

1. Controller of data file	Laurea University of Applied Sciences Ratatie 22 01300 VANTAA +358 40 683 5385 Intl.info(a)laurea.fi
2. Person responsible for data file and/or contact person	Riikka Lindholm Planning Officer, International Activities Laurea University of Applied Sciences Ratatie 22 01300 VANTAA +358 40 683 5385 riikka.lindholm(a)laurea.fi The person responsible for the data file is the administrator of the student and study database, provides information to those included in the data file and receives requests for correction or checking of data.
3. Register name	SoleMOVE - system for international mobility
4. Purpose of processing personal data and purpose of register	Administration of student exchange and placement agreements and organisations as well as of mobility information (outgoing/incoming students/staff), electronic exchange applications and reporting (AMKOTA, CIMO). The use of the register is based on legislation concerning universities of applied sciences: <ul style="list-style-type: none"> • Polytechnics Act (L351/2003) • Polytechnics Decree(A352/2003) • Act concerning student selection register and matriculation examination register (L1058/1998) • Decree concerning the joint application system for polytechnics (A1191/1998) • Administration Act (L434/2003) • Act concerning the use of the Administration Act (L1996 and L1999) • Personal Data Act (L523/1999) • Act on the Openness of Government Activities (L621/1999) • Decree on the Openness of Government Activities (A1030/1999) • Act concerning privacy protection (L477/2001) • Laurea University of Applied Sciences Degree Regulations • Laurea University of Applied sciences Evaluation Regulations.
5. Register data content	1. PERSONAL INFORMATION <ul style="list-style-type: none"> • surname, first names • personal ID, date of birth • gender • contact details: home address, telephone, telephone, email • nationality • mother tongue • field of study, degree programme, specialisation • degree title

	<ul style="list-style-type: none"> • organisation, unit • type of education (Bachelor, Master) • number of study years and credits completed before exchange • bank and account number • contact person in case of emergency • tutor teacher <p>2. EXCHANGE INFORMATION</p> <ul style="list-style-type: none"> • type and level of exchange • timing and duration • exchange destination and country • exchange programme • amount of grant • exchange report • amount of credits completed in exchange <p>3. AGREEMENT INFORMATION</p> <ul style="list-style-type: none"> • duration • contracting parties • name and country of institution • exchange programme • agreement's field of study • types and number of persons
<p>6. Regulatory information sources</p>	<p>Basic information for outgoing students is extracted from the Peppi system, other information is gathered from users as they fill in the information in the system.</p>
<p>7. Regulatory use of data</p>	<p>Provision of information is done with the help of data transmission connections, as paper printouts, or as email lists.</p> <ul style="list-style-type: none"> • Own data collection and compilation of statistics • Activities financed with Erasmus grant are reported to the Centre of International Mobility CIMO twice a year according to EU's Lifelong Learning Programme's sub programme Erasmus' financial agreement. • Activities financed with Finnish-Russian Student and Teacher Exchange Programme FIRST grant are reported to the Centre of International Mobility CIMO twice a year. • To Social Insurance Institution: information about outgoing exchange students is conveyed in order to institute overseas study grant and social security. • To Ministry of Education and Culture: AMKOTA data is reported annually for ministry's national data collection. • To student union Laureamko for dividing tutor students for all exchange students (incoming exchange students' information only) • To specific housing companies (only to HOAS and housing companies coordinated by Laurea campuses at Lohja, Hyvinkää and Porvoo) for the housing provision (incoming exchange students only) to guarantee the students get their housing offer.
<p>8. Principles of data file protection</p>	<p><u>Electronically handled data</u> SoleMOVE system is used online. A restricted number of people have access to the electronically handled data with personal usernames and passwords. The rights of usage are allocated task specifically. Right to handle application information of other people than the user personally are cancelled upon information of change in responsibilities.</p> <p><u>Manual data</u> Documents for students, related to international mobility, are produced from the system. The users are responsible for archiving the documents. Documents containing personal information are disposed of by shredding or as 'data protection waste'.</p>

