

## DESCRIPTION OF PERSONAL DATA FILE as required by the Personal Data Act (523/99), Section 10

### Description updated on: 12.5.2020

The description also includes the information specified in Section 24 of the Personal Data Act

1. Controller of the file	<p><b>Name:</b> University of Helsinki</p> <p><b>Postal address:</b> P.O. Box 33 00014 University of Helsinki Finland</p> <p>Street address:</p>
2. Person in charge of the data file and contact person for the file	<p><b>Person in charge:</b> Minna Koutaniemi</p> <p><b>Contact person:</b> Minna Koutaniemi Head of International Exchange P.O. Box 53 00014 University of Helsinki</p> <p><b>Person in charge of the technical maintenance of the file:</b> Anne-Sophie Hokkanen Specialist for International Exchange International Exchange Services P.O. Box 53 00014 University of Helsinki</p>
3. Name of data file	KV-liikkuvuuden tietokanta (Mobility Online)
4. Purpose of the processing of personal data	<p>The personal data file shall be used in maintaining partner university and exchange agreement contact details as well as incoming and outgoing exchange student and staff admissions and selection processes. In addition, data pertaining to the acceptance of exchange study places may be stored in the file for enrolment purposes. Contact details may be used to contact the applicant. The file shall be used to organise accommodation for incoming exchange students and staff members via Unihome and HOAS.</p> <p>The file shall be used in those exchange student selections which the University has decided to include in the data file system.</p>

	<p>The data file shall be used for the production of statistical data for the purposes of disseminating information about international student mobility, fulfilling mandatory reporting requirements, as well as for planning, evaluating and developing international co-operation and education.</p> <p>Legislation pertaining to the University of Helsinki provides for the use of the personal data file. The relevant legislation and regulations are listed below:</p> <ul style="list-style-type: none"> <li>• Universities Act (558/2009)</li> <li>• Government Decree on University Degrees (794/2004)</li> <li>• The administrative regulations of the University of Helsinki</li> <li>• The Regulations on Degrees and the Protection of Student's Rights</li> <li>• The regulations of the University of Helsinki International Student Mobility Services</li> <li>• Faculty-specific degree regulations</li> </ul>
<p>5. Contents of the data file (group/groups of data subjects and relevant data or data groups)</p>	<p>Data pertaining to an applicant:</p> <ul style="list-style-type: none"> <li>• Applicant's personal and contact details</li> <li>• Applicant's bank details for scholarship</li> <li>• Applicant's education and other data relevant to the application process</li> <li>• Results of student selection and data relevant to the selection</li> <li>• Data on the acceptance or cancellation of a study place and data relevant for enrolment</li> <li>• Information concerning the applicant's need for housing and wishes concerning the housing options</li> <li>• Applicant's consent to disclosure of his or her personal data for the purposes of communication and marketing pertaining to education</li> </ul> <p>Data to be stored on persons authorised to use the system:</p> <ul style="list-style-type: none"> <li>• User identification</li> <li>• User account</li> </ul>
<p>6. Regular sources of data</p>	<ul style="list-style-type: none"> <li>• Oodi Student Register database (student applicants' personal and study data)</li> <li>• Applicants may fill in their application forms online through the system's user interface</li> <li>• Officials using the system may supplement the application form on behalf of the applicant or save the application</li> </ul>

