

Data Protection

Data protection is a fundamental right of the person that safeguards a person's rights and freedoms in the processing personal data.

Personal data means information that can be use to identify you. Personal data includes, for example, a person's name, personal identity code, email address and photograph.

A data subject is a person to whom personal data relates.

Data protection means protecting the privacy of data subjects in the processing of personal data.

Processing personal data includes all types of operations performed on personal data, such as collecting, recording, storing, using, disclosing and deleting personal data.

Controller is a company, public authority or organisation that collects your personal data and determines the purposes and means of processing the personal data it collects.

In the processing personal data, the controller must comply with the principles defined in the EU General Data Protection Regulation, which are:

- lawfulness, fairness and transparency of processing;
- purpose limitation;
- data minimisation;
- accuracy of data;
- limitation of data storage; and
- integrity and confidentiality of data.

Privacy Notices

Privacy notices have been prepared for personal data registers based on their purposes. Their purpose is to inform students, personnel, customers and cooperation partners about the processing personal data.

For more detailed information about privacy notices, please contact kirjaamo@esedu.fi.

Rights of the Data Subject

Everyone has the right to know whether personal data concerning them is being processed.

The data subject has the right (EU General Data Protection Regulation, Articles 15–22):

- to access personal data concerning themselves;
- to request rectification of their personal data;
- to request deletion of their personal data;
- to request restriction of the processing personal data;
- to object to the processing personal data;
- to request the transfer of personal data they have provided from one controller to another controller;
- to withdraw consent they have given, if the processing of personal data
- is based on the consent given by the data subject, and the right not to be subject to automated decision-making.

Requests concerning the exercise of these rights should be sent to kirjaamo@esedu.fi.

Exercising the right of access is free of charge once a year.

Read more about the rights of data subjects and how to exercise them on the website of the Office of the Data Protection Ombudsman.

COLLECTION OF PERSONAL DATA AND INFORMATION SOURCES

We collect personal data in connection with studies, employment, customer relationships and/or other cooperation.

Students

We collect students' personal data directly from individuals themselves when they apply for and enrol in education programmes. The information is supplemented as necessary when changes occur and as studies progress.

The personal data collected includes, among other things, surname, first names, preferred name, personal identity code, native language, home address, mobile phone number, email address, bank details, guardian, next of kin, previous educational information, need for support and previously acquired competence.

We process personal data electronically in the student administration system (Primus). We also make student-related decisions partly in the Dynasty case management system and partly as form-based decisions. In Wilma, the user interface of Primus, students and guardians can view some of their own information using their personal usernames and passwords.

Personal data is also stored in various virtual learning environments, which students access using their personal usernames and passwords.

We process the information of applicants, in addition other systems, in the Studyinfo portal maintained by the Finnish National Agency for Education.

Personnel

We collect personnel personal data directly from a person during recruitment and during the employment relationship.

Personal data collected includes, among other things, name, personal identity code, street address, telephone numbers, educational background, employment history, bank details and tax information.

We mainly process personal data electronically in personnel administration information systems, such as ESS, Personec and TCD Survey. Decisions concerning personnel are also made in the Dynasty case management system and as form-based decisions. Information is also stored in other information systems, such as the student administration system and various virtual learning environments.

Personnel can view and process some of their own information using their personal usernames and passwords.

We process information concerning job applicants in the nationwide kuntarekry.fi recruitment service provided by FCG Talent Oy and in the Dynasty case management system.

Customers and Co-operation Partners

We collect the personal data of customers and co-operation partners directly from individuals themselves. The information collected varies depending on the service and typically includes name and contact details.

For invoicing customers, the information collected includes name, personal identity code/business ID and address.

For online store purchases, the information collected generally includes the person's name, address, email address and telephone number.

Recorded Camera Surveillance

This document provides information about the collection, processing and storage of data from recorded camera surveillance carried out on the premises of Etelä-Savon Koulutus Oy (including KasvuEsedu Oy).

FOR WHAT PURPOSES IS PERSONAL DATA COLLECTED?

Students

The processing of students' personal data is necessary for the organisation of education on the basis of the statutory obligations of South Savo Vocational College.

The organisation of education includes, among other things, applying to become a student, education in accordance with qualification-specific requirements and compliance with assessment criteria included in qualifications, enrolment in and organisation of education that deepens or supplements vocational competence, personnel training and the provision of special support for those who need it.

Processing data special categories of personal data (for example, health information) may be necessary, for example, in connection with applying to become a student or arranging special support. Such data may also need to be processed in connection with the revocation of the right to study.

Disclosure of a student's information by the educational institution is based on the consent given by the student, for example publishing the student's name in the media in connection with selection or graduation.

