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PRESENTATION AND MEETING PROCEDURES AT THE UNIVERSITY OF HELSINKI

Finnish-language version approved by the Board of the University of Helsinki on 27 January 2010.

The Board of the University of Helsinki has made the following amendments and additions to the Finnish-language version of these Procedures

June 16, 2021 section 6.4. added and numbering of sections amended correspondingly; sections 2, 2.1, 3.1, 5.1, 6.1, 6.2, 6.5 and 9.2 amended; to take effect on August 1, 2021.

1 AIM AND SCOPE

The purpose of uniform administrative procedures, including presentation and meeting procedures, is to promote good administration, transparency and legal protection at the University of Helsinki.

The preparation and presentation of decisions as well as meeting and decision-making procedures are governed by several acts and decrees, the Regulations of the University of Helsinki and other equivalent internal regulations, which have been adopted as legal provisions regulating all presentation and meeting procedures as well as decision-making. This decision of the Board of the University of Helsinki outlines the main features of the most important binding provisions. In practice, however, the original text of these provisions should always be consulted.

In addition to observing binding legal provisions in its presentation and meeting procedures, the University of Helsinki also applies this Board decision to meetings of the University's administrative organs and to preparation, presentation and decision-making procedures.

2 USE OF THE PRESENTATION PROCEDURE

Section 18 of the Regulations of the University of Helsinki stipulates that the chancellor, the rector, the vice-rectors, the director of administration, the directors of sectors, the deans, the directors of independent institutes and the chairs of the boards of independent institutes shall base their decisions on presentation. The presentation procedure shall also be used in the decision-making processes of the University Board and the Academic Appeals Board as well as the faculty councils and the boards of independent institutes.

If a matter is brought for discussion because the administrative organ is being consulted or the organ wishes to discuss the matter for other reasons, no presentation procedure shall be employed. In addition, the presentation procedure shall not be used in the



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grading of studies. However, in the case of decisions on appeals regarding the grading of studies, administrative organs shall base their decisions on presentation.

If a body established by a faculty decides on student admissions and initial appeals on admissions, the presentation procedure shall not be used. In contrast, if the faculty council discusses an appeal against student admissions, its decision shall be based on presentation.

2.1 Serving as a presenting official

The person whose duties include preparing a matter for presentation shall act as the presenting official. If necessary, the rules of procedure may include detailed regulations on serving as a presenting official.

The distribution of duties between presenting officials need not be confirmed, but if necessary, the chancellor, the rector, the dean, the director of an independent institute or the director of administration may confirm the distribution of duties by a decision or, in unclear cases, may determine who shall present the matter.

3 DUTIES AND RESPONSIBILITIES OF PRESENTING OFFICIALS

3.1 Duties of presenting officials

Presenting officials ensure that matters are appropriately prepared and presented to the administrative organ or official with the power-of-decision in the matter. Presenting officials must perform their duties with due diligence and without delay. Administrative organs may also establish the working groups and committees necessary to prepare matters. Presenting officials may participate in the work of such groups or committees as preparing officials or members.

Presenting officials must ensure that matters are brought for decision without delay and that matters to be decided within an allotted time are decided before the deadline. Presenting officials must present all matters assigned to them. They must bring matters for consideration when they are ready to be decided upon. Members of administrative organs or relevant parties can contact the chair of the administrative organ in question if the presentation of a matter has been unduly delayed. In such cases, the chair or, ultimately, the administrative organ itself must set a meeting for the presentation of the matter.

For the purpose of decision-making, presenting officials must establish the provisions, regulations and material relevant to the matter (including the University's strategic plan and policy programmes). They must also determine the effects of a decision on the organisation, the staff and the finances, and obtain all necessary reports and expert assessments. If necessary, experts may also be heard in person at the relevant meeting. In addition, presenting officials must ensure that the relevant parties are heard in writing or in person, if required, and that the provisions and agreements on cooperation between the University and its staff have been followed at the preparation stage.



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Presenting officials must consider the obligations arising from the Act on Equality between Women and Men (609/1986), such as the prohibition of discrimination and the duty to promote equality between women and men purposefully and systematically. Administrative organs, committees or working groups must comprise an equitable proportion of both women and men, unless there are special reasons for not doing so. Presenting officials must also comply with the provisions of the Non-Discrimination Act (1325/2014).

