

ÅBO AKADEMI UNIVERSITY

www.abo.fi

PRIVACY NOTICE

According to the EU General Data Protection Regulation GDPR (EU 679/2016), Art. 13-14

The notice concerns:

Development, evaluation, other (events, etc.)

Consent for processing of sensitive personal data for recommended individual arrangements due to disabilities

Data controller

Åbo Akademi University

Domkyrkotorget 3

20500 Åbo

Finland

Åbo Akademi University is the personal data controller for the personal data collected and processed in the university's activities – in teaching, guidance, research, administration, and cooperation, internally and externally.

Responsible unit for the processing that is described in this document:

Centre for Lifelong Learning, Executive Administrative Office

Contact person: Christina Loo, Centre for Lifelong Learning, christina.loo@abo.fi, 06 324 7128

Data Protection Officer at Åbo Akademi University: dataskydd@abo.fi, +358 2 215 31 (switchboard)

Why do we process your personal data?

The purpose of processing personal data is to be able to offer you, as a student, the individual arrangements you are recommended if you provide a certificate of disability.

According to GDPR there must always be a legal basis for processing personal data. The legal basis for processing your personal data is:

- Legal obligation: There are laws or regulations that require Åbo Akademi University to process your personal data in its operations.
- Public interest or exercise of official authority: Åbo Akademi University has statutory tasks of public interest and the right to exercise official authority according to the Universities Act. Scientific and historical research is an example of a statutory task of public interest.

Åbo Akademi has a statutory task to provide education. It is a task of public interest. The task also implies that Åbo Akademi has the right to exercise public authority. Åbo Akademi is also obliged to comply with the Discrimination Act, among other things, by offering individual arrangements for students with disabilities.

We process the personal data based on the legal grounds of public interest or exercise of official authority (GDPR Art. 6.1 e) and legal obligation (GDPR Art. 6.1 c). We process special categories of personal data (health data) when necessary to provide individual arrangements. The health data is processed based on specific public interest (GDPR Art. 9.2 g), the Data Protection Act section 6, and the Discrimination Act.

Which personal data is processed and by whom?

We handle sensitive personal data that is indicated in the certificate of disability. Examples of such personal data that may be included in the certificate are your name, personal identification number, student number, email address, phone number, mailing address, and description of disability.

The data is primarily processed by the accessibility advisors at the Centre for Lifelong Learning. The accessibility advisor may, if necessary, disclose information about the recommended individual arrangements to specially designated personnel for the purpose of enabling the provision of individual arrangements.

From where do we collect your personal data and how is the data processed?

The personal data is collected from the individual themselves via E-lomake. The E-lomake is a tool administered by Åbo Akademi. Information collected through the E-lomake is stored on secure servers at Åbo Akademi.

The application, certificates, and recommendations for support measures are stored in the E-lomake system, and the recommendation is uploaded there when it is completed and deleted from all other locations.

We process the student's personal data only during the academic year the student takes part in open university courses. When the academic year has passed, the accessibility advisor is responsible for destroying/deleting the information.

Is your personal data transferred to a third party (outside Åbo Akademi University) for processing?

No, the personal data will not be transferred for processing outside Åbo Akademi.

Is your personal data transferred to a third party (outside Åbo Akademi University) for the needs of the third party?

No, the personal data will not be disclosed outside Åbo Akademi.

Is your personal data transferred outside EU/EEA?

No, the personal data is not transferred outside the EU/EEA.

What rights do you have when Åbo Akademi University processes your personal data?

Åbo Akademi University is responsible for taking appropriate technical and organizational measures to protect personal data against unauthorized or illegal processing and against damage to or loss of personal data. Personal data must always be processed in a fair and transparent manner in accordance with applicable data protection regulations.

According to the EU General Data Protection Regulation GDPR, you have the right to

- get transparent information on how your personal data is processed and how you can exercise your rights (Art. 12)
- get access to your personal data at Åbo Akademi University and information on the processing of data (Art. 15)
- have your personal data corrected (Art. 16). *Note that employees and students at Åbo Akademi University can in most cases correct their own data according to the instructions on the intranet.*
- have your data erased ("the right to be forgotten") in certain situations (Art. 17)
- restrict the processing of your personal data in certain situations (Art. 18)
- have your personal data transferred between systems in certain situations (Art. 20)
- object to the processing of your personal data in certain situations (Art. 21)
- not be subject to automated decision-making, with certain exceptions (Art. 22)
- You have also the right to be informed of a personal data breach involving a high risk for your personal data (Art. 34).

When the purpose of the processing is scientific research, statistics or archival purposes, the rights may be restricted by the Data Protection Act (1050/2018). Restrictions on rights always require special protective measures.

If you have questions about your rights, you can contact the responsible contact person (see above) or the ÅAU Data Protection Officer (dataskydd@abo.fi). See also the overall information on the processing of personal data on the ÅAU website (www.abo.fi/en/processing-of-personal-data-at-abo-akademi-university).

You have the right to lodge a complaint with the data protection authority if you believe that the processing of your personal data is an infringement of the General Data Protection Regulation (GDPR).

Contact information to the data protection authority

Office of the Data Protection Ombudsman

PL 800

00531 Helsinki

+358 29 566 6700 (switchboard)

tietosuoja@om.fi

tietosuoja.fi