

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

1. Name of privacy statement	Electronic archive for Savonia social and health care students´ internships work schedule forms
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 Jukka Aho, senior lecturer jukka.aho@savonia.fi
	Telephone 044 785 6492
4. Data protection officer	Hallinnon suunnittelija, planner Mervi Hätinen, tietosuojavastaava@savonia.fi
5. Data subjects	Students of Savonia University of Applied Sciences´ social and health care students who have conducted their internships.
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	With the help of the register, the persons who check the work schedule forms of Savonia's social and health care students´ internships ensure that the shifts are carried out in accordance with the internship instructions.
8. Personal data content and retention periods of the register	The register contains: <ul style="list-style-type: none"> - student information (from the Student information management -system) - work schedule forms saved by the student including students name, signature, internship unit, name and contact details of tutoring teacher, name and signature of the mentor (preceptor in the internship unit) The retention periods of data is based on Savonia´s records management plan (tiedonohjaussuunnitelma). Retention time for work schedule forms is 6 month from 1st January 2023 on and 10 years for forms done earlier than that day.
9. Regular sources of data	The register collects information from <ul style="list-style-type: none"> - the Student information management -system - work schedule forms saved by the student
10. Regular disclosure of data	The data will not be disclosed at other times, but the work schedule form will be provided if necessary to the internship unit for charging costs or for checking information. Unless the schedule form is used for charging it is destroyed immediately after use.

<p>11. Transfer of data outside the EU or EEA</p>	<p>Data is not transferred outside the EU or EEA.</p>
<p>12. Principles for protection of the register</p>	<p>A Manual documentation There is no manual documentation.</p> <p>B Computer-processed data Data in the register is accessible to persons, whose role 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 is identified by his or her username. Persons have their personal username for the system.</p>
<p>13. Rights of data subject</p>	<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>
<p>14. Automated decision-making</p>	<p>The data subjects of the register are not subjected to automated decisions.</p>