Privacy Policy

This Privacy Policy is based on the General Data Protection Regulation (The “GDPR”) of the European Union (2016/679, later GDPR) and the Personal Data Act (523/1999).

1. Name of the Register

SIMHE-Metropolia Customer Register

2. Registrar

Name: Metropolia University of Applied Sciences Ltd.
Business ID: 2094551-1

2.1 The Person in Charge of the Registrar

Name: Riitta Konkola
Role: President - CEO

2.2 The Person in Charge of the Register

Name: Heidi Stenberg
Role: Project Manager

2.3 Contact Information of the Contact Person of the Register

Name: Heidi Stenberg
Role: Project Manager
Address: Bulevardi 31, FI-00100 Helsinki
E-mail: firstname.lastname@metropolia.fi
Tel.: +358 40 535 3388

2.4 Contact Information of the Data Protection Officer

Name: N.N.
Address: Metropolia University of Applied Sciences Ltd., PO Box 4000, FI-00079 METROPOLIA
E-mail: tietosuojavastaava@metropolia.fi

3. The Processed Personal Data Groups and the Storage of the Personal Data

The register includes the following personal data of the customer (applicable):
- date of using the service
- e-mail address
- form of guidance
- has the customer participated to the services of SIMHE-Metropolia or another unit's SIMHE-services before
- starting year of the use of the services
- organization where the guidance has been carried out
- gender
- nationality
- age (accuracy 10 years)
- mother tongue
- home municipality
- length of residency in Finland
- level of education (highest degree completed)
- field of previous studies/degree
- the stage of completion of studies
- current work/study status at the time of guidance meeting
- information concerning where the customer has been forwarded to

Information, which includes the e-mail of the customer, will be stored during the operation of SIMHE-Metropolia, and will be destroyed right after the closing of the operation. Information, which does not include the customer’s e-mail address, can be stored after the closing of the operation.

3.1 The Purpose of the Processing of the Personal Data and the Legal Basis of the Processing

SIMHE-Metropolia applies the register in the purpose of SIMHE-Metropolia customer service and compilation of statistics. The purpose of the processing of data is founded on the GDPR article 6a, the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

4. Regular Destinations of Disclosed Data

The data of the customer is collected during customer service in writing e.g. via e-mail, or viva voce e.g. during a guidance meeting.

5. The Recipient or Recipient Groups and Regular Transfers

The data of the customer register, from where the customer can be identified or recognized, will not be transferred to authorities outside SIMHE-Metropolia. Data of the customer register, from where the customer cannot be identified or recognized, will be assigned to the Ministry of Education and Cultural Affairs to the purpose of compilation of statistics.

6. The Transfer of the Personal Data Outside the European Union or the European Economic Area

The data will not be transferred outside EU or EEA.

7. The Data System Used in the Processing of the Personal Data

The personal data will be stored in the information network of Metropolia.

8. The Principles of the Protection of the Personal Data Register

The network and the hardware of the system, where the register is located, is protected with a firewall and with other necessary technical actions. The personal data will be kept confidential. The usage rights of the register is limited to the personnel of SIMHE-Metropolia. The personnel are bound by the confidentiality agreement defined in the contract of employment.
9. The Rights of the Registered

THE RIGHT OF THE REGISTERED TO ACCESS INFORMATION

The registered has the right to receive a confirmation from the registrar whether or not his/her personal data is processed. The registered also has the right to gain access to the personal data concerning the registered, and the information concerning the processing of the personal data according to the GDPR.

THE RIGHT TO THE RECTIFICATION OF THE INFORMATION

The registered has the right to have the information concerning the registered rectified if faulty or imprecise, and the right to have the defective personal data corrected without undue delay.

THE RIGHT TO CANCEL CONSENT

The registered has, at all times, the right to cancel her/his consent to the processing on the personal data.

THE RIGHT FOR THE REMOVAL OF THE INFORMATION

The registered has the right to have the registrar to remove the personal data concerning the registered without undue delay, if one of the following grounds is fulfilled:

1. the personal data is no longer needed for the purposes they were gathered, or for the purposes they were otherwise processed;
2. the registered cancels his/her consent for the processing of the personal data, and there are no other legal bases for the processing;
3. the personal data has been processed against the law; or
4. the personal data must be removed to comply with a statutory commitment applicable to the registrar and based on the law of the Union or the legislation of Finland.

THE RIGHT FOR THE RESTRICTION OF THE PROCESSING

The registered has the right for the registrar to restrict the processing if one of the following applies:

1. the registered denies the accuracy of the personal data, in which case the processing will be restricted for a certain period of time, during which the registrar can verify the accuracy of the personal data;
2. the processing is against the law and the registered opposes the removal of the personal data and instead insists for the restrictions of the use of the personal data; or
3. the registrar no longer needs the personal data in question for the purpose of the processing, but the registered needs the personal data to draw up, present or defend a legal claim.

THE RIGHT TO MAKE AN APPEAL TO THE SUPERVISORY AUTHORITY

The registered has the right to make an appeal to the supervisory authority if the registered finds, that his/hers rights, which rest on the GDPR, have been violated.
THE RIGHT TO TRANSFER INFORMATION FROM A SYSTEM TO ANOTHER

The registered has the right to receive the personal data concerning him/her, which the registered has delivered to the registrar, in an outlined, generally used and machine-readable form, and has the right to transfer the information in question to another registrar insofar as the processing is based on consent and the processing will be delivered automatically.