

PRIVACY NOTICE

according to the EU General Data Protection Regulation GDPR, Art. 13 and 14

This notice concerns:

Application to the Vaasa International Talents programme. This is a joint project between five higher education institutions in Vaasa – University of Vaasa, VAMK University of Applied Sciences, Novia University of Applied Sciences, Åbo Akademi University, and Hanken School of Economics – and funded by the City of Vaasa.

Personal data controller

Novia University of Applied Sciences
Wolffintie 31
65200 Vaasa
Finland
www.novia.fi

Novia University of Applied Sciences is controller for the personal data collected and processed in the Novia UAS activities – in teaching, guidance, research and development, administration, and cooperation, internally and externally.

Responsible unit for the processing that is described in this notice:

RDI Health and Welfare

Contact person:

Pia Jünger, Talent Boost Coordinator
pia.junger@novia.fi
050-4782005

Data Protection Officer at Novia University of Applied Sciences:

dataskyddsbud@novia.fi, +358 6 328 5000 (switchboard)

For what purpose do we process your personal data?

The aim of the Vaasa International Talents programme is to provide international degree students participating in the programme with knowledge and tools which will help them to find connections to working life and, as a result, enable them to establish themselves in Finland after graduation. The number of seats on the programme is limited, and students need to separately apply to it through a separate application form.

Novia University of Applied Sciences has by the Vaasa Consortium of Higher Education been assigned the coordinating role of the Vaasa International Talents programme.

According to GDPR there must be a legal basis for processing personal data. The legal basis for processing your personal data is:

Public interest or official authority (Art. 6 1 e)

Novia University of Applied Sciences has statutory tasks of public interest and the right to exercise official authority according to the Universities of Applied Sciences Act. Scientific research is an example of a statutory task of public interest.

Justification:

To fulfil the coordinating role of the Vaasa International Talents programme on behalf of the participating higher education institutions, Novia University of Applied Sciences needs to be able to gather the applicants' information needed for the selection to and management of the programme, which offers and develops competence development for Finnish working life.

Which personal data do we process, and who processes the data?

The personal data that will be processed are names and contact details of the applicants, as well as other types of background information, such as the applicants' previous working life experience and particular wishes related to working life contacts. The applicants need to provide links to their CV and an application video in their application.

The information gathered through the application form are consolidated into registers required for the detailed management of the programme including activities and communication.

Details of the applicants – such as higher education institutions and degree levels represented - will also be used for reporting purposes in statistical form as percentages and as tables/charts in various reports to the project stakeholders and in publications.

The persons having access to the complete applications are the project manager and project assistants for the programme.

Where do we collect your personal data from and how do we process the data?

The applications are gathered by means of an application form created in O365 Forms.

The Vaasa International Talents programme will keep your data until a year after you have finished your participation in the project for statistical purposes. Once the project ends, all data will be deleted.

Is your personal data transferred (outside Novia University of Applied Sciences) for processing?

No, personal data will not be transferred for processing outside Novia University of Applied Sciences.

Is your personal data transferred to a third party (outside Novia University of Applied Sciences) for that party's purposes?

The Vaasa International Talents programme will not pass on any personal data to third parties without the consent of the programme participants. If we, for example, find a potential internship position or sparring partner for a participant, we will prior to sending the information separately ask for the participant's approval.

Is your personal data transferred outside EU/EEA?

Yes, personal data may be transferred temporarily outside EU/EEA due to the tool being used. As with all information stored in O365, the data might be stored in the US.

Which rights do you have when Novia University of Applied Sciences processes your personal data?

Novia University of Applied Sciences is responsible for taking appropriate technical and organisational measures to protect personal data against unauthorized or illegal processing and against damage to or loss of personal data. Personal data must always be processed in a fair and transparent manner in accordance with applicable data protection regulations.

According to the EU General Data Protection Regulation GDPR (Art. 12-22), you have the right to

- get transparent information on how your personal data is processed and how you can exercise your rights (Art. 12)
- get access to your personal data at Novia University of Applied Sciences and information on the processing of data (Art. 15)
- have your personal data corrected (Art. 16). Note that employees and students at Novia University of Applied Sciences can in most cases correct their own data according to the instructions on the intranet.
- have your data erased ("the right to be forgotten") in certain situations (Art. 17)
- restrict the processing of your personal data in certain situations (Art. 18)
- have your personal data transferred between systems in certain situations (Art. 20)
- object to the processing of your personal data in certain situations (Art. 21)
- not be subject to automated decision-making, with certain exceptions (Art. 22)

Also, you have the right to be informed of a personal data breach involving a high risk to your personal data (Art. 34).

When the purpose of the processing is scientific research, statistics or archival purposes, the rights may be restricted by the Data Protection Act (1050/2018). Restrictions on rights always require special safeguard measures.

If you have questions about your rights, you can contact the responsible contact person (see above) or the Data Protection Officer (dataskyddsbud@novia.fi) at Novia University of Applied Sciences. See also the overall information on the processing of personal data on the Novia UAS website (<https://www.novia.fi/en/about-us/leading-documents/data-protection/>).

You have the right to lodge a complaint with the data protection authority if you believe that the processing of your personal data is an infringement of the General Data Protection Regulation (GDPR).

Contact information to the data protection authority

Office of the Data Protection Ombudsman

PL 800

00531 Helsinki

+358 29 566 6700 (switchboard)

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