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Privacy notice for applicants applying to Turku University of Applied Sciences / e-form

This is a privacy notice, which is based on articles 13 and 14 of the EU's General Data Protection Regulation.

Data Controller

Turku University of Applied Sciences Ltd

Joukahaisenkatu 3

20520 Turku, Finland

Telephone exchange +358 (0) 2 263 350

kirjaamo@turkuamk.fi

Person in charge and contact persons

Ismo Kantola, Head of Student Services

Andreas Iivonen, Senior Advisor

Johanna Auvinen, Senior Advisor

Contact information of the Data Protection Officer

Please contact in all data protection related matters: tietosuoja@turkuamk.fi

Purpose of processing personal data

Personal data is processed in connection with Turku University of Applied Sciences' student admissions (e.g., submitting applications and other attachments required for admissions). In principle, applying takes place in the national student admissions register, the Studyinfo service which is the responsibility of the Finnish National Agency for Education ([Privacy notice for Studyinfo](#)). Supplementary attachments which are requested after the selections are collected with the e-form. Turku University of Applied Sciences utilizes the e-form in some separate admissions (separate application system



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to Bachelor's degree programmes, application to complete the studies, internal transfer applications) also to collect application data.

Legal basis for processing personal data

The processing of the applicants' personal data is necessary for the compliance with a legal obligation to which the Controller is subject (General Data Protection Regulation, Article 6, Sub-section 1, point c) and on the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (General Data Protection Regulation, Article 6, Sub-section 1, point e), based on what has been decreed in the Act on Universities of Applied Sciences (932/2014) on admissions (Sections 25, 27, 28, 28a, 28b).

Processed categories and storage times of personal data

Turku University of Applied Sciences only processes data which is necessary for carrying out the admissions-related duties of the university of applied sciences.

The processed groups of personal data are the applicant's personal details (first names, calling name, last name, social security number/date of birth, gender, student/application number), address, place of domicile, telephone number, email address, mother tongue, language of secondary education, communication language, citizenship, information on the basic education, information related to the study option and degree programme, enrolment and payment information, justifications for individual arrangements in the entrance exam, information on clarifications regarding unsuitability for studies and related solutions (SORA, UAS Act, Section 27), documents which verify the reason for absence of a first-year student (UAS Act, Section 29.3), health information (UAS Act, Section 26) concerning specific degree programmes in the field of social services and health care according to the Government



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Decree on Universities of Applied Sciences (1129/2014, Section 11), arrival group.

The personal data is stored according to the requirements of the legislation and the archiving plan of Turku University of Applied Sciences. The personal data in the e-forms used as applications in student admissions is stored for 5 years. The personal data in the e-forms which supplement the applications in Studyinfo is stored for 1 year. In terms of sensitive information on applicants, the personal data is stored until the end of the period for appeal of the application period in question.

As required by the Act on Universities of Applied Sciences, Section 40.3, Turku University of Applied Sciences has defined the persons processing sensitive personal data (Rector's decision 2 March 2020, Section 11). The staff of Student Services has the right to process sensitive personal data.

Regular information sources

The personal data is obtained directly from the information the applicant has filled in the form.

Receivers or receiver groups of personal data

The personal data is transferred to the student admissions register maintained by the Finnish National Agency for Education (Studyinfo), in the national enrolment and registration service for students (OILI), for the use of higher education institutions' joint student admissions services and the study records Peppi.

Essential information regarding transfer of data to third countries (outside the EU or EEA countries)

The data is not transferred to third countries.

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Principles of data protection

Network and server equipment are placed in locked premises, with tightly controlled access. The network and servers are appropriately protected.

User rights are limited by user groups. The visibility of data and right to make updates in the system is defined according to user right roles for different user groups.

Only those who have user rights to the system can access the information. User rights to the system are defined according to the individual's tasks or student status.

The staff is under obligation of confidentiality as defined by the contract of employment.

Data subjects' rights

According to the General Data Protection Regulation, the data subject has the right:

- to receive information on the processing of their personal data, unless otherwise regulated by the law
- to request for access to their personal data and rectification regarding incorrect or insufficient information. The data subject can check their Studyinfo application information in My Studyinfo and make changes in their information during the application period. Information and rectification requests after the application period and concerning the e-form are submitted to admission services (admissions@turkuamk.fi). In principle, using the right to inspection is free of charge. The right to inspection is carried out without delay.
- to request to be rectified, erased or completed personal data, which is inaccurate, unnecessary, deficient or outdated for the purpose of the processing.
- to restrict the processing of their data



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- to object the processing of your personal data if the processing takes place to carry out a task regarding public interest or to exercise the public authority of Turku UAS or if we process your personal data based on our so-called legitimate interest. Turku UAS will stop processing your personal data, unless it can demonstrate that there is a significantly important and justified reason for the processing and it overrides the data subject's interests and freedom, or the processing is necessary for the establishment, exercise or defence of a legal claim.
- to request the transfer of data they have submitted themselves from one controller to another, if the basis for processing is consent or agreement
- withdraw the consent they have given
- notification obligation of the controller on the rectification/erasure/restricting of processing of personal data

Our purpose is to describe the processing of personal data as extensively and transparently as possible in this privacy notice and we aim to develop the content of the notice. We will notify of significant changes in accordance with the law.

Data subjects may exercise their rights by contacting the contact person mentioned in the privacy notice or the Data Protection Officer. More information on data subjects' rights is provided by the contact person and/or Data Protection Officer.

If processing the data does not require identifying the data subject without additional information or the controller cannot recognize the data subject, the right to inspection, rectification, data erasure, restriction of processing, obligation to report and transmittal is not applied.

You have the right to file a complaint with the Data Protection Ombudsman's office, if you consider that valid data protection legislation has been breached in processing your personal data. The contact details of the DPO can be found

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in the beginning of the privacy notice. All requests are processed on a case-by-case basis.