The Act on the Openness of Government Activities (621/1999) applies to University operations. Presenting officials must provide necessary information on their preparatory work to those who request such information. They must also provide information about the preparatory stage, the expected timetable of the decision-making as well as other general issues. Information about preparatory documents can be provided to those who request it unless a separate provision stipulates that the information is secret or confidential. Documents drafted outside the University are usually public once the University has received them, but any confidential information contained in them (such as health-related information) cannot be disclosed to third parties.

Presenting officials must perform duties related not only to presentation and decision-making, but also to implementation, such as signing decision documents, communicating about decisions and providing information about public documents.

3.2 Responsibilities of presenting officials

Presenting officials are responsible for the appropriate preparatory work and the content of their presentation. They are entitled and obliged to propose decisions independently. Presenting officials are not bound by the opinion of their supervisor, the chair, the appointment committee or other persons or bodies.

Presenting officials are legally responsible for ensuring that

- The preparation complies with the law and is materially sufficient
- Time limits are enforced
 - The proposed decision and the decision itself are correct in content
- The decision is correctly implemented
- The decision is monitored and supervised

Presenting officials are also responsible for decisions based on their presentation. They can be exempted from this responsibility only by having their dissent recorded.

If a presenting official's proposal differs from the decision made, the presenting official is entitled to have their dissent recorded in the meeting minutes or the deposit copies of the documents. Presenting officials must announce their dissent as soon as the decision has been made and must deliver a precise, signed formulation no later than the day after the presentation to the meeting secretary or the person who made the decision. The person who resolved the matter or the chair of the meeting must confirm the dissenting opinion after ascertaining that it corresponds to the formulation provided.



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4 DUTIES AND RESPONSIBILITIES OF MEMBERS OF ADMINISTRATIVE ORGANS

Members of administrative organs must attend the meetings of those organs unless they are disqualified under the law or can be excused for another acceptable reason (illness, work-related travel, etc.). If a member of an administrative organ is unable to attend a meeting, they must report the reason well enough in advance. Each administrative organ decides how deputy members are to be invited to meetings in the event of the absence of a member. Members of administrative organs hold elected positions and are responsible for the decisions they make in that capacity. This responsibility may involve criminal liability or liability for damages.

Members of administrative organs must carefully scrutinise the matters considered. If a matter has been inadequately prepared or a member is aware of other perspectives or facts that influence the decision, they should contact the presenting official before the meeting. Similarly, proposals for minor corrections to the text of statements, plans and similar documents should be delivered directly to the presenting official before the matter is considered.

Administrative organs must consider all matters that fall within their authority if proceedings have been initiated. The Universities Act and various regulations of the University of Helsinki primarily govern the authority of the University's administrative organs.

Members of administrative organs must participate in decision-making and cannot abstain from stating their opinion on the matters considered (e.g., by casting a blank vote). If several proposals have been submitted on a matter, members must participate in at least one vote on the matter.

Members of administrative organs are responsible for decisions that they have supported. Members of administrative organs who have voted against a decision that wins the vote are exempt from responsibility. In such cases, they need not record their dissent in the minutes so as to be exempt from responsibility. However, should a member wish to record their dissent, this must be done at the meeting immediately after the decision has been made, and the member must also outline the reasons for their view. A signed dissenting opinion must be submitted to the meeting secretary no later than the day after the meeting. The chair of the meeting must confirm the dissenting opinion after ascertaining that it corresponds to the outline provided.

5 DISQUALIFICATION

5.1 Grounds for disqualification

Being disqualified means that a person participating in the relevant proceedings is related to the parties involved or the matter itself in such a manner that may compromise the impartiality of the person concerned.

The grounds for disqualification are listed under section 28 of the Administrative Procedure Act and apply to all persons involved in the proceedings (e.g., the chair, the presenting official, and the members, deputy members and secretary of administrative organs).



