

## DATA PROTECTION STATEMENT

General Data Protection Regulation 2016/679 of the EU, articles 13 and 14

Created on 7 June 2018

### 1 Data controller

Name: University of Helsinki (0313471-7)/Helsinki Summer School
Address: PO Box 3, 00014 University of Helsinki
Other contact details: phone +358 2941 911, summer-school@helsinki.fi

### 2 Contact person

Name: Kaisa Lainea / Admission Services/Helsinki Summer School
Address: PO Box 3, 00014 University of Helsinki
Other contact details: phone +358 2941 911, summer-school@helsinki.fi

### 3 Name of data file

Student register of Helsinki Summer School (HSS)
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### 4 Purpose of processing personal data

<p>The processing of personal data on applicants and students admitted to courses given by Helsinki Summer School, which is part of Teaching and Learning Services at the University of Helsinki, in an electronic application and admission system.</p> <p>The processing of personal data is based on the consent of the data subjects.</p>
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### 5 Content of the data file

<ol style="list-style-type: none"><li>1. Last name</li><li>2. First name(s)</li><li>3. Gender</li><li>4. Nationality (or dual citizenship, if applicable)</li></ol>
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5. Date of birth (day/month/year)
6. Finnish personal identity code, if any
7. Have you previously studied at the University of Helsinki? If so, when?
8. Email
9. Address to which the diploma will be sent (no address details will be collected after summer 2018)
10. Phone number
11. Contact person in case of emergency (name, phone number, relationship)
12. Level of study
13. Official name of the institution
14. Name of the programme
15. Title of the degree to be awarded
16. First year of study
17. Estimated year of completion
18. Country in which the degree is being pursued
19. Language of study
20. Letter of motivation (course-specific), max. three course options
21. English proficiency (sufficient/not sufficient)
22. Additional information (open field)
23. How did you hear about Helsinki Summer School?
24. Selection of accommodation, if any
25. Registration for fee-based social events
26. Dietary requirements (for courses including an excursion)
27. Attachment (a copy of the passport if the person needs a letter of invitation for a visa)
28. Payment transactions (course fee as well as fees for accommodation and social events, if any)
29. Late payment reminders, if any
30. Information on course admission, cancellations and arrival at Helsinki Summer School

## 6 Regular sources of data

The data are obtained from the data subjects themselves.

## 7 Regular disclosure of data

No data will be disclosed.

## 8 Transfer of data outside the EU or EEA

No data will be transferred outside the EU.

## 9 Principles for data protection

- A. Manual data: All data are processed electronically.
- B. Computer-processed data: Personal data are stored centrally on protected servers maintained by Dream Apply in Finland and France. Dream Apply monitors the data system continuously and performs regular security testing of the system. If justified, a

limited number of HSS and Dream Apply staff can be granted access and user rights to personal data. External parties cannot access the data.

## 10 Right of verification

Everyone is entitled to verify what data about them has been saved in the system. Verification requests should be sent to contact person Kaisa Lainea at [summer-school@helsinki.fi](mailto:summer-school@helsinki.fi).

## 11 Right of rectification

Data subjects are entitled to request the rectification of any erroneous personal data. Rectification requests should be sent to contact person Kaisa Lainea at [summer-school@helsinki.fi](mailto:summer-school@helsinki.fi).

## 12 Other rights related to the processing of personal data

### Right to withdraw consent

Data subjects are entitled to withdraw their consent. Notices of withdrawing consent should be sent to contact person Kaisa Lainea at [summer-school@helsinki.fi](mailto:summer-school@helsinki.fi).

### Right to delete data

Data subjects are entitled to request the deletion of their personal data if they withdraw their consent for the processing of data, and there is no other legal ground for the processing. Data subjects can request the erasure of their data by accessing their application account in the Dream Apply system or by sending the request to contact person Kaisa Lainea at [summer-school@helsinki.fi](mailto:summer-school@helsinki.fi).

### Right of appeal

Data subjects are entitled to lodge an appeal with the office of the data protection ombudsman if you deem that the valid data protection legislation has been violated in the processing of your personal data.

### Contact details

Office of the Data Protection Ombudsman  
Street address: Ratapihantie 9, 6<sup>th</sup> floor, 00520 Helsinki  
Postal address: PO Box 800, 00521 Helsinki  
Phone (switchboard): +358 29 566 6700  
Fax: +358 29 566 6735  
Email: [tietosuoja\(at\)om.fi](mailto:tietosuoja(at)om.fi)