
PRIVACY NOTICE

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

This notice concerns:

Application for refund or transfer of tuition fee

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:

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

For what purpose do we process your personal data?

Your personal data is required when processing your application for a transfer or refund of a deposited tuition fee.

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:

Matters related to tuition fees involve public interest and official authority.

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

Given name, last name, date of birth, national learner number, nationality, bank account details, information about residence permit status and residence permit application.

Applications for refunds and transfers are processed by Student Services.

When a decision about a refund has been made, the Financial Services handles the refund transaction.

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

Students apply for a transfer or refund by submitting a free form application by email to the Admissions Services. When applying for a refund, students are generally obliged to submit a copy of their residence permit decision and a signed termination of studies form. When applying for a transfer, students are generally required to submit a copy of their residence permit card.

When an application is received, the case is noted in a list in Microsoft Excel that is managed by the Admissions Services. Applications for tuition fee refunds are processed throughout the academic year upon their submission. Applications for transfers are processed in the end of each academic terms. Information is deleted from the list in Microsoft Excel on a yearly basis.

Applications are processed in Dynasty by the Student Services. Decisions about refunds and transfers are made by the Head of Student Services. Decisions are registered in Novia's student register Peppi.

As part of the evaluation, the Student Services might contact the Finnish Immigration Services for verifying information about the student's residence permit status.

Decisions about refunds and transfers are notified to the student, Head of the degree programme, Student Advisor of the degree programme, Head of Administration and HR and to the Financial office.

When a decision about a refund has been made, the student will be asked to submit his or her bank account details by secure email to the Admissions Services. The bank account details are forwarded to the Financial office that is responsible for completing the refund transaction.

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

Personal data will not be transferred for processing outside Novia University of Applied Sciences, except in cases where matters related to the student's residence permit require verification by the Finnish Immigration Services.

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

If a student's tuition fee is refunded, a notification might in some cases be sent to the Finnish Immigration Services.

Is your personal data transferred outside EU/EEA?

No, personal data is not transferred outside 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 (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)
tietosuoja@om.fi
[tietosuoja.fi](https://www.tietosuoja.fi)

APPENDIX: Additional information about a long-term or persistent register, system, or tool

Principles for how the data/register is protected:

Principles and regulations for storage and storage time:

List of regular data sources (national registers, etc.): -

Detailed information on automated decision-making: -