

Privacy statement and information to the data subject (Articles 13 and 14 of General Data Protection Regulation (2016/679))

1. Name of privacy statement	Savonia student information management
2. Controller	Name Savonia University of Applied Sciences Ltd
	Address PL 6, 70201 Kuopio
	Other contact information (e.g. work telephone, email address) savonia@savonia.fi
3. Contact person in matters concerning the register	Name Seppo Räsänen, eLearning Specialist seppo.rasanen@savonia.fi
	Telephone 044 785 6581
4. Data protection officer	Administrative Coordinator Mervi Hättinen, tietosuojavastaava@savonia.fi
5. Data subjects	Students and applicants of Savonia University of Applied Sciences
6. Legal basis for data processing	Processing of personal data is based on the Universities of Applied Sciences Act 932/2014 and Government Decree on Universities of Applied Sciences 1129/2014, the Archives Act and other legislation based on these regulations.
7. Purpose of personal data processing	The student information management register is a record of student data pertaining to credits (including credit transfers), choice of courses, individual education plans (IEP), contacts with school social worker, as well as registration to modules, exams and academic terms. The register also contains data pertaining to student exchange with credits, theses and their evaluation, information about practical training included in studies, as well as decisions regarding the student.
	Student achievement records are based on the register. Once in 24 hours, data is transferred from the register to the centralized Virta data warehouse.
8. Personal data content and retention periods of the register	The register contains: <ul style="list-style-type: none"> - particulars of the student - information regarding the right to study - assessment data, including credit transfers - IEP information (choice of modules, documentation regarding planning and guidance of studies) - enrolment to academic terms - international student exchanges - records of contacts with school social worker - decisions concerning the student - information about theses - information about practical training included in studies
	The student information management register anonymizes personal data one year after resignation or graduation of the student. Anonymization does not concern data which must be retained permanently by the educational institution.
	The retention periods of data are based on the Archives Act and related data management plan. The chart below gives examples of retention periods.

	Student data (e.g. name, identity code, national student ID (OID), data pertaining to studies, attendance, registration for implementations, credits with grades, international mobility)	Retained permanently
	Individual study plan	Personal data is retained for the study period. Information regarding modules is retained permanently
	Evaluation data	Half a year after termination of module
	Details of a close relative, if registered by the student themselves	Duration of studies
	Special arrangements concerning studies and information regarding application for extension to the right to study	2 months (processing time of request for a revised decision)
9. Regular sources of data	The student information management register collects information from <ul style="list-style-type: none"> - Education path and Oili (Registration service of higher education institutions (CSC – IT Centre for Science)) - Student information management system - data pertaining to the student, right to study, evaluation and achievement, decisions, international student exchanges (Primus) - IEP documentation, evaluation and achievement, registration information (Wilma) - mentoring and project agreement information concerning thesis, and evaluation by different actors (self-evaluation, evaluation of the opponent, customer and mentoring teachers) (Forms application) - Information pertaining to application and registration to the modules of open University of Applied Sciences (Eventilla) - E-learning environment, electronic examination system, student mobility system 	
10. Regular disclosure of data	Data transferred from the register <ul style="list-style-type: none"> - Information about the student and completed courses to the Virta national warehouse for student information - Basic information about the student to the library system used by Savonia University of Applied Sciences Data can be disclosed to a third party if a course is organised in cooperation with a partner (e.g. TE-Services, the party ordering the education). Data from the student information register can be disclosed for research purposes through the research consent procedure. Find below description of legitimate use of the national data warehouse of student information (Virta higher education student register). Data collected in the student information management system are public documents as defined in the Act on the Openness of Government Officials (621/1999), which are disclosed upon request. Public documents are disclosed upon request according to the provisions of	

