

DESCRIPTION OF PERSONAL DATA FILE (PERSONAL RECORDS) as required by the Personal Data Act (523/1999)

Description created on: 30<sup>th</sup> March 2016

Description updated on: -

The description also includes the information specified in Section 24 of the Personal Data Act

### **1. Controller of the file**

Name	Aalto University
Postal Address	P.O.Box 11000 00076 AALTO
Street Address	Registry Otakaari 1 B 02150 Espoo

### **2. Person in charge of the data file and contact person for the file**

Contact person	Marko Riimala / Learning Services firstname.lastname@aalto.fi
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### **3. Name of data file**

MoveON International student mobility management system

### **4. Purpose of the processing personal data**

The system is used for collection, retention and disclosure of students' participating in mobility personal information. Incoming and outgoing mobility applicants and students are hereafter referred as data subjects. The information relates directly and is necessary for operating the exchange program and activity, which is described in the bilateral agreements between the participating institutions.

- The personal data file shall be used to maintain information on partner university and exchange agreements as well as to run the incoming and outgoing exchange student admissions and selection processes. Contact details are used to contact the applicant.
- The data file shall be used for production of statistical data for the purposes of disseminating information about international student mobility, fulfilling mandatory national and international reporting requirements, as well as for planning, evaluating and developing international co-operation and education.

Legislation pertaining to Aalto University provides regulations for the use of the personal data file.

The relevant legislation are listed below:

- Universities Act (998/2009)
- Government Decree on University Degrees (794/2004)
- Personal Data Act (523/1999)

## **5. Contents of the data file (group/groups of data subjects and relevant data or data groups)**

Data pertaining to data subjects:

Incoming applicants

- Applicant's personal details such as name, gender, date of birth, nationality, mother tongue, personal ID, passport number, English language certificate, student motivation letter, contact details, emergency contacts, learning agreement
- Results of student selection and data relevant to the Selection

Outgoing applicants

- Applicant's personal details such as name, gender, date of birth, nationality, mother tongue, personal ID, matriculation ID (student number), contact details, emergency contacts
- Applicant's bank details for scholarship
- Applicant's education, curriculum vitae, learning agreement and other data relevant to the application process
- Results of student selection and data relevant to the Selection

Mobility period (STAY)

- Data on the acceptance or cancellation of a study place
- Student's direction (outgoing/incoming), mobility framework, acceptance letter, duration (start, end), semesters attended, degree programs and studies completed at partner university and Aalto University, details of the partner university. Applicant's consent to collection, retention and disclosure of his or her personal information that relates directly and is necessary for operating the program and activity as described in the bilateral agreements between the Participating Institutions.
- Incoming only: matriculation ID, waiver
- Outgoing only: Erasmus grants

Messages sent via MoveON

Data to be stored on persons authorized to use the system:

- User identification
- User account (name, e-mail and password)

## 6. Regular sources of data

- Application forms online through the MoveON system's user interface
- Oodi Student Register database

Outgoing: Matriculation ID, ECTS, GPA, study index, date of birth, gender, email, mobile phone, address, country, nationality

Incoming: Matriculation ID is created once the student's stay has been accepted

Officials using the system may supplement the application form on behalf of the applicant

Officials using the system will save the data pertaining to student selection (eligibility for and results of the selection) and possible cancellations and their reasons

## 7. Regular disclosure of data and the transfer of data outside the EU or the European Economic Area

CIMO  
Erasmus  
VIRTA

Stays: information about the change direction and period

Persons: id, name, matriculation id, gender, nationality

Partner University (for nomination, outgoing students) applicant's name, e-mail, date of birth, semester, study program, level etc.

Aalto University Oodi student register

Incoming: SENT TO OODI: home institution, framework, host institution, stay planned start and end dates, host course

Outgoing: RETRIEVED FROM OODI: credits, GPA, degree completed, program, term info, terms present, validity begin and end dates

The recorded data in the data file are mainly documents in the public domain as specified by the Act on the Openness of Government

Activities (Act No. 621/99), and:

- may upon request be provided for viewing
- may be issued under Sections 13 and 16 of the Act the Openness of Government Activities
- if considered confidential, may be provided for viewing, or a copy of the document may be issued only 1) with the consent of the party concerned, 2) to the party concerned, or 3) by virtue of the law.

- in the case of a personal identity number, may be disclosed for purposes of updating address data and for the prevention of redundant postal traffic, provided that the identity number is already available to the recipient (Personal Data Act, Section 13)

With the consent of the applicants, the University may disclose their address data to societies, foundations and the authorities for certain well-defined purposes that support studies (AYY (Aalto University's student union), Guilds, HOAS (student housing provider)).

Data on applicants shall be transferred outside the European Union or the European Economic Area when necessary in order to perform the activity as defined in the bilateral agreement.

## **8. Principles of data security**

In the processing of data in the file, care shall be taken not to unduly compromise the privacy of the applicants.

Manual materials:

- Shall be stored and protected in a manner securing them against unauthorised access, accidental or unlawful destruction, manipulation, disclosure, transfer or other unlawful processing.
- In each unit, employees shall have access only to those data on the applicants that are required to carry out their work.
- Data on exchange student selection and study rights shall be stored in accordance with the archiving regulations of Aalto University.
- Outdated documents shall be destroyed

Digital data:

- The data shall be stored on QS Unisolution servers in the EU area (<http://www.qs-unisolution.com/moveon/>)
- Access to the system is permitted only with user identification.
- Computers and the databases are protected with passwords.
- Connections between the system and workstations have been protected from access by outsiders.
- Users processing the data are identified on the basis of the user account granted to them on the basis of their work assignment.
- User accounts are granted by Aalto University
- User accounts for the system are granted by the person in charge of the system
- Aalto University archiving regulations provide for the archiving of the data in the data file.
- Where appropriate, the Personal Data Act (523/99) and the Act on the Openness of Government Activities (621/99) shall be observed

- Section 48 of the Personal Data Act provides for penalties for personal data offences, breaking into a personal data file and for violations of confidentiality.

## **9. Right of access**

- Data subjects have the right to access their own personal data in the data file (e.g., their personal details) in addition they have access to their application file as long as the application time is open.
- A request shall be made in person or in writing (signed in person).
- The request shall be addressed to the contact person for the file (address provided above).
- The data may be disclosed in writing, if so requested.

## **10. Data rectification**

- Data subjects may inform the contact person or the customer service personnel of the technical maintenance of the file or changes in address details (contact details provided above).
- The data shall be rectified without undue delay.
- If the controller refuses to rectify the data, a written certificate to this effect shall be issued to the data subject. The data subject may submit the matter for the consideration of the Data Protection Ombudsman, address: Office of the Data Protection Ombudsman, P.O. Box 800, 00521 Helsinki. The data subject may submit a written complaint to the Ombudsman. The Data Protection Ombudsman may order the controller of the file to rectify the data.