Personnel

Processing personnel data, including special categories of personal data, is necessary on the basis of the employment relationship and the statutory obligations of Etelä-Savon Koulutus Oy.

For some information, the processing of personal data is based on consent.

Customers and Cooperation Partners

The personal data of customers and cooperation partners is processed in connection with the services provided and, for justified reasons, on the basis of consent or an agreement. As a rule, the information is needed for the provision of services and events and for possible communication.

Use of the services is voluntary, and the personal data provided will not be processed for purposes other than those stated.

Projects

In projects, personal data is processed for justified reasons on the basis of consent or an agreement.

Marketing and Communications

The purpose of processing personal data is to support the sales, marketing and implementation of education organised by Etelä-Savon Koulutus Oy, as well as to provide information about project activities, their results and practices.

In addition, the register is used to manage the contact details of Etelä-Savon Koulutus Oy's stakeholders (including suppliers, cooperation partners and expert networks) and the Group's communications. Personal data is primarily processed by the controller's own marketing personnel.

The rules for prize draws can be found here (in Finnish): [Arvontojen säännöt - Etelä-Savon ammattiopisto](#)

PROCESSING OF PERSONAL DATA

Our personnel process personal data in accordance with applicable legislation. Personal data is accessible only to employees who, due to their job duties, have a need and the right to process the information.

Personal data processed electronically is protected by technical means, such as separate information systems, firewalls and encrypted email. Electronic data is processed using their personal usernames and passwords. Personnel use two-factor authentication when accessing information systems. We comply with internal data protection and information security guidelines in order to minimise risks related to the processing of personal data. Manually maintained personal data is stored in locked premises to which unauthorised persons do not have access.

We may partially outsource the processing of personal data to a third party, such as information system providers. In such cases, we ensure through contractual arrangements that personal data is processed in accordance with legislation and otherwise appropriately.

We do not carry out automated decision-making or profiling.

Retention Period of Personal Data

We retain personal data only for as long and to the extent necessary to fulfil the relevant purpose or to comply with our statutory obligations.

When determining retention periods, consideration is given, among other things, to the necessity of retaining the data for its original purpose, the legal protection of the data subject and the controller, limitation periods for damages and criminal liability, the regulations of the National Archives of Finland concerning permanent retention of data, and the retention period recommendations of the Association of Finnish Local and Regional Authorities.

The retention periods for the personal data we collect are defined in the records management plan of Etelä-Savon Koulutus Oy.

Disclosure of Personal Data

We do not disclose personal data to third parties. However, information may be disclosed in the following situations:

Disclosures required by legislation

Personal data may be disclosed in accordance with the law to other authorities for official purposes, for example to the Finnish National Agency for Education and the Social Insurance Institution of Finland.

Consent

Personal data may be disclosed with the persons explicit consent, for example for a service provided by a third party.

Transfer of Data to Third Countries

We do not transfer data outside the European Union (EU) or the European Economic Area (EEA), except in exceptional circumstances.

Personal Data Breach

If you believe that your personal data has been subject to a personal data breach, you can submit a notification of an information security incident. The notification form is automatically sent to the Data Protection Officer and the Head of Information Management.

COOKIES

We use cookies to personalise the content and advertisements we provide, support social media features and analyse the number of visitors to our website. We also share information about how you use our website with our partners in social media, advertising and analytics. Our partners may combine this information with other information you have provided to them or that has been collected when you have used their services.

Analytics data is collected from the website using Google Analytics. Cookiebot cookie protection has been installed on the website, allowing visitors to choose what information about them is collected for analytics purposes. You can change or withdraw your consent through the cookie notification.

The website uses the Matomo analytics tool alongside Google Analytics.

Controller and Contact Details

Controller

Etelä-Savon Koulutus Oy (2249317-6)
South Savo Vocational College
Otavankatu 4, 50100 Mikkeli

Registry Office email
kirjaamo@esedu.fi

Contact details of the Data Protection Officer
Johanna Taavitsainen
+358 44 711 5569
Johanna.Taavitsainen@esedu.fi

Supervisory Authority

You have the right to lodge a complaint with the competent supervisory authority if you consider that your personal data has not been processed in accordance with data protection legislation. The contact details of the supervisory authority are:

Office of the Data Protection Ombudsman
P.O. Box 800, FI-00521 Helsinki
Ratapihantie 9, 6th floor, FI-00520 Helsinki

Email (Registry Office)
tietosuoja@om.fi

Telephone exchange
+358 29 566 6700

The privacy notice has been translated into English with the assistance of artificial intelligence.

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