



## Privacy notice: Turku UAS' MOI guidance and counselling services

This is a privacy notice, which is based on articles 13 and 14 of EU's General Data Protection Regulation.

### Controller

Turku University of Applied Sciences Ltd

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Telephone exchange +358 2 263 350

[kirjaamo@turkuamk.fi](mailto:kirjaamo@turkuamk.fi)

### Person in charge and contact persons

Mikko Siitonen, Head of Community and Collaboration, Community and Collaboration

Turku UAS' MOI guidance and counselling services, contact address  
[moi@turkuamk.fi](mailto:moi@turkuamk.fi)

### Contact information of the Data Protection Officer

Please contact in all data protection related matters: [tietosuoja@turkuamk.fi](mailto:tietosuoja@turkuamk.fi)

The messages sent to this address are processed by the Data Protection Officer (DPO) and a data protection specialist working with them and as their substitute.

### Purpose of processing personal data

Processing personal data in MOI guidance and counselling services, which are aimed at Turku UAS' students with a foreign background and those with a foreign background and an interest in higher education studies. MOI services include individual guidance and counselling sessions and group activities, in which personal data is collected. MOI guidance and counselling services

collect customer feedback and report on the feedback and customer statistics. To organize the MOI activities, personal data is collected with survey forms. The data collected from surveys, which cannot be directly identified, can be used in reporting and developing the MOI services.

### **Legal basis for processing personal data**

Processing personal data in terms of surveys and customer feedback is based on consent to the processing of personal data in connection with the survey. The person coming to an appointment can refuse to fill in the survey before the guidance and counselling meeting and not fill in the customer feedback survey sent to them.

In terms of group activities and individual guidance and counselling, the processing of personal data is based on an agreement on processing personal data. Without the provided personal data, the group activities or individual guidance and counselling cannot be arranged.

When a person contacts MOI guidance and counselling services via email, they give a permission to the processing of their personal data in terms of their name and email address.

### **Processed categories and storage times of personal data**

The processed personal data of Turku UAS' students includes at minimum:

- First name and last name
- Email address

In some of the functions, other collected data includes:

- Telephone number
- Type of Education
- Studies to be completed (e.g., degree)
- Finnish language skills
- Information on where the student has found out about MOI services



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The personal data of external customers includes at minimum:

- First name and last name
- Email address
- Telephone number

Other collected data includes:

- Wishes and needs for the guidance and counselling
- The language used at the guidance and counselling appointment
- Education
- Occupation
- Work experience
- Finnish language skills
- Information on where the person has found out about MOI services

In collecting feedback, direct personal data is not collected.

The personal data is stored in the higher education institution's own storage platform until the beginning of the next year, up until the annual reporting of the service.

### **Regular information sources**

Data provided by the individuals themselves. The personal data is collected with an electronic form. Data is also obtained from those participating in the activities via email and the utilized communications and collaboration platform.

The data is stored on the higher education institution's own storage platform.

### **Receivers or receiver groups of personal data**

Personal data is processed in information systems which are Turku UAS' own or with which Turku UAS has a valid agreement on processing personal data.



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The personal data is processed by the personnel of Turku UAS' MOI guidance and counselling services.

### **Essential information regarding transfer of data to third countries (outside the EU or EEA countries)**

The data is not transferred to third countries.

### **Principles of data protection**

The data is accessed only by people whose tasks require access to the data. Access to the service is limited with user IDs and user rights.

### **Data subjects' rights**

According to the General Data Protection Regulation, the data subject has the right:

- to receive information on the processing of their personal data, unless otherwise regulated by the law
- to request for access to their personal data and rectification regarding incorrect or insufficient information
- to erase their data (not applied, if the basis for processing is compliance with a legal obligation or performance of a task conducted in the public interest)
- to restrict the processing of their data
- to object to the processing of their data, if the basis for processing is general or legitimate interest
- to request the transfer of data they have submitted themselves from one controller to another, if the basis for processing is consent or agreement
- withdraw the consent they have given
- notification obligation of the controller on the rectification/erasure/restricting of processing of personal data
- not to be subject to automated decision-making (the data subject may allow automated decision-making by their consent)

Data subjects may exercise their rights by contacting the contact person mentioned in the privacy notice or the Data Protection Officer. More information on data subjects' rights is provided by the contact person and/or Data Protection Officer.

If processing the data does not require identifying the data subject without additional information or the controller cannot recognize the data subject, the right to inspection, rectification, data erasure, restriction of processing, obligation to report and transmittal is not applied.

You have the right to file a complaint with the Data Protection Ombudsman's office, if you consider that valid data protection legislation has been breached in processing your personal data. The contact details of the DPO can be found in the beginning of the privacy notice. All requests are processed on a case-by-case basis.