	<p>Sections 13 and 16 of the Act on the Openness of Government Officials, and the Personal Data Act (523/1999).</p> <p>Data regarding the right to study, registration, degrees and achieved credits are collected for centralized storage and processing to a national data warehouse, through which this content will be transferred as technical recording to the student admissions register and offered for use to the student admissions register services shared by all higher education institutions (Act 1058/1998, Section 1 a).</p> <p>The university discloses student information electronically via national data warehouse for higher education to the use of student admissions register (Act 1058/1998, Section 6 d).</p> <p>Based on data in the student admissions register of higher education institutions, The Ministry of Education and Culture produces data for evaluation, development, statistics and other monitoring and steering of education and research using the national data warehouse for higher education (Act 1058/1998, Section 6 d).</p> <p>The university discloses information from its student information register to the Statistics Finland (Act on Statistics 280/2004, Section 15) as technical recording directly and via the national data warehouse for higher education.</p> <p>The university discloses data from its student information register to the Social Insurance Institution (Act on Student Financial Aid 21.1.1994/65) as technical recording directly and via the national data warehouse for higher education.</p> <p>The university discloses data from its student information register to the National Supervisory Authority for Welfare and Health Valvira (Act and Decree on Health Care Professionals A 559/1994, D 564/1994) as technical recording via the national data warehouse for higher education.</p> <p>The university discloses data from its register to the Finnish Student Health Service to enable statutory provision of the student health care services as technical recording via the national data warehouse for higher education.</p> <p>The university discloses data from its student information management register to the University Admissions Finland consortium via the national data warehouse for higher education using a technical connection for the purpose of fulfilling the statutory duties of higher education institutions.</p> <p>The university discloses data from its register for student follow-up surveys to be used for monitoring, statistics and research purposes (Personal Data Act, Sections 14 and 15).</p> <p>The university may disclose data from its register via the data warehouse for research purposes (Personal Data Act, Sections 14 and 15)".</p> <p>A Savonia student can book an appointment with their university curator or study counsellor using the Slotti system. When creating an appointment, the student's name and e-mail address and possibly the subject of the appointment written by the student himself / herself are stored on the Slot server.</p> <p>Certificates related to studies are verified with an electronic signature in the Atomi service. Electronically generated certificates store the student number, student's name, e-mail address, time of study, date of completion of the degree, home municipality, educational unit, field of study and degree program in the Atomi service.</p>
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11. Transfer of data outside the EU or EEA	Data is not transferred outside the EU or EEA.
12. Principles for protection of the register	<p><small>A Manual documentation</small> After graduation, the student's diplomas and extracts from his or her study achievement register, for example, are printed out for archiving purposes. The prints in the archive are stored as described in the information management plan. Information on achievements that are being assessed are retained for half a year. Works returned by the student are in possession of the teacher. At the expiry of the retention period, the information is destroyed in an appropriate manner.</p> <p><small>B Computer-processed data</small> Data in the student information management register is accessible by persons, whose role as an employee or student entitles them to do so. A student may update his or her personal data only. A student is identified by his or her username. Each staff member has been granted specific viewing and processing rights. Staff members are identified by their usernames.</p>
13. Rights of data subject	<p>Under the EU's GDPR (2016/679) the data subject has the following rights:</p> <p>Right of access to their data The data subject has the right to receive from the controller confirmation on whether or not the personal data concerning them is processed. The data subject has the right of access to the data. A fee may be charged for the right of control. The data subject's request for control may be refused, if the requests are manifestly unfounded or unreasonable and especially if made repeatedly. (Articles 12 and 15)</p> <p>The right to rectification The data subject has the right to demand rectification of inaccurate personal data concerning them. (Article 16)</p> <p>The right to erasure With certain restrictions specified in the General Data Protection Regulation, the data subject has the right to have the controller erase the personal data concerning him or her. (Article 17)</p> <p>The right to restriction of processing With certain exceptions specified in the General Data Protection Regulation the data subject has the right to request the controller to restrict the processing of personal data concerning him or her. (Article 18)</p> <p>The right to data portability The data subject has the right to receive the personal data that he or she has provided to a controller in a machine-readable format, when the processing is based on consent and is automated. (Article 20)</p>
14. Automated decision-making	The data subjects of the register are not subjected to automated decisions