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Persons involved in the proceedings shall be disqualified

- 1) if they or a person close to them are parties to the matter;
they cannot participate in the proceedings if the matter directly concerns their or a close person's rights, benefits or obligations (e.g., applicants for funding or positions);
- 2) if they or a person close to them serves as counsel for or represents a party or a person who can be expected to experience a particular gain or loss from the decision on the matter;
- 3) if they or a person close to them can be expected to experience a particular gain or loss from the decision on the matter,
such as membership in an association or ownership of a company's shares;
- 4) if they are employed by, or are in a pertinent commission relationship to, a party or a person who can be expected to experience a particular gain or loss from the decision on the matter;
- 5) if they or a person close to them are a member of the board, supervisory board or a comparable body, or is the managing director or holds an equivalent position, in a corporation, foundation, unincorporated government enterprise or public body which is a party to or can be expected to experience a particular gain or loss from the decision on the matter;
- 6) if they or a person close to them are a member of the board or a corresponding organ of an agency or public body and the matter in question relates to the guidance or supervision of the agency or public body; or
- 7) if confidence in their impartiality is compromised for another particular reason, such as
 - particularly close cooperation with an applicant, appellant or other party in the matter
 - an intense friendship or contentious relationship with an applicant, appellant or other party in the matter.

Participation in the multiple stages of proceedings in the same matter does not usually constitute grounds for disqualification in an internal administrative matter.

A close person refers to a spouse, a child, grandchild, sibling, parent or grandparent, or a person who is otherwise particularly close to the person concerned, or to the spouse of any of these. In items 1, 2 and 4, a close person also refers to a sibling of a parent or the spouse of such a sibling, a child of a sibling, or a former spouse of the person concerned; or to a child, grandchild, sibling, parent or grandparent of the spouse of the person concerned, or a child of a sibling of the spouse of the person concerned.

A corresponding step-relative is also considered to be a close person. The term 'spouse' refers to a marriage partner or a person living in marriage-like circumstances or in a registered partnership with the person concerned.

By virtue of the limitations set by section 30, subsection 1 of the Universities Act, the provisions of items 5 and 6 are applied to corporations belonging to the University and the University Group only in matters involving a conflict of interest between the University and the corporation or when fair treatment of the matter so requires.

5.2. Decision on disqualification



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The determination of disqualification depends on the date on which the matter is considered. The extent of the interest involved or the nature of the matter is irrelevant; rather, the relevant issue is how the matter appears to an outsider.

Disqualification issues must be decided without delay. Typically, disqualification proceedings are initiated by the person involved. Presenting officials, for example, should disqualify themselves if necessary. The parties involved in considering a matter must always disclose factors that may cause disqualification, even when such factors are not generally known.

However, the decision to disqualify members or presenting officials of a multi-member body must be made by that body, not by the member or presenting official in question. If a disqualified person does not declare themselves as disqualified, any other person aware of grounds for disqualification must raise the matter.

When a multi-member body considers the disqualification of a member or presenting official, that person cannot participate in the related discussion, but they must be heard before the matter is decided.

Decisions on disqualification shall not be separately open to a rectification request or appeal.

5.3 Impact of disqualification

Disqualified persons cannot participate in the consideration of a matter (e.g., its preparation) or be present during such consideration. Consideration refers to all activities that may in some way affect the content of the decision on the matter. An alternate qualified person shall be assigned or invited without delay to replace the disqualified person.

If a disqualified person has participated in the consideration of an administrative matter, the decision has been incorrectly made and can be repealed through an appeal.

The participation of a disqualified person in the consideration of an administrative matter also constitutes a procedural error, as referred to in the Administrative Procedure Act, which stipulates that a decision involving a procedural error can be annulled and the administrative organ can make a new decision on the matter (Administrative Procedure Act, section 50).

6 MEETING PROCEDURES

6.1 Participants in meetings

Meetings of the University's administrative organs are not public (Administrative Procedure Act, section 24). Similarly, statements made by members of administrative organs at meetings cannot be made public, unless they have been submitted for entry into the minutes. Meetings of administrative organs can be attended by their members, the secretary and persons assigned to present matters. Administrative organs can decide on the right of deputy members to attend meetings, and administrative organs



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or their chair can decide on the hearing of experts. However, an attending deputy member cannot participate in discussion or decision-making when the actual member is present.

The rector has the right to be present and speak at the meetings of all the bodies of the University (Universities Act, section 17, subsection 4).

6.2 Language of administration and language of meetings

The language of administration at the University of Helsinki is Finnish, with the exception of the Swedish School of Science, where Swedish is the language of administration. Everyone has the right to use either Finnish or Swedish in matters concerning them and to obtain official documents in the language they use (Universities Act, section 35).

A member of an administrative organ may use Finnish or Swedish at a meeting of the administrative organ. Another language may also be used at meetings, if the use of a foreign language is appropriate (Regulations of the University of Helsinki, section 16).

