**Registrar:**

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

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

Eppu Åberg

toiminnanjohtaja@helga.fi

045 850 4280

**Data protection officer:**

Tietosuoja@helga.fi

**Name of the registry:**

Tutor-registry

**Purpose for processing personal data:**

Student Union of Haaga-Helia maintains register about the active tutors on each degree programme and each campus of Haaga-Helia UAS. The data is maintained for internal communications and **human resources.** The data is used in tutor training, the study modules of tutor activity, tutoring events and other possible actions considering the additional education endorsing tutoring.

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

In Haaga-Helia UAS the forms of tutoring are peer-, head- and exchange tutoring.

**Register information content:**

Student's name (also former), degree programme, phone number, allergies, state of health and illnesses as well as other education supporting tutor activities.

**Data storage period:**

Information will be saved for three years, so that the Registered can apply credits.

**Regularly used information sources:**

The students give their information with an online form.

**Regular disclosure of data:**

The collected data can be admitted to Haaga-Helias head of degree department, academic advisor or other stakeholder representatives dealing with tutoring, as well as Helga's internal use.

Needed parts of the gathered data is shared with to the restaurant or catering company, so that it is possible to serve a meal that fits the Registered allergies and/or special dietary.

Gathered data that is shared with the previously named facets are protected with a password.

**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 in order to act as a tutor.

**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