

**Registrar:**

The Student Union of Haaga-Helia - Helga (Business ID: 2075366-7), helga.fi

**Contact Person in Matters Relating to the Register:**

Anna Laurila  
toiminnanjohtaja@helga.fi  
+358 45 850 4280

**Data protection officer:**

tietosuoja@helga.fi

**Name of the registry:**

Pick up-registry

**Purpose for processing personal data:**

Student Union of Haaga-Helia maintains register about the new incoming exchange students. The data extradition to the ESN Helga head tutor and Helga's employee, who coordinates exchange tutors about the pick up process.

When applying, the student has approved the processing of the data.

**Register information content:**

Student's name (also former), email address, home campus at Haaga-Helia, the day of arrival, approval use the Helga pick up services, personal mobile number, other phone number, other information

**Data storage period:**

Information will be saved for max. 6 months from the pick up.

**Regularly used information sources:**

The students give their information with an online form.

**Regular disclosure of data:**

Information may be disclosed to the Haaga-Helia's international services and Helga's internal use.

**Transfer of data outside the EU or EEA:**

Information will not be released or transferred outside the EU or the European Economic Area (EEA). Some data is processed in Google's cloud services, so data may be migrated to the EU / EEA area outside. Google is part of Privacy Shield.

### **Principles of registry protection:**

The registry is digital.

Only the student union's designated employees and those in a position of trust, and the employees and trusted persons of organisations contracted by the student union, or associated with it, will have the right to use the member registry.

Other necessary organisational security methods are also employed.

### **Checking and updating of data:**

The registrar rectifies, removes or supplements any unauthorized, unnecessary, defective or obsolete personal data contained in the register for the purpose of processing on its own initiative or at the request of a registered person. The data subject should contact the person in charge of the registry to correct the information.

When specifically requested, the registered person has the opportunity to access the data stored in the register.

### **Other rights concerning the processing of personal data:**

The student has the right to transparency about the processing of personal data, to be forgotten, to transfer data from the system to another, to limit or forbid the processing of information and to submit a complaint to the supervisory authority.

Because registrars have a statutory obligation to maintain a list of members, this means that forbidding the processing of information, or "becoming forgotten", is in practice resignation from pick up. However, the student may also forbid the processing of part of his/her data. Additionally, part of the information is mandatory for the pick up service.

### **Supervisory authority's contact information:**

Office of the Data Protection Ombudsman  
Visiting address: Ratapihantie 9, 6th floor FI-00520 Helsinki  
Postal address: P.O. Box 800, FI-00521 Helsinki  
Switchboard: +358 (0)29 56 66700  
E-mail: tietosuoja(at)om.fi