

Purpose and legal basis of processing your personal data

UniPID-network coordination unit, the University of Helsinki and other UniPID member universities have agreed to collect personal data for UniPID Virtual Studies in transparent way while following the legislation of GDPR. This privacy notice contains information about how personal data on students is processed and the rights that students have to their own personal data.

The use of personal data is primarily based on legislation concerning the UniPID coordination unit, the University of Helsinki and other member universities of UniPID network operating within the academic community, employer legislation and, in certain cases, consent.

UniPID processes personal data for Virtual Studies program, for purposes including the student admissions, student guidance, course registration, restoration of completed studies and registration. The right of UniPID as the controller of the data is based on compliance with a legal obligation to which the controller is subject.

The personal data given for the course registration form will be restored at UniPID course database. The personal data is being collected and used to organize the courses and registering the course credits. In case the administration of course registration requires, UniPID and the University of Helsinki can transfer data for other UniPID member universities¹.

What kind of personal data do we process?

UniPID processes personal data on the basis of which can be identified directly and indirectly. The course registration form includes the following information: name, contact details, personal identity code, student number, place of residence, nationality, home university, as well as details on the degrees pursued and content of the studies.

The personal data being processed is necessary for complying with UniPID's duties. Only the personal data that has been requested in the course registration form are being processed.

Who has access to your personal data?

The data is processed only by certain individuals from UniPID member universities who need the data for their work. These people include for example the course coordinators, UniPID coordination unit team members, and UniPID Virtual Studies contact people. Personal data is transferred from the registration form to the hosting university.

Additionally, the service provider Nordenswan & Siirilä have access to the Virtual Studies website and course registration. Their access to personal data is limited and the service provider is not processing any personal data.

¹ UniPID member universities include Aalto University, University of Helsinki, University of Eastern Finland, University of Jyväskylä, University of Lapland, University of Oulu, Tampere University, University of Turku and Åbo Akademi University.

Transfer of Personal Data outside the EU or EEA

Personal data is not transferred outside of the EU or EEA area unless this is necessary to organize the course with the partner university. The data protection policy of UniPID is to exercise particular care if transferring personal data outside the EU or EEA to countries that do not offer the data protection required by the European General Data Protection Regulation (GDPR). Transfers of personal data outside the EU and EEA are done in accordance with the requirements. If the European Commission has not determined the level of data protection in the country as adequate, the transferring party ensures that the risks for the data subject are assessed, the legal means of transfer are used, and other necessary measures are taken in order to guarantee the rights of the data subjects.

Period for which personal data are stored

The personal data is saved in UniPID systems for ten (10) years after which the personal data is being deleted. Data on study attainments are stored permanently in the hosting university of the course.

Anonymous data is being archived and can be used for statistical purposes.

Right of access by data subject

Students have a right to make an information request in following:

- Right to get the access to your personal data
- Right to rectify any inaccurate or incomplete personal data
- Right to demand that all personal data is erased
- Right to restrict the processing of personal data
- Right to be notified by the responsible unit to rectification or erasure or restriction of the processing of personal data
- Right to withdrawal of consent of personal data processing
- Right to transfer the data from one controller to other
- Right to not to be a subject of a decision based on automatic processing, such as profiling, which has legal effects on you or which has a similarly significant effect on you
- Right to be notified of cases of data security violation that might cause high risk
- Right to lodge a complaint with a supervisory authority

For questions concerning the university's data protection policies, the present notice or other matters concerning the processing of personal data by the university the student may contact the data protection officer of the member universities and/or the unit in charge. All requests to use your rights should be sent to unit in charge.

General description of the technical and organisational practices

The register data is processed and stored according to the best available technical and organisational practices in order to guarantee the protection of the personal data.

The processing of the personal data in the course database requires personal access account and password. The account is created only for those people who need the access to the course database. These people include the UniPID coordination unit, course coordinators, the administrative staff members of member universities and the platform provider. Data traffic on UniPID website is secured with SSL-certificate.

Contact information of the Controller

The following UniPID-network member universities are controllers of the UniPID Virtual Studies personal data:

Aalto University, University of Helsinki, University of Eastern Finland, University of Jyväskylä, University of Lapland, University of Oulu, Tampere University, University of Turku and Åbo Akademi University

Contact information of the unit in charge

UniPID Coordination Unit
unipid-info@helsinki.fi

PL 27 (Latokartanonkaari 7)
00014 Helsingin yliopisto

The data protection officer of the University of Helsinki:

tietosuoja@helsinki.fi

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