



Privacy notice: Study Counselling Psychologist services at Turku UAS

This is a privacy notice, which is based on articles 13 and 14 of EU's General Data Protection Regulation.

Controller

Turku University of Applied Sciences Ltd

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kirjaamo@turkuamk.fi

Person in charge and contact persons

Mikko Siitonen, Head of Community and Collaboration, Community and Collaboration

Turku UAS' Study Psychologist Services:
opintopsykologipalvelut@turkuamk.fi

Contact information of the Data Protection Officer

Please contact in all data protection related matters: tietosuoja@turkuamk.fi

The messages sent to this address are processed by the Data Protection Officer (DPO) and a data protection specialist working with them and as their substitute.

Purpose of processing personal data

The purpose of processing personal data is organizing, planning and monitoring the Study Counselling Psychologists' individual guidance sessions for the students at Turku University of Applied Sciences. The individual appointments support the implementation of Turku UAS statutory task by supporting the students' ability to study and progress in the studies. The

students' personal data is processed in connection with booking a time for an individual appointment, in guidance and counselling discussions by telephone, via video calls, email and face to face, and in connection with the psychologist's certificate of an appointment possibly written for the students upon request. Statistical summaries are produced of the use of the Study Counselling Psychologists' services, such as numbers of customers and background data. Individual students cannot be identified from the summaries.

Legal basis for processing personal data

The primary basis for processing the data is performing a task carried out in the public interest. The right of Turku University of Applied Sciences to process personal data as a data controller is based on:

- for the performance of a task carried out in the public interest or in the exercise of official authority (article 6.1 e)
- compliance with a legal obligation (general data protection regulation article 6.1 c)
- and in certain cases, on a consent or a contract (article 6.1 a and b)

Processing sensitive personal data is necessary for a reason of public interest (article 9.2 g).

Processed categories and storage times of personal data

The categories of processed personal data are:

- Student information (name)
 - Study information (background education, field of study, year of starting the studies)
 - Contact information (email address and telephone number)
 - Information concerning the appointment: records of the appointment which include the reason for seeking guidance and counselling, main contents of
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the guidance and counselling discussions, dates and times of the appointments

The personal data is stored for four years (Act on Universities of Applied Sciences, Section 40: Processing sensitive information). Only the Study Counselling Psychologists can access the data.

Regular information sources

The personal data is collected orally and by email by the Study Counselling Psychologist who provides guidance and counselling for the student.

Receivers or receiver groups of personal data

The data collected in individual guidance and counselling is only processed by the Study Counselling Psychologist providing the guidance and counselling for the student.

Essential information regarding transfer of data to third countries (outside the EU or EEA countries)

The data is not transferred to third countries.

Principles of data protection

Only the Study Counselling Psychologists can access the data. The statistical data on the numbers of clients is anonymized. Access to the service is limited with user IDs, user rights and multifactor authentication. Turku UAS is responsible for the technical solutions which protect the email and the data saved on the servers.

Data subjects' rights

According to the General Data Protection Regulation, the data subject has the right:

- to receive information on the processing of their personal data, unless otherwise regulated by the law
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- to request for access to their personal data and rectification regarding incorrect or insufficient information
 - to restrict the processing of their data
 - to object to the processing of their data, if the basis for processing is general or legitimate interest
 - to request the transfer of data they have submitted themselves from one controller to another, if the basis for processing is consent or agreement
 - withdraw the consent they have given
 - notification obligation of the controller on the rectification/erasure/restricting of processing of personal data
 - not to be subject to automated decision-making (the data subject may allow automated decision-making by their consent)

Data subjects may exercise their rights by contacting the contact person mentioned in the privacy notice or the Data Protection Officer. More information on data subjects' rights is provided by the contact person and/or Data Protection Officer.

If processing the data does not require identifying the data subject without additional information or the controller cannot recognize the data subject, the right to inspection, rectification, data erasure, restriction of processing, obligation to report and transmittal is not applied.

You have the right to file a complaint with the Data Protection Ombudsman's office, if you consider that valid data protection legislation has been breached in processing your personal data. The contact details of the DPO can be found in the beginning of the privacy notice. All requests are processed on a case-by-case basis.
