

# Privacy Policy

## Member and Student Active Registry

### Registrars

Name	Business ID	Website
Arcada studerandekår - ASK	2000708-2	asken.fi
The Student Union of Diaconia University of Applied Sciences O'Diako	2034849-3	odiako.fi
The Student Union of Haaga-Helia – Helga	2075366-7	helga.fi
The Student Union of Humak University of Applied Sciences – HUMAKO	2040777-2	humako.net
The Student Union of Laurea University of Applied Sciences Laureaamko	2067397-4	laureamko.fi
The Student Union of Metropolia University of Applied Sciences METKA	2165831-1	metkaweb.fi
The Student Union of the Turku University of Applied Sciences – TUO	2045784-1	opiskelijakunta.net
The Student Union of JAMK University of Applied Sciences JAMKO	2038383-8	jamko.fi

### Contact Persons in Matters Relating to the Registry

Suvi Torikka  
suvi.torikka@humako.net  
044 257 8884

Janne Levänen  
janne.levanen@metkaweb.fi  
050 350 1603

OR

tietosuoja@helga.fi

## Name of the registry

Member and Student Active Registry

## Purpose for processing personal data

### Member Registry

The joint member registry forms “a list of members of the association” within the meaning of section 11 of the Associations Act (503/1989). In addition, the registry functions as the CRM system of the student unions’ joint online shop.

The student is asked to agree to the processing of their data when they are becoming a member.

The data is used for managing and developing member and customer relationships. It can be used for:

- communication purposes
- advertising purposes and direct marketing, if the student has not denied it
- Zone Sport Services’ needs, if the student uses them.

The registry is used for creating an electoral registry for the student union’s representatives council election. The register is used for checking a student’s eligibility for roles in which student union’s membership is required.

The data can be used for directed marketing and personalized customer service.

The data can be used for research and statistics.

### Student Active Registry

The Student Active Registry contains data collected from the student union’s student actives:

- student representatives in the university of applied sciences
- student union board members
- student parliament / representative council members and deputies
- other student actives or
- applicants for all positions above.

The data is used for:

- communication between the student union and the active,
- informing,
- developing operations and sending invitations to training and events.

- studification
- organizing training for the position and events and
- other possible necessary purposes for working in the position.

By the student active's request, a certificate of participating in the student union's operations can be composed based on the data.

The data can be used for research and statistics. Other purposes are listed below, based on the student active role.

### **Student representatives**

Based on the Universities of Applied Sciences Act (932/2014) section 41, student unions have a responsibility to nominate student representatives to the certain administrative bodies of the university of applied sciences. When the representatives have been nominated, the student union uses the data to train them, coordinate operations, organize meetings and communicate with them.

### **Representatives council and executive board**

Based on the Universities of Applied Sciences Act (932/2014) section 41, the student union's decision-making power is vested in its executive board and representatives council. These representatives' data is needed and used for organizing the decision-making processes based on the democratic principles and student union's rules and other administrative documents.

Student parliament candidates' data is used to organize the representatives council election.

### **Other student actives**

The data collected from other student actives is used for internal communication and coordinating operations. The registry includes data of the student active's degree programme and main campus.

The students are asked a permission for handling their data when applying or signing up for the student active position.

## **Data content**

### **Member Registry**

- Name
- Personal identity code
- Date of birth

- Address
- Place of domicile
- Student ID
- National student number
- Email
- Phone
- University of Applied Sciences
- Campus
- Degree programme
- Start and end dates of studies
- Study entitlement status
- Semester registration status
- Type of study entitlement
- Classification of study entitlement
- Membership period
- Start and end dates of membership
- Status of membership
- Membership renewal date
- Joining channel
- Payment date
- Payment method
- Language
- Sticker status
- Card type
- Permission for marketing
- Online shop order and purchase history
- System records

### **Student Active Registry**

- Name
- Position / role
- Student Union
- Application time
- Application status
- Email
- Date of birth
- Student number
- Phone number
- Campus
- Degree Programme
- Other information given in the application or sign up form
- System records

## Data storage time

### Member Registry

The data is stored for 13 months from the end date of the latest membership.

