



Specification of the processing of personal data and the rights of the registered. Information from the controller of the register to the registered. The EU General Data Protection Regulation (2016/679), Articles 13 and 14.

1 Controller of the register	University of Lapland Box 122, 96101 Rovaniemi Yliopistonkatu 8, 96300 Rovaniemi Phone: 016 341 341 Business ID: 0292800-5
2a Person in charge of the register	Person in charge of the register: Merija Timonen, Service Director Applicant and Student Services Phone: +358 0407777352
2b Contact persons in matters related to the register	Maija Törmänen, University Counsellor (administrator) Phone: +358 40 484 4479, maija.tormanen@ulapland.fi Päivi Ahola, Applications Coordinator (technical administrator) Phone: +358 40 086 5711, paivi.ahola@ulapland.fi The system users engaged in client work (university counsellors) are in charge of processing the data of their own clients.
2c Contact information of the data protection officer	Hannu Mikkola, University Lawyer Administration Phone: +358 40 735 6200 hannu.mikkola@ulapland.fi
3 Name of the register	AURA korkeakoulukuraattoreiden asiakastietojärjestelmä AURA – university counsellors’ client information system
4 Purpose of personal data processing / purpose of the register	The personal data stored in the client register of the university counsellors of the University of Lapland are processed to maintain the counsellors’ client relationships. As social welfare specialists, the counsellors are obligated to abide by the following Acts in their work: <ul style="list-style-type: none">- Act on the Status and Rights of Social Welfare Clients (812/2000)- act on social welfare client documentation (254/2015, no existing English translation)



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	<p>According to these Acts, it is in the interest of the client to maintain a client register and to record client encounters. In addition, the contact request data and anonymous statistics stored in the register are utilised to develop and to control the quality of university counselling work.</p>
<p>4a Grounds for processing personal data</p>	<p>The 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. The EU General Data Protection Regulation (2016/679), Article 6 (e)</p> <p>The counselling services also process sensitive information concerning for example a person's health. The specific grounds for processing this information are following:</p> <ul style="list-style-type: none"> - the registered person's consent - a task in the public interest / the exercise of official authority vested in the controller <p>The EU General Data Protection Regulation (2016/679), Article 9 (a) and (g)</p>
<p>5 Data content of the register</p>	<p>The register contains the following information:</p> <p>The employee's name</p> <p>The client personal data</p> <ul style="list-style-type: none"> - names and social security number, sex - contact information and address - native language, other language, nationality <p>Study right information</p> <ul style="list-style-type: none"> - name of the educational institution, faculty and degree programme / major subject - information on special study arrangements that potentially apply <p>Parties of collaboration (according to the student's report for example the following: mental health services, student health care and third-sector actors)</p> <ul style="list-style-type: none"> - previous - current <p>Client report</p> <ul style="list-style-type: none"> - party that made contact - reason for becoming a client - meetings, discussions, consultations, persons present - plans, recommended measures - summaries, statements, referrals, examination results - assessment



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	<p>Document exchange</p> <ul style="list-style-type: none">- document forwarding: the employee who made the entry, date, the client's consent, document name, target, grounds for the forwarding (context, client's request, statutory)- received documents: date of arrival, source
6 Data sources of the register	<p>The data entered into the register are received from:</p> <ul style="list-style-type: none">- the client (student)- data from a partner / another operative unit such as YTHS are received with the client's consent
7 Forwarding of registered data	<p>The personal data in the register are confidential.</p> <p>The data in the register are not normally forwarded to third parties.</p> <p>The right to forward data is primarily based on the client's consent.</p> <p>Confidential information can be forwarded only if the registered person consents to it or if there is a specific provision on such access (Act on the Openness of Government Activities, Chapter 7, Act on the Status and Rights of Social Welfare Clients, section 18).</p> <p>Statistics without personal identification data may be produced from the register for the use of the University of Lapland.</p> <p>No personal data are forwarded to direct marketing.</p> <p>The right to deviate from confidentiality obligations (Act on the Status and Rights of Social Welfare Clients, section 18)</p> <p>It is possible to deviate from the confidentiality obligations concerning social welfare as provided in Chapter 7 of the Act on the Openness of Government Activities, unless otherwise provided in this or another Act.</p> <p>A person performing tasks referred to in this Act has the right, notwithstanding the confidentiality obligation, to provide the police with information necessary for assessing a threat to life or health and for preventing a threatening act if the person, when performing the tasks, has received information on circumstances based on which he/she has reason to suspect that someone is in danger of becoming victim to violence. (Unofficial translation.)</p>
8 Transfer of data outside the EU or EEA	<p>Student information is not transferred outside the EU or the European Economic Area.</p>



LAPIN YLIOPISTO
UNIVERSITY OF LAPLAND

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<p>9 Register protection principles</p>	<p>The storage, archiving, erasure and other processing of the information possessed by the University of Lapland is guided by a data management plan and data secrecy and data protection instructions.</p> <p>The connections between the register and user workstations have been protected to prevent external parties from accessing the data. The data connections between the workstations and the server are encrypted. Using the system requires a personal user account. Employees can only process the personal data that they need in performing their tasks.</p> <p>The right of access to the system expires when a person's employment relationship ends or the person leaves the tasks for which the right of access has been given. Employees processing the data are bound by a secrecy obligation that continues after the end of the employment relationship.</p> <p>The system registers faulty logins and all data processing and accessing performed in the system. Data protection and the confidentiality, integrity and usability of personal data in the client register are ensured through appropriate technical and administrative measures.</p>
<p>10 Data storage period</p>	<p>In accordance with the act on social welfare client documentation, university counsellors' documents are stored for 30 years after the service transaction or 12 years after the client's death.</p> <p>In the storage and erasure of the data, the data management plan of the University of Lapland and the regulations and directions of the National Archives of Finland applicable at each time shall be observed.</p>



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<p>11 Rights of the registered</p>	<p>According to the EU General Data Protection Regulation, Articles 15–22, the registered have the following rights:</p> <ul style="list-style-type: none">- obtaining access to their own data and examining them- rectifying the data- erasing the data- restricting the processing of the data- transmitting the data forward- objecting to the processing of the data <p>The contact person in issues related to the rights of the registered is the data protection officer, whose contact information is at the beginning of this document.</p> <p>The registered clients have the right to access and examine their own data. They are entitled to request their counsellor to inform them in person of the entries stored in the system.</p> <p>The clients may order in writing and through physical mail the records, summaries, statements, certificates and recommendations that are stored on them in the register. This is done by emailing a request to the Registry of the University of Lapland at kirjaamo@ulapland.fi, from where the request is forwarded to the counsellor.</p> <p>The clients are entitled to claim rectification of erroneous data in the register. Data rectification requests are submitted in a similar manner as access right requests.</p> <p>Right of rectification</p> <p>The clients are entitled to file a complaint with the Office of the Data Protection Ombudsman if the effective data protection legislation has been violated in the processing of their personal data.</p> <p>Contact information</p> <p>Office of the Data Protection Ombudsman Street address: Ratapihantie 9, 6th floor, 00520 Helsinki Postal address: Box 800, 00521 Helsinki Exchange: 029 56 66700 Fax: 029 56 66735 Email: tietosuoja(at)om.fi</p>
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