

## Data Protection Notice

Please note that this notice has not been translated by an official translator and this is an unofficial translation. The official, approved notice can be found in Finnish.

### Purpose of personal data processing

The membership survey of the Student Union of Häme University of Applied Sciences is organized every two years as part of the evaluation and development of operations and the acquisition of the necessary information.

### Contact person in matters concerning the register

Aleksi Kurvi  
aleksi.kurvi@hamko.fi  
+358 44 722 1000

### Legal basis for processing

The student union of Häme University of Applied Sciences collects information through a survey to develop its operations and to support the performance of its statutory duties. The processing of personal data is based on:

- I am registered with my own consent.

The Student Union of Häme University of Applied Sciences is committed to collecting and processing the information obtained from the survey in a fair and transparent manner and in compliance with the legislation on the processing of personal data. This privacy notice describes how the student union manages data in accordance with the privacy guidelines.

### Personal data content and retention periods

In connection with the survey, no single information collected is personal information as such. The background information of the survey has been prepared in such a way that it is not possible to identify an individual respondent by combining the information.

If the open answers generate information that can be used to identify an individual person, this information will be anonymized. The analysis and archiving of the results take place without personally identifiable information.

Data Group	How long the information is in archive
<b>Study type</b>	<b>1 year</b>
<b>Starting year of the studies</b>	<b>1 year</b>
<b>Study Campus</b>	<b>1 year</b>
<b>Answers of the survey</b>	<b>1 year</b>
<b>Anonymized analysis of survey results</b>	<b>10 years</b>

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## Registered

Registered are:

- Students of HAMK

Data sources of the register

- Information provided by the student him/her/themself
- Student register of Häme University of Applied Sciences
- The Student Union of Häme University of Applied Sciences membership register

## Recipients of personal data

The data of the survey can be accessed by those employees of the Häme University of Applied Sciences' student union, whose duties include the preparation of the collected survey data for the actual analysis.

In addition, the service providers of the questionnaire tool we use have access to the survey data in the position of personal data processor. The service providers do not process personal data actively, but they have access to the data to perform maintenance tasks. Often, the service provider needs access to personal data, for example in the event of a system error or malfunction. It is typical that the data controller-processor relationship is formed when cloud services are acquired.

The trustees of the student body process anonymized data as part of the analysis of the results of the membership survey. Personal data will not be disclosed to third parties.

## Principles of registry protection

### Online material

The information is stored in the information system. Users have personal usernames. The data in the system can be accessed and used only by the data controllers/persons who have the right to it for their work.

The legal processing of data is ensured by classifying the data and operating according to the rules for processing data materials.

Registrar  
Hämeen ammattikorkeakoulun opiskelijakunta  
hamko@hamko.fi  
Vankanlähde 9, 13100 Hämeenlinna  
Y-tunnus: 2043396-2

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## Data Protection Officer

The name of the data protection officer

Aleksi Kurvi  
tietosuojavastaava@hamko.fi  
+ 358 44 722 1000

## Automatic Decision Making

There is no automatic decision making in the register.

## Data tranformin outside of EU or ETA areas

No data will be tranferred to outside EU or ETA areas.

## Rights of the registrant

The EU General Data Protection Regulation (2016/679) gives the data subject the following rights:

### The right to withdraw consent

Rekisteröidyllä on milloin tahansa oikeus peruuttaa suostumuksensa. Suostumuksen peruuttaminen ei vaikuta ennen suostumuksen peruuttamista suoritetun käsittelyn lainmukaisuuteen. (artikla 7)

### The right to access their data

The registered person has the right to receive confirmation from the controller as to whether personal data concerning him or her is being processed. The registered person has the right to access his data. A fee may be charged for the right of inspection or it may be refused if the requests are manifestly unfounded or unreasonable, especially if they are made repeatedly. (Article 12 and Article 15)

### Right to rectification of data

The registered person has the right to demand the correction of incorrect information in the register (Article 16). The correction request is made in writing. In some information systems, a person is also able to correct their own information.

### The right to delete data

The registered person has the right to request the deletion of his personal data if one of the following occurs (Article 17):

- Personal data is no longer needed for the purposes for which it was collected or for which it was otherwise processed.
- The data subject withdraws the consent, and there is no other legal basis for the processing.
- The data subject objects to the processing and there is no justified reason for the processing (Article 21).
- Personal data has been processed illegally.
- Personal data must be deleted in order to comply with a statutory obligation applicable to the data controller based on Union law or the legislation of a member state.

## **The right to restrict processing**

The registered person has the right to limit processing if one of the following occurs (Article 18):

- The registrant disputes the accuracy of the personal data, in which case the processing is limited to a period during which the controller can verify their accuracy.
- The processing is against the law and the data subject opposes the deletion of personal data and instead demands the restriction of their use.
- The controller no longer needs the personal data in question for processing purposes, but the data subject needs them to prepare, present or defend a legal claim.
- The data subject has objected to the processing of personal data on the basis of Article 21, pending the verification of whether the legitimate grounds of the data controller supersede the grounds of the data subject.

## **The right to transfer data from one system to another**

The registered person has the right to receive in a machine-readable form the personal data concerning him that he has provided to the controller, if the processing is based on consent and the processing takes place automatically. (Article 20)

Requests to exercise these rights should be addressed to:

Aleksi Kurvi  
aleksi.kurvi@hamko.fi  
+358 44 722 1000

## **The right to appeal**

The registered person has the right to file a complaint with the data protection commissioner's office. More information <https://tietosuoja.fi/>.