

**PRIVACY NOTICE
STUDENTS****EU's General Data Protection Regulation (2016/679), Articles 13 and 14****Date: 11 August 2021****Updated 14 December 2021****1. Data controller**

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

Data controller's representative:
Vice President Merja Heino
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Data controller's contact:
Director of Study Affairs Maija Kuiri
Address: LUT University, Yliopistonkatu 34, 53850 Lappeenranta, Finland
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3. Data protection officer

Legal Counsel Anne Himanka
Address: LUT University, Yliopistonkatu 34, 53850 Lappeenranta, Finland
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Email: tietosuoja@lab.fi

4. Purpose of personal data processing

The LAB University of Applied Sciences processes student data to implement and prove students' right to study and to arrange education. Student data is collected to enable students' studies and graduation.

Moreover, LAB processes student data to manage and compile statistics on completed study attainments and degrees, to develop education, and to enforce physical safety and information security for members of the LAB community.

LAB may process student data also for the purposes of scientific research, accreditations, and study-related marketing communication.

5. Legal basis of personal data processing

The data controller processes student data on the grounds of public interest and to comply with legal obligations.

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 (1129/2014), the Government decree on joint application to higher education institutions (289/2019), the act on national student and degree registers (884/2017), the student financial aid act (65/1994), and the Act on the Openness of Government Activities (621/1999).

6. Content of data filing system and storage period

The specific identifiers collected include the student's name, birth date, personal identity code, student identification number, national student OID code, and username. The background data collected includes the student's admission data, gender, nationality and languages (native, education, and administrative language). The contact information collected includes the student's country of origin, address, phone number and email addresses.

Study-related data includes rights to study (scopes and durations), enrolments for semesters, completed degrees, completed study attainments, final theses, examination and course registrations, video surveillance data from electronic examinations, personal study plans and other data related to study guidance, internship and international student exchange data, data related to tuition fees, student union fees and scholarships, and data necessary for the arrangement of student services, including IT and library services.

Study-related data that may contain sensitive information includes personal study arrangements and study-related support, the extension and reinstatement of study rights, and accounts of study-related irregularities and their consequences.

The storage periods of student data are defined by the National Archives of Finland. Some of the personal data is stored permanently.

7. Information systems employed

Student data is stored in the main operating system for student data. Data is transferred from the system to e.g. the national Virta database on the grounds of compliance with a legal obligation, to learning environments used in teaching, to an electronic exam system and to a user management system maintained by Information Services and Technology.

Other data collection systems employed by LAB include e.g. an international student and staff mobility system and student feedback system.

8. Data sources

A student's personal and study-related data is mainly transferred to LAB from the national Opintopolku (Studyinfo.fi) application system and the Oili enrolment and registration service. Open university and continuing education students provide their personal data themselves. If an enrolled student does not provide the necessary personal data, the student's right to study cannot be confirmed.

Personal and study-related data on incoming international exchange students is transferred from an international student exchange system.

The student's LAB email address is received automatically from Information Services and Technology.

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 to LAB's internal services as needed for purposes such as creating user accounts.

To comply with legislation, LAB transfers information from its applicant data filing system as follows:

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 VIRT A higher education achievement register.

The Ministry of Education and Culture produces documentation based on LAB's student data file required for the evaluation, development, statistics and other monitoring and guidance of education and research through the VIRT A 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. LAB

observes good data processing practices and thus does not use external data processors.

11. Data transfer and disclosure beyond the EU or EEA

No data is transferred 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 LAB's information security practices.

13. Automated decision-making

No automated decision-making takes place in the data processing.

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)
- d) Right to restriction of processing (article 18)
- e) Right to data portability to another data controller (article 20)

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