

Registrar:

Haaga-Helia's Student Union 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 register:

Specialist assistance -form

Purpose of processing personal data:

The personal information is used to contact the student and request additional information and provide situational information on the case being treated. Students are asked to give their consent to the processing of their data.

Information content of the register:

Name
E-mail
Office
Degree program
Telephone number

Retention period:

Data will be retained for 12 months from the completion of the form.

Regular sources of information:

The student submits his / her information on the web form.

Regular disclosures:

Information will not be disclosed.

Transfer of data outside the EU or the EEA:

The data is processed by Google's cloud services and slack, so the data may move outside the EU / EEA. Google is involved in the Privacy Shield

Registry Security Principles:

The register is electronic. Only the staff of the student union and the designated trustees shall have access to the register. Each user has their own personal username and password, which is required at login. In addition, other necessary organizational security measures are used.

To check and correct information:

The Registrar shall, on its own initiative or at the request of the data subject, rectify, delete or complete personal data contained in the Register which are inaccurate, unnecessary, incomplete or outdated for the purpose of processing. The data subject should contact the data controller of the register to correct the information. Upon explicit request, the data subject shall have access to the data stored in the register.

Other rights related to the processing of personal data:

The data subject has the right to be transparent about the processing of personal data, to be forgotten, to transfer data from one system to another, to restrict or prohibit processing and to lodge a complaint to the supervisory authority. The data subject may at any time change their consent to the processing of their data.

Contact details of the Authority:

Office of the Data Protection Officer

Visiting address: Ratapihantie 9, 6. floor. 00520 Helsinki Postal address: PL 800, 00521

Helsinki Vaihde: 029 56 66700 Sähköposti: tietosuoja(at)om