	<ul style="list-style-type: none"> <li>• Officials using the system will save the data pertaining to student selection (eligibility for and results of the selection)</li> </ul>
<p>7. Regular disclosure of data and the transfer of data outside the EU or the European Economic Area</p>	<p>Data from the personal data file will be disclosed to University departments for the purposes of exchange student selection. Data will also be disclosed to Oodi student register at the University and to the EU Commission’s Mobility Tool (only concerns participants in the Erasmus programme). Data will be disclosed to Unihome and HOAS for organising housing for incoming exchange students and staff members.</p> <p>The data in the data file are documents in the public domain as specified by the Act on the Openness of Government Activities (Act No. 621/99), and:</p> <ul style="list-style-type: none"> <li>• may <i>upon request</i> be provided for <i>viewing</i></li> <li>• may be issued under Sections 13 and 16 of the Act on the Openness of Government Activities</li> <li>• if considered confidential, may be provided for viewing, or a copy of the document may be issued only 1) with the consent of the party concerned, 2) to the party concerned, or 3) by virtue of the law.</li> <li>• in the case of a personal identity number, may be disclosed for purposes of updating address data and for the prevention of redundant postal traffic, provided that the identity number is already available to the recipient (Personal Data Act, Section 13)</li> </ul> <p>With the consent of the data subjects (i.e. applicants), the University may disclose their address data to societies, foundations and the authorities for certain well-defined purposes that support studies. Consent may be given when saving data on the application form, and can be reversed later by notifying the data file contact person in writing.</p> <p>Data on applicants shall be transferred outside the European Union or the European Economic Area when necessary for performing the exchange contract.</p>
<p>8. Principles of data security</p>	<p>In the processing of data in the file, care shall be taken not to unduly compromise the privacy of the applicants.</p> <p>Manual materials:</p> <ul style="list-style-type: none"> <li>• Shall be stored and protected in a manner securing them against unauthorised access, accidental or unlawful destruction, manipulation, disclosure, transfer or other unlawful processing.</li> <li>• In each unit, employees shall have access only to those data on the applicants that are required to carry out their work.</li> </ul>

	<ul style="list-style-type: none"> <li>• Data on exchange student selection and study rights shall be stored in accordance with the archiving regulations of the University of Helsinki.</li> <li>• Outdated documents shall be destroyed by burning or shredding.</li> </ul> <p>Digital data:</p> <ul style="list-style-type: none"> <li>• The data shall be stored on University of Helsinki computers.</li> <li>• Access to the system is permitted only with user identification.</li> <li>• Computers and the databases are protected with passwords.</li> <li>• Connections between the data file and workstations have been protected from access by outsiders.</li> <li>• Users processing the data are identified on the basis of the user account granted to them on the basis of their work assignment.</li> <li>• User accounts are granted by the University of Helsinki.</li> <li>• User accounts for the system are granted by the person in charge of the data file and are conditional upon the person being nominated the faculty's or department's exchange coordinator and only upon submission of a written application signed by head of the applicant's unit.</li> <li>• The user accounts are restricted in scope depending on employee's affiliation at the University and in competence on view, update, add and delete.</li> <li>• University of Helsinki archiving regulations provide for the archiving of the data in the data file.</li> <li>• Where appropriate, the Personal Data Act (523/99) and the Act on the Openness of Government Activities (621/99) shall be observed</li> </ul> <p>Section 48 of the Personal Data Act provides for penalties for personal data offences, breaking into a personal data file and for violations of confidentiality.</p>
Right of access	<ul style="list-style-type: none"> <li>• Applicants have the right to access the data in the data file (e.g., their personal details) unless otherwise provided by the Personal Data Act.</li> <li>• A request shall be made in person or in writing (signed in person).</li> <li>• The request shall be addressed to the contact person for the file (address provided above).</li> <li>• The data may be disclosed in writing, if so requested.</li> <li>• The right to access data is free of charge once a year</li> </ul>
Right to prohibit usage of data	<ul style="list-style-type: none"> <li>• The applicants have the right to prohibit the controller of the file from handling data concerning them for</li> </ul>

	<p>direct mail advertising, distance selling and other direct mail marketing along with market and opinion polls as well as rolls and genealogy.</p>
<p>Data rectification</p>	<ul style="list-style-type: none"> <li>• Applicants may inform the contact person or the customer service personnel of the technical maintenance of the file of changes in address details (contact details provided above).</li> <li>• Other erroneous data in the file may be corrected by submitting a new application or by submitting the relevant documents to the contact person or to the customer service personnel of the technical maintenance of the file (contact details provided above).</li> <li>• The data shall be rectified without undue delay.</li> <li>• Some data is retrieved from Oodi student register through Web-Service interface. Oodi is responsible for the accuracy of this data.</li> </ul> <p>If the controller refuses to rectify the data, a written certificate to this effect shall be issued to the applicant. The applicant may submit the matter for the consideration of the Data Protection Ombudsman, address: Office of the Data Protection Ombudsman, P.O. Box 800, 00521 Helsinki. The applicant may submit a written complaint to the Ombudsman. The Data Protection Ombudsman may order the controller of the file to rectify the data.</p>