6.3 Invitation to a meeting

A multi-member administrative organ shall convene when the chair or, in the case of their absence, the vice-chair deems it necessary. The chair or the vice-chair shall convene an administrative organ also if at least one-third of the members requests that a meeting be organised to handle a specific matter (Regulations of the University of Helsinki, section 16).

Invitations to a meeting of an administrative organ shall be delivered by sending the members an agenda with information about the time and place of the meeting as well as the members, deputy members and presenting officials. The invitation shall indicate the matters to be discussed. An administrative organ may, by a unanimous decision of the members present, take an urgent matter under discussion even if it was not mentioned in the invitation to the meeting.

An invitation must be sent to the members in good time so that it is available to them at least two weekdays before the meeting. An invitation can also be made available to members by posting the agenda for viewing in an information network by the deadline. Invitations must always be delivered to members, deputy members and presenting officials of administrative organs. Each administrative organ decides on the sending of appendices and on the format and method of delivering the meeting invitation.

6.4 Formats of meetings

Matters under the authority of an administrative organ can be discussed in a physical meeting (on-site meeting) or in a digital environment approved by the University (remote meeting) or by email or an equivalent electronic communication channel during a specifically scheduled time (email meeting).



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Administrative organs will define principles for the formats of meetings to be held during its term, and, when necessary, the chair will decide the format of an individual meeting. Email meetings may only be held for special reasons to handle urgent matters that do not require a significant amount of discretion. For special reasons, the chair may permit a member of an administrative organ to participate in an on-site meeting through a remote connection.

6.5 The agenda and the memorandum

Matters discussed at meetings must be indicated on the agenda or a combined agenda prepared in advance. In addition to specifying the matters to be discussed (title and item number), the agenda must always indicate the name and contact details of the presenting official and, as decided by the administrative organ in question, a brief description of the matter, a list of the appendices to the agenda and the presenting official's proposal on the matter. The agenda must also indicate if the presenting official holds other documents related to the matter which are not appended to the agenda (e.g., documents related to a cooperation procedure). Members and deputy members of administrative organs can access these documents by contacting the presenting official.

If required, the presenting official must prepare a memorandum on the matter considered. This memorandum must be brief, clear and logical. It must be dated and indicate the name of the person who prepared it. If more than one memorandum or other appendices are prepared, they must be itemised and numbered, or otherwise itemised, and accordingly indicated in the agenda.

If a document or part of it is confidential or secret, this part should be placed in a separate appendix. The agenda must also indicate if a matter, a document or information is confidential or secret, and must specify the provision on which the confidentiality or secrecy is based.

Presenting officials can also present matters to the person with decision-making powers by submitting a signed document to that person for decision-making.

6.6 Consulting an administrative organ

If an administrative organ is consulted on a matter, the organ must discuss the matter and state its view and, if necessary, provide instructions before decision-making. The presentation procedure is not used when an administrative organ is consulted.

6.7 Declaration of a quorum

Meetings of administrative organs begin with the declaration of a quorum. An administrative organ of the University shall be quorate when at least half of its members, including the chair of the meeting, are present (Regulations of the University of Helsinki, section 17).

Only those members or deputy members who have completed equivalent studies or been appointed as professors can participate in grading studies. When grading studies, an administrative organ shall be quorate when a minimum of four members, who have completed equivalent studies, are present in addition to the chair. Should the



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administrative organ not have an adequate number of members entitled to participate in the decision-making, the dean shall appoint the necessary number of additional members with the required qualifications for the term of the administrative organ (Regulations of the University of Helsinki, section 17). The additional members may participate only in decisions on the grading of studies.

6.8 Rules of procedure and examination of the minutes

After the meeting has been opened and a quorum has been declared, the meeting will confirm the rules of procedure. The agenda and its amendments (e.g., the addition of items to and removal of others from the agenda) will be confirmed as the meeting's rules of procedure.

Before proceeding to the actual agenda, the administrative organ must decide on the examination of the meeting minutes. If the minutes will not be examined in a subsequent meeting, two persons must be selected to examine the minutes. An administrative organ may also decide to examine the minutes in another way. The examiners must be present throughout the meeting. If an examiner must leave the meeting, they must be replaced.

6.9 Consideration of matters and proposals for decision

The chair will read the title of the matter to be considered or otherwise briefly inform the participants of the matter.