<p>9. Right of inspection and implementation of the right of inspection</p>	<p>(Personal Data Act, Sections 26-28)</p> <p>The data file of the system can be viewed on the Internet pages of Laurea University of Applied Sciences.</p> <p>New students are informed in writing at the beginning of the term when they register that their name and contact information details and details connected to their studies are stored in the student and study database. They can then authorise the provision of the data for direct marketing, educational marketing and internet use through the student user interface.</p> <p><u>Right of inspection</u> Students and personnel have the right to check their details in the data file.</p> <p>The right of inspection is granted without delay and can only be denied in exceptional cases. If the right of inspection is refused, the data subject is given a written certificate of refusal. The data subjects have the right to take the matter to the data protection ombudsman: Office of Data Protection Ombudsman, PL 315, 00181 Helsinki. The data protection ombudsman can order the registrar to grant the right of inspection.</p> <p><u>implementation of the right of inspection</u> Requests for inspection can be made in person or in writing (signed personally or with other proof of the authenticity of the document). The request is made to the student's own unit's student affairs office. The execution of the request for inspection is decided by the person in charge of the data file (see section 2). A specifically appointed person provides information about the matter.</p> <p>The identity of students and personnel is checked before information is given. All data subjects have the right to see and examine the information concerning themselves and to request the details in writing.</p>
<p>10. Data correction and implementation of data correction</p>	<p>(Personal Data Act 29§)</p> <p><u>Data correction</u> The controller of the data file shall, on its own initiative or at the request of the data subject, without undue delay rectify, erase or supplement personal data contained in its personal data file and erroneous, unnecessary, incomplete or obsolete as regards the purpose of the processing.</p> <p>The controller of the data file should immediately correct mistakes that have been noticed, or inform a person who has the necessary authorisation to make the correction.</p> <p>Data subjects have the right to demand the correction of information without any undue delay. If the correction of information is refused, a certificate of refusal is given in writing. The data subjects have the right to take the matter to the data protection ombudsman: Office of Data Protection Ombudsman, PL 315, 00181 Helsinki. The data protection ombudsman can order the registrar to correct the information.</p> <p>Students and personnel can notify the unit's student affairs officer regarding mistakes in their details and ask for correction. The identity of the person is checked.</p> <p>Requests for correction can also be made in writing, addressed to the unit's student affairs office. The controller of the data file makes the decision about the correction. A student affairs officer of lecturer makes the correction.</p>

11. Other Possible Rights	<p><u>Identity checks</u> If a person requesting information is not known from previous encounters and his/her identity cannot be otherwise proven, the person must prove his/her identity before receiving information (study certificate, transcript of records, degree certificate with its attachments, evaluation of study units, study progress). Proof of identity can be given with an official ID (picture required): a driving licence, passport, an identity card provided by the police or by Kela. If a request is sent from a Laurea email account, this is seen as sufficient proof of identity.</p> <p><u>Prohibition of provision of address details</u> Data subjects have the right to forbid the provision of details connected to themselves from the population register system and documents connected to it for the purpose of:</p> <ul style="list-style-type: none">• direct marketing, distance sales and other direct marketing and market and opinion surveys (Personal Data Act, Section 30)• address services (Personal Data Act, Section 25, para 5)• person registers (Personal Data Act, Section 30)• genealogy research (Personal Data Act, Section 30). <p>Prohibition of the provision of the abovementioned data is applied for at a population register centre or magistrate. After the injunction has come to effect, the population register centre will no longer send updated details to Laurea. Data subjects who place such a prohibition are liable for any inconveniences this might cause (e.g. losing their study entitlement) if they cannot be contacted.</p> <p><u>Protection order</u> If a person has a justified reason to believe that their or their family's safety is under threat, a magistrate can upon request order that the details connected to their place of residence and address are not released from the population register to anyone other than official bodies. A justified request in writing or at least a visit to the office is required. A protection order can be valid initially for a maximum of five years. It can be continued for two years at a time. When a person has a protection order, his/her address is often not even released to officials. Those officials who receive the contact details to their systems also receive information about the protection order. Persons who are granted a protection order must when necessary notify the controller of the data file.</p> <p><u>Restraining order</u> A restraining order means that, in order to guarantee a person's safety, health, freedom or peace, another person can be ordered not to be in touch with the person. A restraining order can be applied to anyone who is justified in feeling threatened or disturbed by someone. A restraining order is applied for at a police station or at a magistrate's court. Persons who are granted a restraining order must when necessary notify the controller of the data file.</p>
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