

PRIVACY NOTICE

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

This notice concerns:

Evaluation and follow-up of the Vaasa International Talents programme.

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:

International Office

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. In order to be able to evaluate whether the programme reaches its goal, it is important that, at regular intervals, we are able to follow up the – current and former - programme participants' individual situation when it comes to their working life status. This will be done in a survey format. The results of the follow-up also help us develop the programme and its support further.

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 this information about 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 email addresses of survey recipients. This information has been extracted from the applications to the programme and from the Alumni register lists respectively.

The consolidated information from the responses to the survey questions may identify a certain individual. The only people having access to the survey results are the programme employees from Novia.

The results will only be presented in statistical form and/or citations that do not include personal data (anonymous data).

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

The personal data will be collected from the current and former programme participants by means of an O365 Forms survey. The personal data will be processed using O365 Excel. The data collected will be presented in statistical form as percentages and as tables/charts in various reports to the programme stakeholders and in publications. Citations that do not include personal data might also be used.

The Vaasa International Talents programme will keep your personal data until a year after you have finished your participation in the programme for statistical purposes.

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

Yes, personal data will be transferred for processing outside Novia University of Applied Sciences when using O365 Forms survey and O365 Excel.

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. 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)

tietosuoja@om.fi

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