After the chair has opened the matter for consideration, they will give the floor to the presenting official or the chair of an appointment committee, a relevant expert or another person responsible for preparing the matter. If the matter is of a limited scope or otherwise straightforward (e.g., supplementation of administrative organs or other routine matters), these presenting statements need not be made. However, the presenting official is always entitled to address the meeting before the discussion is opened. The presenting official must inform the meeting participants of what has happened after the preparation, present the material made available at the meeting and explain other relevant issues.

After the presenting official's or expert's statements, the chair will open the matter for discussion. Participants can speak in the order in which they request the floor. Once everyone who has requested to speak has done so, or no one has requested the floor, the chair will conclude the discussion.

The chair will then summarise and, if necessary, revise the proposed decisions and note whether the proposals have been seconded. The proposed decision of the presenting official will be recorded on the agenda. If the proposal is long, it can be included in a presenting memorandum or otherwise appended to the agenda. In such cases, the agenda must mention the proposed decision (e.g., "the plan included in the appendix shall be approved"). The proposed decision must specify whether the matter is to be definitively resolved, a proposal is to be made or a statement is to be issued, and must indicate to whom the proposal or statement is to be provided.



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The presenting official's proposal can differ from that of the working group or committee that prepared the matter. In such cases, the group's or committee's proposal and report or memorandum must be included in the meeting material, unless they are presented in the presenting official's memorandum.

6.10 Shelving a matter

A matter can be shelved at the first discussion with the support of at least one-third of the members of the administrative organ present at the meeting.

At the second and subsequent discussions of the matter, the majority of those present decide on shelving. When deciding to shelve a matter, the meeting should also decide, if possible, when the matter will be reconsidered.

The chair or the presenting official may shelve a matter if its preparation is ongoing or otherwise clearly deficient, or if other circumstances prevent a decision on the matter.

6.11 Minutes

The meeting minutes of multi-member administrative organs are based on a combined agenda. Meeting participants and the decisions in which each member has participated must be indicated at the beginning of the combined agenda. Minutes of decisions are to be kept at meetings of the University's administrative organs. In matters under discussion, the content of the discussion is not recorded in the minutes, but decisions on measures based on the discussion or principles outlined for further planning can be recorded as decisions.

Ballots held at meetings must be recorded in the minutes. The minutes must be accompanied by a voting list that indicates how the members of the administrative organ voted.

The minutes must also specify if a matter, a document or information is confidential or secret and the provision on which the confidentiality or secrecy is based.

The meeting minutes must be signed by the chair and the secretary as well as presenting officials in the case of matters they have presented. Documents prepared regarding the decisions must be signed by the chair of the meeting and the presenting official, or by the presenting official alone. If a matter has been decided without presentation, the chair and the preparing official or the secretary of the meeting must sign the document. The person keeping minutes/the secretary can issue extracts of the minutes.

Documents must be dated with the actual date of the meeting. If a decision can be appealed, the document concerning the decision must be accompanied by instructions for appeal. If a decision cannot be appealed, this information and the grounds for it must be indicated in the document. (For information about appeals, please see Chapter 10 of the Universities Act.)



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7 DECISIONS OF ADMINISTRATIVE ORGANS

7.1 Unanimous decision

The decision proposed by the presenting official is unanimously accepted if no other proposal is made during the discussion on the matter. If all members attending the meeting support an amendment, it will be adopted as a unanimous decision. Grounds for amendments must be provided and recorded in the minutes together with the decision made.

7.2 Voting

In the event of a disagreement, multi-member administrative organs shall decide matters other than those related to elections by majority vote. The motion seconded by the chair shall win if the votes are equally distributed. However, if the votes are equally distributed in a vote on a disciplinary matter concerning a student, the more lenient opinion shall be the decision (Universities Act, section 29).

The chair first summarises the amendments proposed during the discussion and the support given to them. The chair must then make a proposal to the meeting on the order of voting. After the order of voting has been decided, the administrative organ can also decide on the method of voting, which must be transparent (e.g., show of hands, roll call, open ballot), with the exception of elections. Administrative organs decide on voting-related issues before deciding on the main matter.

7.2.1 Regular voting procedure

The presenting official's proposal is always the main proposal even if it has not been seconded. Of the other proposals made, only those that are seconded can be put to the ballot.

