

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 Anne Koskela, Director of Student Services anne.koskela@savonia.fi	Telephone 044 785 5050
	Administrative Coordinator Mervi Hättinen, tietosuojaavastaava@savonia.fi	
4. Data protection officer	Administrative Coordinator Mervi Hättinen, tietosuojaavastaava@savonia.fi	
5. Data subjects	Students 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) and registration for study courses. 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.	
	Data of the register is transferred to the internal use of Savonia University of Applied Sciences (among others to manage user control).	
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 - information about theses - information about practical training included in studies <p>Personal data retention periods are based on Savonia's records management plan. The table below gives examples of retention periods.</p>	

	<table border="1"> <tr> <td data-bbox="411 264 949 510">Student data (e.g. name, identity code, national student ID (OID), the student's addresses, the next of kin's information with the student's consent, data pertaining to studies, attendance, registration for implementations, credits with grades, international mobility).</td> <td data-bbox="949 264 1484 510">Retained permanently.</td> </tr> <tr> <td data-bbox="411 510 949 640">Individual study plan.</td> <td data-bbox="949 510 1484 640">IEP information retained in the student information management system and is retained permanently.</td> </tr> <tr> <td data-bbox="411 640 949 707">Evaluation data.</td> <td data-bbox="949 640 1484 707">Half a year after termination of module.</td> </tr> <tr> <td data-bbox="411 707 949 808">Details of a close relative, if registered by the student themselves.</td> <td data-bbox="949 707 1484 808">Duration of studies.</td> </tr> <tr> <td data-bbox="411 808 949 936">Special arrangements concerning studies and information regarding application for extension to the right to study.</td> <td data-bbox="949 808 1484 936">2 months (processing time of request for a revised decision).</td> </tr> </table>	Student data (e.g. name, identity code, national student ID (OID), the student's addresses, the next of kin's information with the student's consent, data pertaining to studies, attendance, registration for implementations, credits with grades, international mobility).	Retained permanently.	Individual study plan.	IEP information retained in the student information management system and 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).	
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9. Regular sources of data	<p>In international student exchanges, the funder in certain situations requires that Savonia collects personal data belonging to special categories of personal data from the registered person. Personal data belonging to special categories of personal data may only be collected with the data subject's consent. Personal data is collected on a special form, which is kept according to the funder's order for five years from the date of the final payment.</p> <p>The student information management register collects information from</p> <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 <ul style="list-style-type: none"> - data pertaining to the student, right to study, evaluation and achievement, international student exchanges (Peppi) - IEP documentation, evaluation and achievement, registration information (Peppi) - mentoring and project agreement information concerning thesis, and evaluation by different actors (self-evaluation, evaluation of the opponent, customer and mentoring teachers) (Wihi) - Information pertaining to application and registration to the modules of open University of Applied Sciences (EduPlan Ella) - E-learning environment, electronic examination system, student mobility system - Webropol questionnaire from student exchange students and degree students arriving in Finland (time of arrival in Finland, which is used in Savonia's internal use in immigration services). 											
10. Regular disclosure of data	<p>Data transferred from the register</p> <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 <p>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).</p> <p>Data from the student information register can be disclosed for research purposes through the research consent procedure.</p>											

	<p>Find below description of legitimate use of the national data warehouse of student information (Virta higher education student register).</p> <p>“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 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 on the National Registers of Education Records, Qualifications and Degrees 884/2017).</p> <p>The university discloses student information electronically via national data warehouse for higher education to the use of student admissions register (Act on the National Registers of Education Records, Qualifications and Degrees 884/2017).</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 on the National Registers of Education Records, Qualifications and Degrees 884/2017).</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 Finnish Supervisory Agency (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 (Act on the Openness of Government Activities 621/1999 and The EU General Data Protection Regulation 2016/679 (GDPR)).</p> <p>The university may disclose data from its register via the data warehouse for research purposes (Act on the Openness of Government Activities 621/1999 and The EU General Data Protection Regulation 2016/679 (GDPR)).”</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>
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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> 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> Study and degree performance information is permanently retained at Peppi. Certificates related to studies are archived in the electronic archive.</p> <p>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</p>

	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)
14. Automated decision-making	The data subjects of the register are not subjected to automated decisions