

PRIVACY NOTICE

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

This notice concerns:

Application for Change of Degree Programme or Specialization within Novia UAS

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:

Student Services

Contact person:

Head of Student Services
Admissions Services, admissions@novia.fi

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?

We handle your personal data to process your application for change of degree programme or specialization within Novia UAS.

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

Consent (Art. 6.1 a)

You are consulted and answer yes (by written or oral statement) to that your personal data is processed for a specific purpose. You give your consent freely after getting information about how your personal data is processed (i.e., collected, stored, shared, archived, etc.). When consent is the only legal basis for processing your personal data, you have the right to withdraw at any time. You can notify that you have regretted your consent by sending an e-mail to registrator@novia.fi. The processing completed before you withdrew consent is not affected.

Legal obligation (Art. 6.1 c)

There are laws or regulations that require Novia University of Applied Sciences to process certain personal data in its operations.

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:

- Consent to process the information that the student has filled in on the form regarding the application for change of degree programme or specialization within Novia UAS.
- Legal obligation – obligation by law to process certain information
- Public interest – to be able to process the application for change of degree programme or specialization within Novia UAS.

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

On the application form for change of degree programme or specialization within Novia UAS, the student fills in family and given name, student number, e-mail address, current degree programme and specialization, which qualification title current studies are leading to, to which degree programme or specialization the student wish to change to and what qualification title the change would lead to, date from when change is preferred, reason for wishing to change degree programme or specialization within Novia UAS. The student also states how he/she wishes to be notified of the decision, as an e-mail or by post.

A statement from the Head of Degree Programme/Head of Curriculum may be requested in connection with the preparation of the decision proposal. The decision to changing degree programme or specialization within Novia UAS is made by the Head of Student Services (Degree Regulation § 32). The signed decision is sent, via Innofactors Dynasty case management system, to the student/claimant, the study register and others who are affected, as Head of Degree Programme/Head of Curriculum, study counsellor and study advisor. Student Services registers the decision in the study register (Peppi) at the beginning of the semester.

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

The student's personal data is collected from the information filled in on the form regarding the change of degree programme or specialization within Novia UAS in Microsoft Forms, which is available on Novia's intranet. The information is checked against the information in the study register (Peppi). The application and any submitted attachments are processed in Innofactor's Dynasty case management system. The documents are archived for 10 years in the university of applied sciences' Innofactors Dynasty case management system.

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?

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

Is your personal data transferred outside EU/EEA?

Yes, personal data may be transferred temporarily outside EU/EEA due to the tool being used.

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 (dataskyddombud@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)

tietosuoja@om.fi

tietosuoja.fi