

# Student and study register

Janne Santala

Title of register	Student and study register	
Contact person	Janne Santala Head of Student Services	janne.santala@samk.fi +358 44 710 3012
Cause for handling	To manage legal obligations	
Purpose of handling	<ul style="list-style-type: none"> <li>• To manage tasks connected with student relationship (Personal Data Act § 8 and Universities of Applied Sciences Act 932/2014) ? ammattikorkeakoululaki 351/2003) EIKÖ tämä ole jo vanha? vai onko se edelleen pohjana?.</li> <li>• To follow student's studies and presence (Student Financial Aid Act 65/1994 with amendments § 41).</li> <li>• For statistics and planning and investigation by authorities (Personal Data Act ch. 4)</li> <li>• Decision by the National Archives 15.9.2017</li> <li>• For creating the user identifier, which enables access to our own systems, other universities' systems and other national applications.</li> <li>• For supportive services for students</li> <li>• For maintaining contact channels for students (e.g. email)</li> <li>• For using services by the university of applied sciences</li> <li>• For learning counselling</li> <li>• To develop and ensure quality of educational operation</li> <li>• To manage library's client relationship</li> <li>• Information is used to produce data for learning and study analytics</li> <li>• To follow surveillance camera recordings of the exam room to prevent and examine deceit</li> <li>• For educational marketing</li> </ul>	
Groups of registered	Students	
Information groups	<b>Information group</b>	<b>Storage time</b>
	First and last name(s)	Permanent
	Social security number	Permanent
	Contact information	Permanent
	Registering for present/absent, performance information, basic education information	Permanent
	Information on students' study rights, graduation, resignation and HOPS (personal curriculum). Crediting and exemptions.	Permanent
	Anonymous course feedback	Permanent
Information sources	<ul style="list-style-type: none"> <li>• Opintopolku.fi, maintained by the Ministry of Education and Culture plus National Board of Education, gives students' first and last name(s), social security number, gender, basic education and contact information</li> <li>• Contact information saved by the students</li> <li>• Evaluations by the teachers/lecturers</li> <li>• Present/absent information by the students, maintenance of contact information</li> <li>• Markings by the Student Services, e.g. graduation and resignation</li> <li>• Anonymous feedback by the students</li> </ul>	
Groups of receivers	<p>Regular information transfer to other authorities in Finland.</p> <ul style="list-style-type: none"> <li>• Virta Tietovaranto (a bought service from CSC by the Ministry of Education and Culture) (HE 44/2012) saves: information on degree and study performances with the grades of education leading to a degree or not. In addition, information on students, that is people and their study rights, present or absent announcements, are saved. Student information is saved of education leading to a degree. From Virta data transfer information goes to: <ul style="list-style-type: none"> <li>○ KELA (Social Insurance Institution of Finland): According to the Student Financial Aid Act, forwarding information on all present students to KELA's Student Financial Aid Centre takes place once a month. (Student Financial Aid Act 65/1994 with amendments § 41).</li> <li>○ KELA: Information on performances of students receiving financial aid is forwarded annually to KELA in October as they were on 31 July. (Student Financial Aid Act 65/1994 with amendments § 41).</li> <li>○ STATISTICS FINLAND: In September the number of students on 20 September and in January the taken degrees between 1 Jan. and 31 Dec.</li> <li>○ FIONA: Remote access service by Statistics Finland for scientific research of material (JulkiL 621/1999 and HetiL 523/1999). The applicant must present an official research plan to the register keeper and announce the name of the researcher in charge.</li> <li>○ JOOPAS consortium: PURO service, electronic transfer service of study performances</li> <li>○ Arvo – efficiency information service by the educational administration: to be used for student feedback questionnaire at the graduation stage at universities of applied sciences (AVOP)</li> <li>○ CALEIDON Ltd: The learner sees at TUUDO service his/her own information saved in VIRTA study information service</li> <li>○ VALVIRA (National Supervisory Authority for Welfare and Health): study and degree information <ul style="list-style-type: none"> <li>○ University Admissions Finland consortium</li> </ul> </li> </ul> </li> <li>• EMREX: exchange of university students' performance information between universities</li> </ul>	

	<ul style="list-style-type: none"> <li>• Necessary information on international students to Porin YH-asunnot (accommodation) and social and health authorities.</li> <li>• kyvyt.fi, Urkund: First and last name(s), email address</li> <li>• Information is released as electronic documents.</li> </ul>
Data transfer outside EU/ETA	Data is not disclosed outside EU/ETA. Exceptionally, people participating in student exchange have their name and email address sent to the receiving university or place of practical training.
Automatic decision-making	No automatic decision-making
Profiling	No profiling of registered