If a proposal to postpone the matter has been made during the discussion and this proposal has been seconded, the first issue to be decided is whether to shelve the matter, return it for a new preparation procedure or consider it immediately.

Proposed decisions must be formulated so that participants can vote yes or no, or the proposals must be named for voting. Usually, the first vote is held between the two proposals that differ the most from each other. A second ballot is then held between the proposal that won the first vote and the proposal that differs the most from it. Voting will continue in this fashion until all of the proposals have been put to a vote. If the decision is based on presentation, the presenting official's proposal must be included in the final vote. However, if one of the proposed decisions entails rejecting the matter entirely, that decision must always be included in the final vote. The proposal that wins the final vote will be the decision of the administrative organ.

7.2.2 Declaring the voting results

A voting list must be maintained for all ballots to record the proposal supported by each member. At the end of voting, the chair must declare the voting results and the decision of the administrative organ. Those who participated in the ballot can have a written



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statement recorded in the minutes to explain their opinion on the matter as presented in the discussion and briefly describe the grounds for their opinion.

The chair and the secretary of the meeting are responsible for entering the necessary information on voting in the meeting minutes of an administrative organ.

7.3 Handling electoral matters

When one person is selected to an administrative organ, the ballot shall be conducted as a majority vote. In the case that none of the candidates receives more than half of the votes, a new ballot shall be conducted between the two candidates with the most votes. Where more than one person are to be selected to an administrative body, the ballot shall be conducted as a proportional vote. If the votes are equally distributed, the outcome of both the majority vote and the proportional vote is resolved by lot (Universities Act, section 29).

In a proportional vote, each member of the administrative organ shall cast their vote for as many candidates as will be elected. The candidate selected first by the voter shall receive one vote and the remaining candidates shall receive a share of one vote corresponding to their ranking.

7.4 Form and content of decisions

The Administrative Procedure Act stipulates that administrative decisions on administrative matters must be provided in writing. Section 44 of the said Act states that the written decision shall clearly indicate:

- 1) the authority that made the decision and the date on which it was made;
- 2) the parties whom the decision immediately concerns;
- 3) the reasons for the decision and specific information about what a party is entitled or obliged to do or how the matter was otherwise decided; and
- 4) the name and contact details of the person from whom a party may request further information on the decision, if necessary.

7.4.1 Statement of reasons

Section 45 of the Administrative Procedure Act stipulates that the reasons for a decision shall be stated. The statement of reasons shall indicate the circumstances and evidence that effected the decision as well as the provisions applied. The statement of reasons must be sufficiently clear and detailed. Referring to the legal provision applied does not constitute a sufficient statement of reasons.

8 IMPLEMENTATION OF DECISIONS

Decisions by administrative organs or persons shall be implemented with a notification and, if necessary, through a separate implementation measure.

Decision-making units can separately order or agree on measures for implementing decisions. Persons thus assigned must see to the implementation once the presenting



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official has ensured that the decision has been recorded in the minutes and that a document has been prepared for notification or implementation.

If no one has been assigned to implement a decision or a group of decisions, the presenting official must ensure the implementation.

9 COMMUNICATION

9.1 Responsibility for communication

University units must keep a list of the matters considered and decided, and must ensure that the public can easily find documents and information about matters under consideration.

Presenting officials are responsible for communicating appropriately about the decisions of administrative organs.

They must also ensure that no information about confidential documents is disclosed to third parties and, if necessary, that the parties in a matter are informed of the content of documents related to decisions before the documents are published.

In addition, presenting officials must ensure that the personal data included in documents are processed according to the Personal Data Act.

Presenting or preparing officials must supervise the processing, preservation and archiving of documents, as required by the relevant provisions, regulations and instructions.

9.2 Confidentiality and processing of personal data

The Act on the Openness of Government Activities (621/1999) provides for the publicity and secrecy of documents. The EU's General Data Protection Regulation (2016/679) and the Finnish Data Protection Act (1050/2018) provide for the processing of personal data.

Public documents may contain confidential or secret information. Section 24 of the Act on the Openness of Government Activities includes a list of secret documents at universities. Documents may be entirely secret or may contain confidential or secret information (e.g., health-related information and business secrets), in which case the document is public apart from the confidential or secret information.

Parties are entitled to receive information about secret documents if they have or may have influenced the consideration of a matter pertaining to them. A party refers to the person whose benefit, right or obligation the matter concerns.