

PRIVACY NOTICE

Student admissions

**EU's General Data Protection Regulation (2016/679),
articles 13 and 14**

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1. Data controller

LAB University of Applied Sciences
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2. Data controller's representative and contacts

Data controller's representative:
Name: President Turo Kilpeläinen
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Data controller's contact:
Name: Continuous Learning Manager Miia Vanhainen
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3. Data protection officer

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4. Purpose of data processing

The university of applied sciences processes applicant data to carry out student

admissions.

Personal data is collected to determine an applicant's eligibility, enable student selection and admission decisions, and transfer data on admitted applicants to student data files.

Applicants may take part in an electronic entrance examination. Data on applicants taking part in electronic entrance examinations will be handled in accordance with the privacy notice of the entrance examination system of the university of applied sciences and of the related data file.

5. Legal basis of data processing

The processing of applicant data is necessary for tasks carried out in the public interest and because of the data controller's legal obligations.

The data controller's legal obligations are governed by e.g. 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 (A293/2014), the Act on the National Registers of Education Records, Qualifications and Degrees (884/2017), the student financial aid act (65/1994) and the Act on the Openness of Government Activities (621/1999).

6. Content of data file and storage period

The following data is collected on applicants: name, birth date, personal identity code, student ID number, student OID, and username. Necessary background data includes information on the applicant's gender, nationality, native language and second language. In addition, in international student admissions, information is collected on the applicants' residence permits or the absence thereof to determine the obligation to pay a tuition fee.

Other collected data includes the applicant's degree programme preferences, application-related data such as previous degrees and work history, health issues that affect the choice of profession (yes/no), admission results (entrance examination scores and other related information, e.g. total admission scores), enrollment status, applicants' consent or denial regarding the online publication of their admission results or the disclosure of their name and address for education-related communication and marketing, information related to tuition fee and scholarship applications, and the entrance examination location.

Study-related data, which may include sensitive information, include information regarding entrance test arrangements and corrections to admission decisions.

The data storage periods comply with the filing plan of the university of applied sciences.

7. Information systems employed

Personal data and admission scores of applicants are stored in the national student admission information system Studyinfo and/or on the network drive of the university of applied sciences. Data on applicants taking part in electronic entrance examinations is handled in compliance with the privacy notice of the entrance examination system of the university of applied sciences.

Data from Studyinfo is transferred e.g. to the study administration database, the national VIRTATA publication information service, and an electronic admission test system.

Admission decisions and corrections to admission decisions, which contain personal data, are stored in the document management system of the university of applied sciences.

8. Data sources

Personal data on applicants and other admission-related data are mainly supplied by the applicants themselves during the admission process. The Studyinfo system receives information from the SURE database on applicants' matriculation examinations, completed studies, basic vocational degrees and degrees from Finnish higher education institutions.

9. Use of cookies

Browser-based data filing 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 correctly.

This system employs cookies to process personal data.

10. Data transfer and disclosure

Data is transferred for internal purposes within the university of applied sciences, such as the compilation of a student data file. Information from the

applicant data file may be transferred with the express consent of the applicant for marketing and communication purposes within the university of applied sciences. Data on applicants participating in electronic entrance examinations is transferred in compliance with a privacy notice for electronic entrance tests.

Based on legislation, the university of applied sciences discloses data from the applicant data file as follows:

- Data on study rights, enrollments, degrees, and study attainments is collected for storage and use in the national VIRTATA database
- The Ministry for Education and Culture produces data for the assessment, development, statistics and other monitoring and steering of education and research based on information from the data file of the university of applied sciences through the national VIRTATA database.
- to Statistics Finland;
- for scientific research. Parties requesting data must explain the purpose for which the data will be used and provide other necessary information to determine whether the university of applied sciences can disclose the data and how the party will protect the data.

In addition, data may be disclosed to other authorities, such as the Finnish Immigration Service and Kela. The university of applied sciences will observe good data processing practices and will not use an external data processor.

11. Data transfer and disclosure beyond the EU or EEA

FINNIPS entrance examinations are arranged beyond the EU, where local partners may be involved. The names of applicants invited to these entrance exams will be disclosed to these partners. Otherwise, data will not be disclosed beyond the EU or EEA.

12. Safeguards for data processing

Data will be processed without compromising students' privacy. Personal data may be handled only by people whose professional duties require it. Only people with a username to the system may access the data. Usernames are personal, and user rights are defined based on the person's duties. Printed documents are stored and protected from outsiders. Data processing software is protected in accordance with the data protection practices of the university of applied sciences.

13. Automated decision-making

Automated decision-making takes place in the Studyinfo applicant data file with regard to admission results, their publication and wait-lists. Decision-making is based on the decision issued by the university of applied sciences regarding student admissions and the admission criteria defined 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:

- a) Right of access to data concerning the data subject (article 15)
- b) Right to rectification of data (article 16)
- c) 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
- d) Right to restriction of processing (article 18)
- e) Right to data portability to another data controller (article 20).

Data subjects' rights under the EU's General Data Protection Regulation do not automatically apply to all data processing.

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