content of data file and storage period**

The data collected includes the applicant's name, birth date, personal identity code, student identification number, national student OID code, and username. Data on the applicant's gender, nationality, native language and service language is collected as necessary background information. The contact information collected includes the student's country of origin, address, phone number and email addresses. In addition, in international student admissions, data on the student's residency permit or the absence of it is collected to determine the student's obligation to pay a tuition fee.

Other data collected includes the applicant's programme preferences, data related to applying to study programmes, and other admission-related data and admission requirements, such as education, degrees and professional experience, health issues that affect the applicant's choice of profession (yes/no), admission results (e.g. entrance examination results and scores), data concerning enrolment, the applicant's consent or refusal to disclose his/her name and address for communication and marketing purposes, the obligation to pay tuition fees, applications for scholarships, and the city in which the applicant took the entrance examination.

Data concerning studies, which may include sensitive information, refers to personal entrance examination arrangements and corrections to admission decisions.

The storage periods of collected data are defined in the filing plan of the university of applied sciences.

## **7. Information systems employed**

Applicants' personal data and admission scores are stored in the Studyinfo national administrative system of student admissions or the network drive of the university of applied sciences.

From Studyinfo, data is transferred to e.g. the study administration database and the national Virta information system.

Admission decisions and related correction decisions contain personal data and are stored in the document management system of the university of applied sciences.

## **8. Data sources**

Applicants' personal data and other admission-related data are mainly provided by the applicants themselves during the admission process. In Studyinfo, also data on upper secondary school and vocational diplomas and degrees from Finnish higher education institutions from the SURE data file is connected to the applicants.

## **9. Use of cookies**

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

Browser-based systems employ cookies in the processing of personal data.

## **10. Data transfer and disclosure**

Information may be transferred from the data filing system of the university of applied sciences to internal services as needed for purposes such as creating a student data file. Information from the applicant data file is transferred with the applicant's express consent within the university of applied sciences for marketing and communication purposes.

To comply with legislation, the university of applied sciences transfers information from its applicant data file:

Information on study rights, enrolments, degrees and study attainments from higher education student data files is collected for centralised storage and use in the national VIRTta higher education achievement register.

The Ministry of Education and Culture produces documentation based on the student data file of the university of applied sciences required for the evaluation, development, statistics and other monitoring and guidance of education and research through the VIRTta register.

To Statistics Finland.

For scientific research. Anyone requesting data must tell the data controller the purpose for which the data will be used and give any other information necessary for determining whether the data may be disclosed, and if needed, a report on safeguards for data processing.

In addition, data may be disclosed to other authorities, such as Immigration Services and the social insurance institution Kela. The university of applied sciences observes good data processing practices and thus does not use external data processors.

## **11. Data transfer and disclosure beyond the EU or EEA**

FINNIPS entrance examinations are arranged beyond the EU, where partners in cooperation may include local actors. The partners in cooperation will be supplied with the names of the participants in the examinations. Otherwise, data is not transferred or disclosed beyond the EU or EEA.

## **12. Safeguards for data processing**

The data is processed in a way that does not compromise the students' right to privacy. Personal data is processed only by those whose duties require access to the data. The data may be accessed only by those with a username for the system. Usernames are personal and their user rights have been defined based on the person's duties. Printed documents are stored and safeguarded from external access. Software used for the processing of personal data is protected in accordance with the information security practices of the university of applied sciences.

## **13. Automated decision-making**

Automated decision-making takes place in the Studyinfo system with regard to joint application results, their publishing, and wait-listing. The decision-making is based on the decision

regarding the student admission of the university of applied sciences and on admission requirements decided by the university of applied sciences.

#### **14. Rights of the data subject**

Data subjects have the right to withdraw their consent if the data processing is based on consent.

Data subjects have the right to lodge a complaint with the Data Protection Ombudsman if the subjects consider that the data processing regarding them is in breach of data processing legislation in force.

Data subjects have the following rights under the EU's General Data Protection Regulation:

Right of access to data concerning the data subject (article 15)

Right to rectification of data (article 16)

Right to erasure of data (article 17); the right to erasure shall not apply if the processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes if the right to erasure prevents or significantly hinders the data processing

Right to restriction of processing (article 18)

Right to data portability to another data controller (article 20)

The data subject's rights involving the processing of personal data may be restricted in accordance with the EU's General Data Protection Regulation.

*The liaison in matters related to the data subject's rights is the data protection officer; contact details in section 3.*