

## Privacy Notice for Students

At Hanken, the protection of your personal data and privacy, as well as the responsible processing of your data, is of utmost priority.

This page describes the processing of students' and exchange students' personal data. A general description of personal data processing at Hanken can be found [here](#).

### 1. Data Controller and Contact Information

Data Controller: Hanken School of Economics (hereafter: Hanken)

Contact Information of the Data Controller: P.O. Box 479, 00101 Helsinki, Phone: +358 (0)29 431 331

Contact person for data processing inquiries: Linda Gerkman, [linda.gerkman@hanken.fi](mailto:linda.gerkman@hanken.fi)

Contact Information for DPO: [dpo@hanken.fi](mailto:dpo@hanken.fi)

### 2. Why Does Hanken Process Your Personal Data?

Hanken processes your personal data for the following purposes:

- Student admissions
- Teaching and study-related decisions, including organization of teaching activities and exchange studies
- Submission, assessment, and recording of academic performance
- Issuance of degree certificates
- Study guidance and counselling
- Individual study arrangements
- Monitoring and managing tuition fees
- Management of scholarships
- Scientific research
- Development of teaching
- Marketing communications concerning studies, alumni community, SHS-services, and membership in Suomen Ekonomit
- Statistical reporting

### 3. What is the Legal Basis for Hanken's Processing of Your Personal Data?

The processing is primarily based on Articles 6.1(c) (legal obligation) and 6.1(e) (public interest and exercise of official authority) of the GDPR. In certain cases, processing may also be based on contract or the student's consent. Hanken, as a data controller, is permitted to process special categories of personal data if necessary for reasons of substantial public interest or if you have given explicit consent (Articles 9.2(g) and 9.2(a) of the GDPR).

Key legislation and regulations include:

- The Universities Act (558/2009) and thereto related decrees
- The Government Decree on University Degrees (794/2004)
- The Act on National Registers of Education Records, Qualifications and Degrees (884/2017)
- The EU General Data Protection Regulation (2016/679)
- The Finnish Data Protection Act (1050/2018)

- The Act on the Openness of Government Activities (621/1999)
- The Act on Information Management in Public Administration (906/2019)
- The Non-Discrimination Act (1325/2014)

#### **4. What Personal Data is Collected and Processed at Hanken?**

Hanken only processes personal data that is necessary for the specific purpose for which it is collected. The personal data collected includes:

- Identifying information (name, personal identity code, date of birth, student number, national student number, username)
- Background information (e.g. admission details, gender, nationality, native language)
- Contact details (address, phone number, email address, postal address)
- Study rights for degrees and for individual study modules
- Completed degrees
- Enrollment information per academic year
- Academic performance (including theses, exam answers, and other graded work) and their evaluations
- Course and exam registrations, participation in teaching
- Study plans and other academic guidance details
- Information on international exchange studies
- Tuition fee obligations
- Appeals and corrections related to academic processes
- Membership in the student union or special-status associations
- Revocation of study rights
- Investigation and resolution of academic misconduct
- Student feedback

Special categories of personal data may be collected and processed for matters relating to:

- Individual study arrangements and support
- Extensions for completing studies and reinstatement of study rights
- Tuition fees and related scholarship matters

Your personal data is only processed by individuals employed by Hanken or working on its behalf, who have the right to process the data. Only those for whom the processing is necessary for their work responsibilities will process the data.

#### **5. How Does Hanken Collect Your Personal Data?**

Data is collected from the following sources:

- National admissions registers
- Vallu service
- International application systems
- Sisu
- Other domestic and foreign universities
- Online payment and registration services
- University staff
- Population information system, if necessary; primarily, data is updated by the data subjects themselves
- Directly from you

## **6. To Whom May Hanken Disclose Your Personal Data?**

Hanken may disclose your personal data to the following recipients when required:

- Finnish Student Health Service
- Ministry of Education and Culture
- Finnish National Agency for Education – International Services
- National admissions register
- Finnish National Agency's study and degree information services
- Social Insurance Institution of Finland (Kela)
- Statistics Finland
- Employment authorities
- Student Union
- Finnish Immigration Service
- The Finnish Business School Graduates
- Other domestic and foreign universities
- Other disclosures with the student's consent

## **7. Transfer of your Personal Data to Third Countries**

In the case of international exchange, your personal data may be transferred to a third country if your host university is located outside the EU/EEA. In other cases, your personal data is not transferred to third countries. Hanken regularly reviews its data transfer practices.

## **8. How Long Is Your Personal Data Stored?**

The retention period for your personal data is determined according to applicable legislation and Hanken's information management plan. Data is retained only as long as necessary for the purpose for which it was collected or as required by national laws concerning publicity, information management, access to information, and archiving. For more detailed information, please contact the person mentioned above.

## **9. Your rights under the GDPR**

### **9.1. Right of Access and Right to Rectification of Personal Data**

In accordance with the GDPR, you have the right to know what personal data Hanken processes about you. You also have the right to have inaccurate personal data rectified, without undue delay. If your personal data is incomplete, you have the right to have data completed, with regards to the purpose of the processing.

### **9.2. Right to Erasure and Withdrawal of Consent**

You have the right to request the erasure of your personal data if it is no longer needed for the purpose for which it was collected or processed. However, this right does not apply if the processing is necessary for:

- Compliance with a legal obligation,
- The performance of a task carried out in the public interest or in the exercise of official authority vested in the controller,
- The establishment, exercise, or defence of legal claims, or

- Exercising the right of freedom of expression and information.

If the processing of your personal data is based on consent, you have the right to withdraw your consent. If there is no longer a legal basis for processing after withdrawal, your personal data will be deleted.

### **9.3. Right to Restriction of Processing**

You have the right to request the restriction of the processing of your personal data in certain situations. This applies if:

- You contest the accuracy of the personal data – during the period required to verify the data,
- The processing is unlawful, and you oppose the erasure of the personal data and instead request the restriction of its use, or
- Hanken no longer needs the personal data for the original purpose, but you need them to establish, exercise, or defend legal claims.

### **9.4. Right to Data Portability**

You have the right to receive your personal data that you have provided to Hanken or to have your personal data transmitted to another controller in certain cases.

### **9.5. Right to Object to Processing**

You have the right to object to the processing of your personal data if the processing is based on a public or legitimate interest.

### **9.6. Right Not to be Subject to Automated Decision-making**

You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you.

## **10. Exercising Your Rights**

To exercise your rights under the GDPR, you may contact Hanken's Data Protection Officer by email at: [dpo@hanken.fi](mailto:dpo@hanken.fi).

If you believe that the processing of your personal data violates the provisions of the GDPR, you have the right to file a complaint with the [Office of the Data Protection Ombudsman](#).

## **11. Right to be Informed of a Personal Data Breach**

If a personal data breach occurs that is likely to result in a high risk to your rights and freedoms, Hanken, as the data controller, is obliged to inform you of the incident without undue delay.