

Privacy Notice: HAMK Strategy Survey

Purpose of processing personal data

Collecting views from HAMK students, staff and stakeholders to support HAMK's strategy update.

Contact person for matters related to the register

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Legal basis for processing

Performance of a task carried out in the public interest: The survey is directly related to the development and evaluation of operations and strategy as stipulated for universities of applied sciences in the Universities of Applied Sciences Act (932/2014).

The survey collects views to support HAMK's strategy update, and responding to it is voluntary.

Personal data content and retention periods

Strategy-related surveys do not ask for respondents' names or contact details. Individual respondents are not profiled or identified.

Name of data category	Retention period
Type of studies / degree level	1 year
Field of education	1 year
Age group	1 year
Staff group / area of responsibility	1 year
Campus / location	1 year
Stakeholder organisation / role	1 year
Locality / regional location	1 year
Personal data possibly provided in open-ended responses	Removed as soon as possible during the processing of responses.

Data subjects

Data subjects are:

HAMK students
HAMK staff
HAMK stakeholders

Sources of personal data

Responding is voluntary. The survey is shared with students through common channels (e.g., Viva Engage, Tuudo, information screens). For staff, the survey is shared via HAMK's intranet and Viva Engage.

Stakeholders are informed about the survey via a newsletter and by email using an address register for which there is a separate privacy notice:

<https://www.hamk.fi/tietosuoja/tietosuojaillmoitus-sidosryhmayhteisty/>

However, the survey is anonymous, meaning that the address register data cannot be linked to respondents.

Recipients of personal data

Data are processed in HAMK systems, such as Microsoft services and Webropol, which is used to collect the data. Personal data are processed in accordance with the agreements in place.

Principles of protecting the register

A Manual material

Data are not processed on paper.

B Electronic material

The data are stored in HAMK's information system. Users have personal user accounts. Only those controllers/persons who, by virtue of their work, have the right to access the data may access and use the system data.

Lawful processing is ensured through data classification and operating in accordance with the rules for processing information materials.

Controller

Häme University of Applied Sciences Ltd. Phone: (03) 6461, email: hamk@hamk.fi, P.O. Box 230, FI-13101 Hämeenlinna

Data Protection Officer

Kirsi Laaksonen

tietosuojavastaava@hamk.fi

Häme University of Applied Sciences Ltd., Data Protection Officer, P.O. Box 230, FI-13101 Hämeenlinna

Automated decision-making

No automated decision-making is carried out in the register.

Transfer of data outside the EU or EEA

Data are not transferred outside the EU or EEA.

Rights of the data subject

The EU General Data Protection Regulation (2016/679) grants the data subject the following rights:

Right to withdraw consent

The data subject has the right to withdraw their consent at any time. Withdrawal of consent does not affect the lawfulness of processing carried out before the withdrawal. (Article 7)

Right of access

The data subject has the right to obtain confirmation from the controller as to whether personal data concerning them are being processed. The data subject has the right to access their data. A fee may be charged for, or access may be refused, if requests are manifestly unfounded or excessive, in particular if they are repetitive. (Articles 12 and 15)

Right to rectification

The data subject has the right to request the rectification of inaccurate personal data in the register (Article 16). The request for rectification must be made in writing. In some information systems, a person may also correct their own data themselves.

Right to erasure

The data subject has the right to request the erasure of their personal data if one of the following applies (Article 17):

- The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed.
- The data subject withdraws consent and there is no other legal ground for the processing.
- The data subject objects to the processing and there are no overriding legitimate grounds for the processing (Article 21).
- The personal data have been unlawfully processed.
- The personal data must be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject.

Right to restriction of processing

The data subject has the right to obtain restriction of processing if one of the following applies (Article 18):

- The data subject contests the accuracy of the personal data, in which case processing is restricted for a period enabling the controller to verify the accuracy of the personal data.
- The processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead.
- The controller no longer needs the personal data for the purposes of the processing, but the data subject requires them for the establishment, exercise or defence of legal claims.
- The data subject has objected to processing pursuant to Article 21(1) pending the verification whether the legitimate grounds of the controller override those of the data subject.

Right to data portability

The data subject has the right to receive the personal data concerning them, which they have provided to the controller, in a structured, commonly used and machine-readable format, where the processing is based on consent and the processing is carried out by automated means. (Article 20)

Right to lodge a complaint

The data subject has the right to lodge a complaint with the Office of the Data Protection Ombudsman. More information: <https://tietosuoja.fi/>.