

PRIVACY NOTICE STUDENTS

**EU's General Data Protection Regulation (2016/679),
Articles 13 and 14
Date: 28 May 2018
Updated: 18 March 2019**

1. Data controller:

LUT University

Business ID: 0245904-2

Address: Yliopistonkatu 34, 53850 Lappeenranta, Finland

Phone: +358 294 462 111

E-mail: info@lut.fi

2. Data controller's representative and contact

Data controller's representative:

Director for International Affairs Janne Hokkanen

Phone +358 40 900 3617

Email janne.hokkanen@lut.fi

Data controller's contact:

Head of Student Services Minna Ranta

Phone +358 40 510 0597

Email minna.ranta@lut.fi

3. Data protection officer

Anne Himanka, Legal Counsel

Phone +358 50 564 4623

Email dataprotection@lut.fi

4. Purpose of personal data processing

LUT processes personal data on students to implement and prove their right to study and to arrange education. Student data is collected to enable students' studies and graduation.

Moreover, LUT processes student data to manage and compile statistics on completed study attainments and degrees, to develop education, and to enforce physical safety and information security for members of the university community.

LUT may process student data also for the purposes of scientific research, accreditations, and study-related marketing communication.

5. Legal basis of personal data processing

The processing of student data is necessary on the grounds of public interest and the exercise of official authority vested in the controller.

When the data controller processes data to comply with a legal obligation, the data controller's activity is governed e.g. by the Universities Act (558/2009) and decrees issued based on it, the Government Decree on University Degrees (794/2004), the act on national student and degree registers (884/2017) and the Act on the Openness of Government Activities (621/1999).

6. Content of data filing system and storage period

The specific identifiers collected include the student's name, birth date, personal identity code, student identification number, national student OID code, and username. The background data collected includes the student's admission data, gender, nationality and languages (native and administrative language). The contact information collected includes the student's country of origin, address, phone number and email addresses.

Study-related data includes study rights (scopes and durations), enrolments for semesters, completed degrees, student union membership, completed study attainments, final theses, examination and course enrolments, video surveillance data from electronic examinations, personal study plans and other data related to study guidance, internship and international student exchange data, data related to student union fees and scholarships, and data necessary for the arrangement of student services, including IT and library services.

Study-related data that may contain sensitive information include personal study arrangements and study-related support, the extension and reinstatement of study rights, and accounts of study-related irregularities and their consequences.

The storage periods for student data are defined by the National Archives of Finland. Some of the personal data is stored permanently.

7. Information systems employed

Student data is stored in the Oodi student database (WinOodi, WebOodi). Data is transferred from the Oodi database e.g. to the national VIRTATA register to comply with legal obligations, to the Moodle learning environment used in teaching, the electronic Exam system and the user management system maintained by the university's Information Services and Technology.

Student data is also collected for the Turnitin plagiarism detection system that is integrated into the Moodle environment. Other information systems that collect personal data at LUT include e.g. the Tuudo information system and the Mobility-Online system for international student and staff mobility. Some decisions concerning students and containing their personal data are stored in the M-files document management system.

8. Data sources

Personal and study-related data on students is mainly transferred to LUT from the national Opintopolku (Studyinfo.fi) application system and the Oili enrolment and registration service. Open university students, continuing education students, postgraduate students and students carrying out individual study modules provide their personal data themselves. If registered students do not provide the necessary personal data, their study right cannot be confirmed.

Personal and study-related data on incoming international exchange students is transferred to Oodi from the international Mobility-Online system.

The student's university email address is provided automatically by LUT's Information Services and Technology.

9. Use of cookies

Browser-based filing information systems employ cookies to process personal data. A cookie is a small text file that the browser saves on the user's device. Cookies are used to implement services, facilitate login, and enable the compilation of statistics on services. Users may prevent the use of cookies in their browser programmes, but this may prevent the system from operating appropriately.

Browser-based systems employ cookies in the processing of personal data.

10. Data transfer and disclosure

Information may be transferred from the data filing system to LUT's internal services as needed for purposes such as creating user accounts. Certain information from the student data filing system is transferred with students' express consent to the LUT University Student Union, LUT's intranet search engine, the customer data file of the Lappeenranta Academic Library, the student card service, and employers for recruitment purposes. Students may withdraw their consent to data disclosure in WebOodi or by notifying Student Services.

To comply with legislation, the university transfers information from its student data filing system as follows:

- Information on study rights, enrolments, degrees and study attainments from higher education student data files is collected for centralised storage and use in the national VIRTAs higher education achievement register.
- The Ministry of Education and Culture produces documentation based on the university's student data file required for the evaluation, development, statistics and other monitoring and guidance of education and research through the VIRTAs register.
- To Statistics Finland.
- To Kela – the Social Insurance Institution of Finland through the VIRTAs register or directly for the processing of student financial aid matters.
- To the employment office, Kela or an unemployment fund for processing of unemployment benefit issues.
- Data to the LUT University Student Union on its members for the election of representatives and the completion of statutory duties and to the Frank Students service for the preparation of student cards.
- To the Finnish Student Health Service directly or through the VIRTAs register for student health care under the Primary Health Care Act.
- For scientific research. Anyone requesting data must tell the data controller the purpose for which the data will be used and give any other information necessary for determining whether the data may be disclosed, and if needed, a report on safeguards for data processing.

Additionally data can be disclosed to other authorities. The university observes good data processing practices and thus does not use external data processors.

11. Data transfer and disclosure beyond the EU or EEA

Data is not transferred beyond the EU or EEA.

12. Safeguards for data processing

The data is processed in a way that does not compromise the students' right to privacy. Personal data is processed only by those whose duties require access to the data. The data may be accessed only by those with a username for the system. Usernames are personal and their user rights have been defined based on the person's duties. Printed documents are stored and safeguarded from external access. Software for the processing of personal data is protected in accordance with the university's information security practices.

13. Automated decision-making

No automated decision-making takes place in the data processing.

14. Rights of the data subject

Data subjects have the right to withdraw their consent if the data processing is based on consent.

Data subjects have the right to lodge a complaint with the Data Protection Ombudsman if the subjects consider that the data processing regarding them is in breach of data processing legislation in force.

Data subjects have the following rights under the EU's General Data Protection Regulation:

- a) Right of access to data concerning the data subject (article 15)
- b) Right to rectification of data (article 16)
- c) Right to erasure of data (article 17)
- d) Right to restriction of processing (article 18)
- e) Right to data portability to another data controller (article 20).

The liaison in matters related to the data subject's rights is the data protection officer; contact details in section 3.