### Student Active Registry

If a student's application for a student active role is rejected, their data is stored until the end of the appeal period or no more than 13 months.

If the application is accepted and a student is chosen for a student active role, their data is stored while they are working in the position. After this, the data is stored until the student finishes their degree, but no more than 4 years. This is done for possible accreditation, based on the student union's respective university of applied science's guidelines.

## Regular sources of data

### Member Registry

The student provides their data by filling a digital form when becoming a member. The customer data is collected from the university of applied science's IT system and student unions' online shop, which is operated by Treanglo Oy.

For the student union METKA, student's personal data is collected from the university of applied science's student registry.

### Student Active Registry

The data for student active positions is collected using a digital form.

## Regular data disclosures

### Member Registry

The data can be disclosed for the member card and student card providers.

The membership period and status is disclosed to the online shop so that the member can purchase products for member prices. The online shop has also access to the data that the student provides them.

If a student joins a partner student association when joining the student union, their data will be disclosed to this association.

By the member's consent, their data can be disclosed as a machine-readable record for student union's partners for direct marketing purposes. The partners do not disclose this data to third parties.

### **Student Active Registry**

Student actives' data is disclosed to the university of applied sciences and to the other possible bodies for which the student union nominates representatives.

During the nomination, the data can be handled also by those relevant student union's decision-makers that do not necessarily have access to the registry.

The public announcement of the elected student representatives is given using the student union's official channels. This is based on the election guidelines.

If the student active works in the field of guidance, their data can be disclosed to the personnel in the university of applied sciences who work in that field or to other key personnel working in the student union's interest groups.

The data can be disclosed to the university of applied sciences for studification that is demonstrated in some other manner.

The names of student actives can be published on the student union's website.

## **Data transfer out of the EU or EEA**

Data is not transferred out of the European Union or the European Economic Area.

## **Data protection principles**

The registry is electronic.

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, have the right to access the registry and use it.

The registry has various user policies. All users are only given those administration and browsing privileges for data that are necessary for their task. In addition, each user has a personal username and password, which are required when signing in.

Completing the user training and signing a user contract is required for all users before creating them a user account. Other necessary organisational security methods are also employed.

The technical protection of the registry and interfaces has been agreed with the system suppliers. The registry retains a log entry of procedures that have been carried out.

## Checking and updating data

### Member registry

The identity of the student is verified electronically when joining as a member. The student can log in with a personal user name and a password. After logging in, the student can control that their information is correct and make corrections if necessary.

### Student Active Registry

The registrar is responsible for correcting, deleting or fulfilling data, if it is incorrect, insufficient, out of date or unnecessary. This can be done by registrar's or the registered person's initiative.

If the registered person wants to do this, they should contact the contact persons listed in this document.

By request, a student can receive a personal link to all the information held about them in the registry.

## Other data subject's rights

The student can deny direct marketing.

The student has a right to:

- obtain information on the processing of their personal data
- data portability
- the erasure of their data and to be forgotten
- restrict the processing of their data
- object to the processing of their data
- make a complaint to the Data Protection Ombudsman.

The student can change their consent for handling their data at any time.

### Member registry

Due to the registrar's lawful duty to have a registry of its members, it means that if a student wants to object to the processing or of their data or wanting it erased, their membership ends. The students have a right to object partially to the processing of their data. Some data is mandatory for creating a member ID and accessing the member benefits and services it is required to.

### Student Active Registry

If the student wants to delete their data from the student active registry, it should be noted that it is possible they cannot work in their position, if the student union does not have access to their data. The student union needs the data for example for nominating student representatives, coordinating them and producing peer guidance services in the university of applied sciences.

If the data is erased, the student cannot receive ECTS for their work anymore, because there is no evidence they have been in that position.

## Data Protection Ombudsman

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