

Regulation (EU) 679/2016 on General Data Protection as of 25<sup>th</sup> May 2018

## **Karelia University of Applied Sciences / Supporting Immigrants in Higher Education (SIMHE)**

### **1. Register Controller**

Karelia Ammattikorkeakoulu Oy / Karelia University of Applied Sciences Ltd.

Address: Tikkarinne 9, PO Box 256, FI-80101 Joensuu, Finland

Tel. +358 13 260 600

Email: [info@karelia.fi](mailto:info@karelia.fi)

### **2. Person in Charge of the Register**

CEO / President of Karelia UAS

### **3. Person in Charge of SIMHE**

Project Manager/Counsellor Hannele Niskanen, tel. +358 50 575 0823, [simhe@karelia.fi](mailto:simhe@karelia.fi)

### **4. Contact Person of SIMHE**

Project Manager/Counsellor Hannele Niskanen, tel. +358 50 575 0823, [simhe@karelia.fi](mailto:simhe@karelia.fi)

### **5. Person in Charge of Data Protection**

Karelia Ammattikorkeakoulu Oy, Data Protection Officer, Tikkarinne 9, PO Box 256, FI-80101 Joensuu

Tel. +358 50 3497 097, email: [tietosuoja@karelia.fi](mailto:tietosuoja@karelia.fi)

### **6. Purpose of Processing Personal Data**

The Ministry of Education and Culture has selected Karelia University of Applied Sciences as one of the higher education institutions in Finland responsible for immigrant work with the aim of giving guidance to immigrants by helping them find study opportunities in higher education and producing services for recognising the prior competence of immigrants and thus facilitating the process of integration and supporting the employment. These services are implemented within the national SIMHE network (Supporting Immigrants in Higher Education) including three Universities of Applied Sciences (Karelia, Metropolia and Oulu) and three Universities (Helsinki, Turku and Jyväskylä). The aim is to support adult immigrants' integration into the Finnish society by helping them find appropriate study opportunities in higher education and finding suitable career choices.

The purpose of these activities is to support immigrants in finding appropriate study opportunities in Finnish higher education institutions, help them have their prior learning and studies recognised and acknowledged swiftly according to national practices, and support their integration into the Finnish society, education and world of work.

Karelia SIMHE applies the personal data register in the purpose of Karelia SIMHE customer service and compilation of statistics.

### **7. Content of the Register**

The SIMHE register includes the following personal data of the customers:

- e-mail address
- starting year of the use of the services
- organisation where the guidance has been carried out and form of guidance given

- gender, nationality and age (accuracy 10 years)
- home municipality and mother tongue
- length of residency in Finland
- level of education (highest degree completed)
- field of previous studies/degree and the stage of completion of studies
- current work/study status at the time of the guidance meeting
- information on where the customer has been or has not been forwarded to

## **8. Legal Basis for Processing Personal Data**

The legal basis for processing personal data is a legitimate advantage. The customer's personal data will be collected during the customer service situation either verbally during a guidance meeting or in writing by e.g. e-mail or filling in a form.

## **9. Grounds for Providing Personal Data**

Personal data is needed for providing the services.

## **10. Security of Processing Personal Data**

The register for Karelia SIMHE will be maintained on a hard drive secured by Karelia UAS internal network security. The access to the register has been limited to the Project Manager/Counsellor of SIMHE. Secure email is available to be used for confidential messaging.

## **11. Recipients or Recipient Groups of Personal Data**

Identifiable data of customers in the SIMHE register will not be disclosed to a third party outside Karelia UAS. Non-identifiable data of customers in the register will be disclosed to the Ministry of Education and Culture for statistical purposes.

## **12. Transfer of Personal Data Outside the European Union or the European Economic Area**

Personal data will not be transferred outside EU or EEA.

## **13. Retention of Personal Data**

Data on the SIMHE register will be maintained until the end of the strategy period (2020).

## **14. Rights of the Registered Person**

The registered person has the right to inspect the data concerning him/herself stored in the register. The request for the inspection has to be made to the controller of the register. The registered person has the right to request correction or removal of data, set limitations for the handling of his/her personal data, object the handling of the data, and s/he has the right to transfer data from one system to another. The registered person has the right to withdraw his/her consent to the handling of his/her personal data at any time. In addition, the registered person has the right to file a complaint with the supervisory authority. The contact person concerning the rights of the registered person is the person in charge of data protection, whose contact details are in section 5 of this statement.

## **15. Automatic decision-making and profiling**

Not in use.