

## DESCRIPTION OF PERSONAL DATA FILE as required by the Personal Data Act (523/99), Section 10

**Description created on:** 9.11.2007

**Description updated on:** 10.12.2007

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

1. Controller of the file	<p>Name: Turku School of Economics</p> <p>Postal address: Rehtorinpellonkatu 3 20500 Turku tel. 02 - 481 481</p> <p>Street address: Rehtorinpellonkatu 3 20500 Turku</p>
2. Person in charge of the data file and contact person for the file	<p>Person in charge: Veronika Ståhlberg Head of Academic and Student Affairs tel. 02 - 481 4209</p> <p>Person in charge of the technical maintenance of the file: University of Helsinki info@universityadmissions.fi puh. (09) 191 23528 University Admissions PL 3, 00014 University of Helsinki</p>
3. Name of data file	<p><b>Finnish Universities' International Marketing and Admissions (FUNIMA) System</b></p>
4. Purpose of the processing of personal data	<p>The personal data file shall be used in student admissions and selection processes. In addition, data pertaining to the acceptance of study places may be stored in the file for enrolment purposes.</p> <p>The file shall be used in those student selections which the University has decided to include in the data file system.</p> <p>The data file shall be used for the production of statistical data for the purposes of disseminating information about educational opportunities, as well as for planning, evaluating and developing education.</p> <p>Legislation pertaining to the Turku School of Economics provides for the use of the personal data file. The relevant legislation and regulations are listed in the section entitled <i>Regular destinations of disclosed data</i> and below:</p> <ul style="list-style-type: none"> <li>• Universities Act (645/1997)</li> <li>• Universities Decree (1157/1998)</li> </ul>

	<ul style="list-style-type: none"> <li>• Decrees on degrees</li> <li>• The administrative regulations of the Turku School of Economics</li> <li>• The regulations of the Turku School of Economics Administration Office</li> </ul>
5. Contents of the data file (group/groups of data subjects and relevant data or data groups)	<p>Data pertaining to an applicant:</p> <ul style="list-style-type: none"> <li>• Applicant's personal and contact details</li> <li>• Applicant's education and other data relevant to the application process</li> <li>• Results of student selection and data relevant to the selection</li> <li>• Data on the acceptance or cancellation of a study place and data relevant for enrolment</li> <li>• Applicant's consent to disclosure of his or her personal data for the purposes of communication and marketing pertaining to education</li> </ul> <p>Data to be stored on persons authorised to use the system:</p> <ul style="list-style-type: none"> <li>• User identification</li> <li>• User account</li> </ul>
6. Regular sources of data	<ul style="list-style-type: none"> <li>• Applicants may fill in their application forms online through the system's user interface</li> <li>• Officials using the system may supplement the application form on behalf of the applicant or save the application</li> <li>• Officials using the system will save the data pertaining to student selection (eligibility for and results of the selection)</li> <li>• The data pertaining to the acceptance of a study place will be transferred to the system from the national applicant and study right register (Act No. 1058/1998).</li> </ul>
7. Regular disclosure of data and the transfer of data outside the EU or the European Economic Area	<p>The data in the system will be transferred to the national applicant and study right register maintained by the National Board of Education (Act No. 1058/1998)</p> <p>Data from the personal data file will be disclosed to University departments for the purposes of student selection.</p> <p>The data in the data file are documents in the public domain as specified by the Act on the Openness of Government Activities (Act No. 621/99), and:</p> <ul style="list-style-type: none"> <li>• may <i>upon request</i> be provided for <i>viewing</i></li> <li>• may be issued under Sections 13 and 16 of the Act on the Openness of Government Activities</li> </ul>

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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)</li> </ul> <p>With the consent of the data subjects (i.e. applicants), the University may disclose their address data to societies, foundations and the authorities for certain well-defined purposes that support studies. Consent may be given when saving data on the application form, and can be reversed later by notifying the data file contact person in writing.</p> <p>Data on applicants shall not be transferred outside the European Union or the European Economic Area.</p>
8. Principles of data security	<p>In the processing of data in the file, care shall be taken not to unduly compromise the privacy of the applicants.</p> <p>Manual materials:</p> <ul style="list-style-type: none"> <li>• Shall be stored and protected in a manner securing them against unauthorised access, accidental or unlawful destruction, manipulation, disclosure, transfer or other unlawful processing.</li> <li>• In each unit, employees shall have access only to those data on the applicants that are required to carry out their work.</li> <li>• Data on student selection, study rights and degrees shall be stored in accordance with the archiving regulations of the Turku School of Economics.</li> <li>• Outdated documents shall be destroyed by burning or shredding.</li> </ul> <p>Digital data:</p> <ul style="list-style-type: none"> <li>• The data shall be stored on University of Helsinki computers.</li> <li>• Access to the system is permitted only with user identification.</li> <li>• Computers and the databases are protected with passwords.</li> <li>• Connections between the data file and workstations have been protected from access by outsiders.</li> <li>• Users processing the data are identified on the basis of the user account granted to them on the basis of their work assignment.</li> <li>• User accounts are granted by the Turku School of</li> </ul>

	<p>Economics.</p> <ul style="list-style-type: none"> <li>• User accounts for the system are granted by the person in charge of the data file only upon submission of a written application signed by head of the applicant's unit.</li> <li>• The user account shall be restricted to either read only rights or updating rights depending on the employee's work assignment.</li> <li>• Turku School of Economics archiving regulations provide for the archiving of the data in the data file.</li> <li>• Where appropriate, the Personal Data Act (523/99) and the Act on the Openness of Government Activities (621/99) shall be observed</li> </ul> <p>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.</p>
Right of access	<ul style="list-style-type: none"> <li>• Applicants have the right to access the data in the data file (e.g., their personal details) unless otherwise provided by the Personal Data Act.</li> <li>• A request shall be made in person or in writing (signed in person).</li> <li>• The request shall be addressed to the contact person for the file (address provided above).</li> <li>• The data may be disclosed in writing, if so requested.</li> </ul>
Data rectification	<ul style="list-style-type: none"> <li>• Applicants may inform the contact person or the customer service personnel of the technical maintenance of the file of changes in address details (contact details provided above).</li> <li>• Other erroneous data in the file may be corrected by submitting a new application or by submitting the relevant documents to the contact person or to the customer service personnel of the technical maintenance of the file (contact details provided above).</li> <li>• The data shall be rectified without undue delay.</li> </ul> <p>If the controller refuses to rectify the data, a written certificate to this effect shall be issued to the applicant. The applicant may submit the matter for the consideration of the Data Protection Ombudsman, address: Office of the Data Protection Ombudsman, P.O. Box 315, 00181 Helsinki. The applicant may submit a written complaint to the Ombudsman. The Data Protection Ombudsman may order the controller of the file to rectify the data.</p>