

Aalto University

Privacy Notice for Students General Data Protection Regulation (EU) (2016/679), Articles 13 and 14

Name:	Aalto University individual study arrangements
Date:	1 January 2022
Controller, unit in charge:	Aalto University Aalto University Foundation Postal address: P.O. Box 11000, FI-00076 AALTO Street address: Otakaari 24, FI-02150 Espoo Tel.: (exchange) +358 9 47001 Eija Zitting, Manager of Learning Services
Short description	
A: Is the personal data collected directly from data subject?	Yes
B: Is the personal data collected from another source than the data subject?	No

1. Contact details of unit in charge

Learning Services, Student Services

2. Data protection officer and contact details

Legal Counsel Anni Tuomela, Aalto University
Postal address: P.O. Box 11000, FI-00076 AALTO
Street address: Otakaari 24, FI-02150 Espoo
Tel.: (exchange) +358 9 47001
dpo@aalto.fi

Students may contact the Aalto University data protection officer if they have questions about the university's data protection policies, this privacy notice or other matters concerning the processing of personal data at Aalto University.

3. Purpose of and legal grounds for the processing of personal data

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The purpose of the processing is to enable individual study arrangements for Aalto University students. The arrangements meet the university's statutory obligations to arrange reasonable accommodations for students. Student personal data is processed for the purpose of writing up recommendations for individual study arrangements, for implementing the arrangements, and for consultations concerning them.

Statistical summaries and reports are produced on use of the service, e.g. on the means recommended and on the number of various individual study arrangements. Individual students cannot be identified from the statistical summaries or other reports.

The university's right to process personal data as a controller is based

- on the necessity to perform a task carried out in the public interest or in the exercise of official authority (Article 6(1)(e))
- on the necessity to comply with a legal obligation (General Data Protection Regulation, Article 6(1)(c))
- on the consent given by the data subject and, in certain cases, when necessary for the performance of a contract (Article 6(1)(a) and (b)).

The university has a right as controller to process special categories of personal data when

- the processing is necessary for reasons of substantial public interest (Article 6(2)(g)), or the processing of data is provided by law or derives directly from a statutory duty set out for the controller by law (section 6(1) of the Finnish Data Protection Act (1050/2018)).

Main statutes

- Universities Act (558/2009) and the decrees given under it
- Government Decree on University Degrees (794/2004) as amended and any prior decrees concerning degrees in science and technology, business, and art and design
- Act on the National Registers of Education Records, Qualifications and Degrees (884/2017, chapter 5)
- General Data Protection Regulation (EU) 2016/679 and supplementary national legislation
- Act on the Openness of Government Activities (621/1999)
- Non-Discrimination Act (1325/2014), section 15

4. A legitimate interest of the controller or third party (Applies only to Case A; processing is based on Article 6(1)(f))

No

5. Categories of personal data

The personal data of students who apply for individual study arrangements is processed as follows:

The following personal data is obtained from the students:

Student name, Aalto email address, student number, reasons for the student's making contact and wishes regarding a recommendation for individual study arrangements, a physician's or specialist's statement regarding the need for the arrangements.

The following personal data is obtained from the person writing the recommendation:

Recommendations for individual study arrangements

Information that may contain special categories of personal data (sensitive data):

Physician's or specialist's statement containing health information.

6. Recipients or categories of recipients of the personal data

Individual study arrangement information may be processed only by persons whose job descriptions include such tasks.

Access to recommendations for such arrangements is given only to persons writing the recommendations and to the learning services unit manager. Students may themselves ask a teacher for a recommendation or ask a learning services employee to send their request to the teacher for them. The teacher will then have access to the recommendations for individual study arrangements.

Only the person writing the recommendation may handle the health information. No health information will be saved.

Other employees may process the recommendations only under exceptional circumstances, for instance, when there is disagreement over the implementation of the arrangements, in which case those employee whose duties include the processing of the data may be allowed to do so.

Aalto University may also use outside parties to process personal data, such as system service providers that process personal data on behalf of Aalto on the basis of a commission contract. Aalto University discloses personal data to parties outside the university or processes data for purposes other than the original purpose only in situations where such disclosure or processing is permitted by law.

7. Planned transfers of personal data to third countries or international organisations

None.

8. Protection of personal data and the storage period of personal data and the criteria used to define that period

All stored data is protected. Data concerning health, however, is not stored.

Persons in the service of the university and elected officials are bound by a non-disclosure obligation under section 23 of the Act on the Openness of Government Activities (621/1999). Secret information and its storage periods, archiving and destruction are defined in the university's Records Management Plan.

Recommendations on individual study arrangements is stored for their set period of validity. If not time is set, the recommendation is stored for no more than 10 years, or until the student graduates. In the Open University, the retention period is corresponds to the time the recommendation is in force, generally 2–3 years.

