

## Data protection register

GDPR 2016/679

7.8.2018

Name of the processing	Erasmus in Schools Matching Machine
Data controller	Name: Finnish National Agency for Education (EDUFI)
	Address: P.O.Box 380, 00531 Helsinki (street address Hakaniemenranta 6, 00530 Helsinki)
	Other contact details: email <a href="mailto:opetushallitus@oph.fi">opetushallitus@oph.fi</a> , phone (switch) +358 29 533 1000, fax +358 29 533 1035 <a href="mailto:kirjaamo@oph.fi">kirjaamo@oph.fi</a>
Controller's representative	Programme coordinator Maria Valkonen
	Other contact details (phone, email address) <a href="mailto:erasmusinschools@oph.fi">erasmusinschools@oph.fi</a>
	DPO contact information Jyrki Tuohela, email <a href="mailto:tietosuoja@oph.fi">tietosuoja@oph.fi</a> , phone +358 29 533 1000 (switch)
Purposes & legal basis (Lawfulness)	The Erasmus in Schools programme's objective is to increase intercultural communication by matching international students as visitors to Finnish day care centers and schools. Data processing is based on Article 6 1 (a) "The data subject has given consent to the processing of his or her personal data".
Data subjects and fields	Teacher's name, email address, phone number  School's address, name, level of education, principal's email address  Student's name, email address, phone number, city/town of residence in Finland, city/town of residence in home country, nationality, native language, other language skills, student status, host institution in Finland, field of study, residency in Finland.  If a student applies for travel reimbursement from EDUFI the student's name, email address, post address, bank details, date of birth, social security number and any appendices that are sent along the travel reimbursement form are stored in EDUFI's and Finnish Government Shared Services Centre for Finance and HR's registers for finance. This data will not be accessible by HCI Productions Ltd and/or other programme participants.
Recipients	Finnish National Agency for Education, software administrator HCI Productions Ltd and registered programme participants.
Data transfer outside EU Member States or EFTA countries that are party to the EEA Agreement and appropriate safeguards	Data will not be transferred outside EU Member States or EFTA countries that are party to the EEA Agreement.

Retention	Data is stored for five years from the expiration date of the ongoing EU programme period.
Procedure to grant rights <ul style="list-style-type: none"> <li>• request access to (own) data</li> <li>• rectification</li> <li>• request cancellation</li> <li>• limitation of processing</li> <li>• objection</li> <li>• data portability</li> </ul>	<p>The data subjects have the right to access and modify all requested information regarding themselves. It is on the subjects' responsibility to make sure that all information provided is accurate.</p> <p>If the subject is not able to access or modify his/her data in the register, the subject can contact EDUFI at <a href="mailto:erasmusinschools@oph.fi">erasmusinschools@oph.fi</a> for help.</p> <p>Data subjects cannot ask for data removal during the five year time frame from the expiration date of the ongoing EU programme period. The data is stored for five years for statistics, research and auditing purposes. Due to this reason subjects can neither request for data transfer during this period of time.</p>
Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter a contract, as well as whether the data subject is obliged to provide the data and of the possible consequences of failure to provide such data	The provision of personal data is contractual. Subjects who wish to enter the programme need to provide the requested data.
Which source the personal data originates from, and if applicable, whether it came from publicly accessible sources	The data originates from the data subjects themselves.
The existence of automated decision-making, including profiling, referred to in Article 22 (1) and (4) and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject	The data will not be used in automated decision making or profiling.

The registrant has the right to lodge a complaint with a supervisory authority. The supervisory authority in Finland is Data Protection Ombudsman: <http://www.tietosuojafi/en>.