**PRIVACY NOTICE**

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

**This notice concerns:**

Collection of personal data for: **Pick-Up Service, Autumn 2023**

**Personal data controller**

Novia University of Applied Sciences

Wolffintie 31

65200 Vaasa

Finland

[www.novia.fi](http://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:**

International Office

**Contact person:**

Chrysi Dresnali

Service Assistant, Novia UAS International Office

chrysidresnali@novia.fi

phone +358 46 921 6260

Wolffintie 33, FI-65200 Vaasa

**Data Protection Officer at Novia University of Applied Sciences:**

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

**For what purpose do we process your personal data?**

The personal data of new International Degree students admitted for studies at Novia UAS in Autumn 2023, and those requesting Pick-Up Service by filling in a Form, will be used by Novia UAS staff and mainly by the International Office and its Pick-Up assistants for the purposes of students’ arrival arrangements to Vaasa, Turku, Raseborg and Jakobstad campuses in Finland.

**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.

**Justification:**

It is necessary for us to process your personal data to be able to arrange the Pick-Up Service for you. We will only process the personal data that is absolutely necessary for providing you with the service. We process your personal data as described in this notice, with your consent.

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

We process the following personal data: name, email address, mobile phone, apartment address in Finland and if the student arrives alone or with family (i.e. number of persons to be picked up). Also, the following data: date, time and place of arrival, number of flight or train/bus, study programme and campus at Novia UAS, the possible need to collect student’s apartment key before the pick-up.

Staff employed at Novia UAS International Office (Service Assistant, Head of International Relations, International Coordinator, Trainee and Pick-Up assistants) or the Student Union Novium (and possibly dedicated International Tutors) may have access to above mentioned students’ personal data to properly arrange Pick-Up Service, only if there is a justified reason (coordinating the Pick-Up service or picking up / communicating with the arriving student).

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

Students’ personal data is collected through the Microsoft Office Form “Pick-Up Service for International Degree Students, Autumn 2023” link: <https://forms.office.com/e/JEvpfjwpS1> - where the interested students fill in their information themselves and provide consent.

Information from the Microsoft Office Form is stored in Microsoft Office Excel spreadsheets. Parts of the Excel lists may be shared among above mentioned staff and assistants in the campus of interest, for the purposes of incoming students’ arrival arrangements.

The purpose of processing students’ personal data is Pick-Up Service coordination, and the purpose expires when the service is completed. The collected data will be deleted as soon as the agreed Pick-Up Service is carried out.

**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.

Novia UAS will not manually transfer students’ personal data to a third party or outside the coordinating purposes of Pick-Up Service. But in practice, using Microsoft services and tools (e.g. Forms) may involve personal data being temporarily transferred outside the EU/EEA.

**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 (dataskyddsombud@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](https://tietosuoja.fi/en/home)