

[|Suomeksi|](#)

Processing applicant data

This privacy statement explains how we process personal data. This statement tells you, the data subject, how we process your personal data and what your rights are and how you can exercise them. Provisions on the content of the statement, the rights of the data subject etc. are laid down in the EU General Data Protection Regulation 2016/679.

The processing of personal data refers to activities concerning the personal data of natural persons, e.g. you, and datasets containing personal data. Personal data processing may occur in data systems or manually, e.g. on paper or in conversation. The processing of personal data includes activities such as the collection, recording, organisation, storage, modification, transfer, aggregation, disclosure and publication as well as the erasure and destruction of data.

1. Controller and data protection officer

Controller's name and address:Rovaniemi Municipal Federation of Education (REDU) Concern
Korvanranta 50
96300 Rovaniemi**Controller's data protection officer**

In matters relating to data protection and the processing activities, please primarily contact the contact person of the register as specified in section 2.

If necessary, you can also contact the REDU data protection officer. You can find their name and contact details on the redu.fi/en/privacy-policy website.

2. Result area, unit or company in charge of the processing

Rovaniemi Municipal Federation of Education Concern:
Lapland Education Centre (REDU), Santasport Sport Institute and REDU Edu Oy**Manager in charge**

	Municipal Federation of Education	REDU EDU oy
Name	<i>Director of the Rovaniemi Municipal Federation of Education</i> Niemiä-Pentti Saija	<i>Managing Director</i> Rekilä, Kari
E-mail	saija.niemela-pentti@redu.fi	kari.rekila@redu.fi
Tel.	+358 (0)40 048 8881	+358 (0)40 037 4668

Contact person for the processing activities or the register

	REDU student services	REDU EDU oy
Name	<i>Educational Manager</i> Karusaari Riitta	<i>Education Coordinator</i> Pahtakari, Eija
E-mail	riitta.karusaari@redu.fi	eija.pahtakari@redu.fi
Tel.	+358 40 741 2607	+358 40 352 1440

3. Information on processing activities

Processing activity name

Processing applicant data

Name of the register or information pool used for processing

The processing of applicant data concerning joint application, continuous admission or application with guidance from a student counsellor or customer service agent in charge of applicants.

Purpose of processing

Data concerning persons applying to a degree or education programme will be processed from the time they apply for a study programme to the time they are admitted.

Legal basis for processing

During the application period, the processing is based on the consent provided by the applicant on the application form. The applicant may cancel their submitted application during the application period either electronically in the Studypath.fi service (joint application system) or by contacting student services (haku@redu.fi) (continuous admission).

As regards vocational education and training, the processing is based on compliance with a legal obligation.

As regards customers of REDU Edu Oy, the processing is based on a contract (customer relationship).

Retention period of personal data

Data on applications will be stored for 10 years.

4. Data subjects

Data on the following categories of persons are processed in the processing activity:

Applicants may include any adult interested in the training of REDU or REDU Edu Oy. Underage applicants who are about to or have recently completed their basic education may apply for vocational upper secondary qualifications and preparatory education for vocational training.

5. Personal data to be processed, its sources and transfer

The table below presents the personal data or categories of personal data to be processed, and the sources of the personal data and where it may be transferred, i.e. the object of the transfer of personal data. The table describes the flow of the personal data in the processing activity on a general level.

*) Mandatory data **) Mandatory data in the joint application system ***) Mandatory data only in continuous admission

Personal data or category of personal data	Source of personal data	Where personal data is transferred
Applicant information: - last name, first names and name the applicant is known by* - date of birth * - gender * - personal identity code * - mobile phone number - e-mail address - postal address * - municipality of residence * - mother tongue * - nationality. * Study programme: - qualification or training / code * - application order of preference. **	Information from the applicant: - In the joint application system, Data is received from the Finnish National Agency for Education / joint application system form: Studyinfo . - Continuous admission / application form: redu.fi/koulutuskalenteri (list of available study programmes, in Finnish). - Apprenticeship training agreement between the place of work and employee. Information provided by the applicant on a contact request form or otherwise provided directly to REDU may also be used.	Applicants are informed of their admission via text: Mobile phone number > For processing group texts. Data on admitted students is transferred to the processing of student data (student administration). Student admission decisions are transferred to the processing of decision data .
Other information, continuous admission: - employment status *** - tasks - grounds *** - further information - education background / basic training * - practical language skills - previously completed education and qualifications - employment history, work experience - where the applicant found out about the education. The application form may include additional clarifying qualification or education-specific questions.	Information from the applicant: - continuous admission / application form: redu.fi/koulutuskalenteri . Information provided by the applicant on a contact request form or otherwise provided directly to REDU may also be used.	Not transferred
- invoicing information (education subject to a fee). ***	Information from the applicant or party purchasing the training: - continuous admission / application form redu.fi/koulutuskalenteri .	Invoicing information will be transferred to invoice processing .

6. Personal data disclosure and publication

Personal data disclosure

Applicant information may be disclosed to the competent authority on a statutory basis. Information on applicants subject to the Act on Compulsory Education, for example, may be disclosed to another education or training provider on the basis of the Act.

Transfer of personal data outside the EU

No personal data is transferred outside the EU.

Personal data publication

On the application, the applicant may consent to their name and study programme applied to being published on a public website on the Internet if they are admitted to the programme.

7. Information systems, information security and manual processing of personal data

Information systems and/or information pools used in processing activities:

Opintopolku.fi, StudentaPlus and Webropol.

Information security in information systems and/or information pools with regard to the processing of personal data shall be ensured as follows:

Application forms use a secure connection. Access to applications in the systems requires user authentication (ID and password).

Manual processing of personal data or documents used for processing of personal data:

Application processing and student enrolment decisions are processed manually. Information on student admission (invitation letter) is provided by post, e-mail and/or text message.

In manual processing, data security is ensured as follows:

From 2021, applications and decisions made on them will be transferred to electronic signatures.

The data security of applications processed on paper is ensured by collecting the applications by industry in their own folders. Folders are stored in a place that cannot be accessed by external users.

If there is a need to send applications and related information by e-mail outside REDU, encrypted e-mail such as secure e-mail will be used, if necessary.

8. Rights of data subjects and exercise thereof

Under the Data Protection Regulation, you have the rights listed below.

1. **The right to receive information about the processing of your personal data.**
> You can find information about the processing of your personal data in this privacy policy.
2. **The right to access information.**
3. **The right to correct information.**
4. **The right to delete data and be forgotten.**
5. **The right to limit data processing.**
6. **The right to transfer data from one system to another.**
7. **The right to object to data processing.**
8. **The right not to be subject to automated decision-making.**

For more information about these rights and how you can exercise them, please visit the REDU page on the rights of data subjects: [redu.fi/tietosuoja/rekisteroidyn-oikeudet](https://www.redu.fi/tietosuoja/rekisteroidyn-oikeudet) (in Finnish).

9. Distribution

All original Rovaniemi Municipal Federation of Education (REDU) privacy statements are recorded in the ROKKI intranet in the privacy statements file library. In addition to this, copies of the statements are available on:

- the REDU website at www.redu.fi/en/privacy-policy/privacy-statement
- continuous admission forms.