9. Right of access by the data subject, right to rectification, right to erasure, right to restrict processing and right to data portability (Articles 15, 16, 17, 18 and 20 of the General Data Protection Regulation)

With regard to their rights as data subjects, students may submit requests to:

The Open University or school where the student has a right to study (addresses below).

ARTS: individual-needs-arts@aalto.fi

BIZ: individual-needs-biz@aalto.fi

CHEM: individual-needs-chem@aalto.fi

ENG: individual-needs-eng@aalto.fi

ELEC: individual-needs-elec@aalto.fi

SCI: individual-needs-sci@aalto.fi

Open University individual-needs-open@aalto.fi

Right of students to access their data

Students have a right to know what personal data concerning them is being processed and what data concerning them has been saved.

- The student may submit an information request to the university. In such cases, the following procedure is to be followed:
- The university provides the information requested without undue delay. The person making the request must prove their identity upon request. The university has to provide the requested information or the additional information related to the request no later than one month after receiving the request. If the information request is complex and comprehensive, the deadline may be extended by two months.
- As a rule, the university will provide the information free of charge. For any further copies requested by the student, the university may charge a fee based on administrative costs. Where requests are manifestly unfounded or excessive, in particular because of their repetitive character, the university may either charge a fee based on administrative costs or refuse to act on the request. The university shall bear the burden of demonstrating the manifestly unfounded or excessive character of the request.
- If the university does not provide the information requested, the student will be provided with a written account of the matter. The written account will also include an explanation of the student's rights to judicial remedies, for instance, the right to lodge a complaint with the supervisory authority.

Right of the student to rectification of data

- The student has a right to have any inaccurate or incomplete personal data concerning him or her rectified or completed without undue delay. In addition, the student has a right to demand that all personal data concerning them that is no longer needed be erased.
- If the university does not accept the data subject's request for rectifying their personal data, the data subject will be given a written account specifying the reasons for rejecting their request. The written account will also include an explanation of the student's rights to judicial remedies, for instance, the possibility of lodging a complaint with the supervisory authority.

Student right to erasure of data

- Depending on the legal basis, the student may have a right to have their personal data erased from the register of the school. This right shall not apply to cases where data processing is necessary for compliance with a legal obligation or for a task carried out in the exercise of official authority vested in the school. The storage and erasure of data shall comply with the records management plans of the university and the data storage periods required by legislation.

Right to restrict processing

- In certain situations, students may have the right to restrict the processing of their personal data until the legal basis for the data or their processing has been duly checked and rectified or completed.

Right to data portability

- The right to data portability means that the data subject shall have the right to receive the personal data concerning them, which they have provided to the university, in a structured, commonly used and machine-readable format and have the right to transmit the data to another controller without hindrance from the university. This right shall apply only to situations where the processing is carried out by automated means and is based on consent or contract.
- This right shall not apply to cases where data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. As a result, this right shall not apply, as a general rule, to the personal data files of the university.

10. Right of the data subject to object to processing of personal data (General Data Protection Regulation, Article 21)

With regard to their rights as data subjects, students may submit requests to:

The Open University or school where the student has a right to study (addresses below).

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BIZ: individual-needs-biz@aalto.fi

CHEM: individual-needs-chem@aalto.fi

ENG: individual-needs-eng@aalto.fi

ELEC: individual-needs-elec@aalto.fi

SCI: individual-needs-sci@aalto.fi

Open University individual-needs-open@aalto.fi

Right to object to the processing of personal data

- The student shall have the right to object, on grounds relating to their particular situation, at any time to the processing of personal data concerning them when the processing is based on the performance of a task carried out in the public interest or in the exercise of official authority or the legitimate interest of the university. In such cases, the university shall no longer process the personal data unless the university is able to demonstrate compelling legitimate grounds for the processing.
- Where personal data is processed for direct marketing purposes, the student shall have the right to object at any time to the processing of personal data concerning them for such marketing.

11. Right of the data subject to withdraw consent

- In situations where the processing of personal data is based solely on consent, the student shall have the right to withdraw their consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

12. Right of the data subject to lodge a complaint with a supervisory authority

- The student shall have the right to lodge a complaint with a supervisory authority if they consider that the processing of personal data relating to them infringes the General Data Protection Regulation (EU) 2016/679. In addition, the student has a right to use other administrative or judicial remedies. Additional information: <https://tietosuoja.fi/en/home>
- The student shall have the right to bring proceedings against the controller or the organisation processing the personal data before a court if the student considers that the processing of their personal data infringes the General Data Protection Regulation.

13. Is the provision of personal data a statutory or contractual requirement, or a requirement necessary to enter into a contract, and is the data subject obliged to provide the personal data? / What are the possible consequences of failure to provide such data?

The student shall provide all personal data necessary for the process in question and is responsible for their accuracy. In the case of several processes, personal data is often required in order for the process to take place.

14. Origin of personal data (when not received directly from data subject)

Student register, recommendation writer

15. Processing of personal data for automated decision-making, incl. profiling

No