



20.3.2020

1 Controller	University of Lapland P. O. box 122, 96101 Rovaniemi Yliopistonkatu 8, 96300 Rovaniemi Phone number 016 341 341 Business ID 0292800-5
2 Contact person in matters related to the register	Service Director Merija Timonen Yliopistonkatu 8, 96300 Rovaniemi P. O. box 122, 96101 Rovaniemi +358 40 777 7352 merija.timonen@ulapland.fi
3 Name of the register	Personal data register of the E-lomake service
4 The purpose of processing personal data	Personal data are collected and processed for the purposes of planning studies, administration, transactions, and fulfilment of the legitimate tasks of the higher education institution concerned.
5 The data contained in the register	The data collected from the E-lomake users: <ul style="list-style-type: none">• Personal data: name, social security number, postal address, telephone number, e-mail address• Student data: faculty, degree pursued, degree programme/major subject• The data entered into the E-lomake by the user related to forfeiting study right, application for an extension to the duration of studies, or application for readmission• Payment information, if applicable
6 Regular data sources	The Data Subject's name and social security number are brought to the E-lomake form via the Suomi.fi e-identification service of the Digital and Population Data Services Agency or via the Haka user authentication system from the user management system of the Lapland University Community.
7 Regular data disclosure	The data are not regularly disclosed to third parties.



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8 Transfers of data outside the EU or EEA	The data contained in the register will not be transferred outside the EU or EEA
9 Register security principles	<p>The data entered into the E-lomake are accessible only to the administrators of the E-lomake service of the University of Lapland and, to a limited extent, to the processors involved in the application review and decision-making process.</p> <p>The data will be removed from the register within ten (10) years of the Data Subject's graduation, at the latest.</p>
10 Right of access by the Data Subject	The Data Subject has the right of access to his or her personal data entered in the register in accordance with the Article 15 of the EU General Data Protection Regulation (GDPR)
11 Data Subject's right to rectification	The Data Subject has the right to ask the data Controller to rectify any inaccurate data concerning the Data Subject in accordance with the Article 16 of the EU General Data Protection Regulation (GDPR).
12 Data Subject's other rights related to processing personal data	In accordance with the Articles 17 to 22 of the EU General Data Protection Regulation (GDPR), the Data Subject has the right to erasure of data, the right to restriction of processing, the right to data portability, and the right to object, provided that appropriate criteria are fulfilled.