

1. Data Controller

Centria University of Applied Sciences
Talopojankatu 2, 67100 Kokkola, Finland
Phone number (00358 6) 868 0200

2. Person in charge of register and contact person

Person in charge: Mari Emmes, Head of Academic Affairs, phone number 00358447250040
Contact person: Elina Ovaskainen, main user, phone number 00358447250048

3. Contact information of Privacy Officer

Centria University of Applied Sciences, Privacy Officer, Talopojankatu 2, 67100 Kokkola, Finland
Phone number (003586) 868 0200, e-mail: tietosuojaavastaava@centria.fi

4. Name of register

Online form software Formjack (E-lomake-ohjelmisto)

5. Purpose of processing personal data and disposal schedule

With the online form software important data regarding the planning and operation of the university of applied sciences is gathered. The online form software is used for electronic service production within study administration (e.g. electronic applications for study right), but it can also be used for surveys and registrations.

The purpose of the personal data depends on the form used.

Maintaining and using the register is based on the Centria UAS degree regulations and rule of administration, as well as the legislation regarding universities of applied sciences.

The data regarding study right gathered with the online form software is updated in the Student Registry, Peppi.

The information in the study administration forms is disposed of within a year from saving the data.

6. Categories of personal data in the register

- Student information, some of which is conveyed directly from the HAKA authentication (user name, first name, last name, Centria e-mail address and student number), some provided by the students themselves
- Data on staff, conveyed directly from the HAKA authentication (user name, first name, last name, and Centria e-mail address)
- Data conveyed from the Suomi.fi authentication (first name, last name and social security number) depending on the form used
- For online payments the person is identified using the social security number
- Further information asked in the form depending on the nature of the form

In the study administration forms the data consists of the following:

- student's first and last name
- date of birth
- e-mail address
- phone number
- address information
- place of study
- name of Degree programme
- year of not registering as present (application to renew right to study)
- date of renewing the right to study (application to renew right to study)
- further information provided by the student
- attached files from the student

7. Correct sources of data

The user is identified using the HAKA authentication or the Suomi.fi authentication in the forms needing strong identification. When using the HAKA authentication, the username, first name, last name and Centria e-mail address can be conveyed. In the Suomi.fi authentication the data conveyed (first name, last name and social security number) depends on the form used.

Further information the individuals/students have provided themselves.

8. Correct disclosure of data

The data in the register is not transferred to users outside Centria University of Applied Sciences.

9. Data transfer outside the EU or the EEA countries

Data is not transferred outside the European Union or the European Economic Area.

10. Principles of register protection

Electronic materials

The online form software is used on an Internet browser with a personal user name and password. The server is situated in the data center space of Eduix Oy.

The administrative and reading rights to the online forms are given only to a limited number of staff when needed. Other users of the software get rights defined individually and the rights regarding each form are determined by the owner of the form. An individual's rights can also be extended, decreased or removed, if the person's duties change. The usage rights to the software are removed when a person moves away from the duties for which he or she was initially given the rights. An individual's usage rights are automatically removed when the employment contract or right to study end. Reports from the data base are given only to the form owner on request.

Manual materials

No manual materials.

11. Right of access

The privacy policy of the online form is visible on the public Centria web-pages.

Students or members of staff have the right to inspect the data on themselves in the register. The inspection request is directed to the person in charge of the register.

12. Right to demand correction or removal of data

The register holder must correct, remove or complete the data in the register without unjustified delay on his own initiative or on demand from the registered, if the data is incorrect, unnecessary, insufficient or old for the purposes of the form.

The correction request is directed to the person in charge of the register.