

Alumni Registry Privacy Notice

EU General Data Protection Regulation
(2016/679), Articles 13 and 14

Alumni Registry

Data Controller	Suomen Humanistinen Ammattikorkeakoulu Oy Ilkantie 4, 00400 Helsinki Puh. 020 7621 390 https://www.humak.fi/en Email addresses: firstname.lastname@humak.fi
Responsible person of the data controller	Päivi Marjanen, Humak, Director of Education The responsible person of the data controller acts as the owner of the Alumni Registry.
Contact person for registry matters	Humak, Study Affairs Office opintotoimisto@humak.fi The contact person for registry matters provides more detailed information about the registry to the data subject, and the data subject can direct requests related to error correction and the exercise of inspection rights to them.
Data protection officer contact information	Humak, Data Protection Officer security@humak.fi
Registry name	Alumni registry
Purpose of the Registry	In principle, all Humak graduates are in the alumni registry. Contact is maintained with alumni, for example, through newsletters. The information in the registry can be utilized when seeking alumni interested in the development of educational fields, as well as visitors to our alumni meetings and teaching. Enrollment in our mentoring program and verification of information occur through the alumni registry. In addition, contact details are used for sending career tracking surveys.

Basis for maintaining the registry	<p>The processing of personal data is based on the legal obligation of the data controller, a task related to the public interest, or the exercise of public authority.</p> <p>Personal data may be processed when it is necessary for the public interest or for the data controller to exercise their public authority.</p> <p>The purpose of processing personal data is to improve and enhance the quality and availability of information related to various organizational events, as well as to facilitate societal interaction.</p>
Content of the registry	<p>In the alumni registry, the following information is recorded for each person:</p> <ul style="list-style-type: none"> • Social security number * • Username • First name • Last name • Student number * • Completed degree and study program • Place of completion (campus) • Special expertise <p>* Not viewable through the user interface.</p> <p>If an alumnus wishes to act as a mentor, they can optionally provide consent for the following:</p> <ul style="list-style-type: none"> • I want to share my career story. • I want to serve as a mentor. • I offer workplace visits at my workplace. • I want to participate as a guest lecturer in teaching. • I want to present information about my organization.
Retention of registry information	<p>Alumni information is stored indefinitely in the Alumni registry. The information is removed from the registry if the alumnus themselves removes the information or if the alumnus notifies the person responsible for the registry that they want their alumni information removed from the Alumni registry.</p>
Sources of registry information	<p>Alumni information is retrieved from Peppi to the Alumni registry when the student has graduated. After this, the alumnus can update their information in the alumni registry.</p>
Transfer of registry information	<p>Information is not transferred. Communication uses the information in the alumni registry when targeting their communication.</p>
Transfer of information outside the EU or EEA	<p>Information is not transferred outside the EU or the European Economic Area.</p>

Principles of registry protection	<p>The system and its data resources are physically located on the Humak application server in Kajaani behind a high level of information security. All users authenticate when entering the system. Alumni can see and maintain only their own information.</p> <p>Only those Humak employees who are required to access the registry data for their duties have access to the information.</p>
Rights of the data subjects	<p>The data subject has the right to check the information concerning themselves, the right to demand the correction of incorrect information, the right to prohibit the use of the information they have provided for direct marketing purposes, etc., and otherwise resort to the rights secured in the personal data act. Matters concerning this are addressed to the person responsible for registry matters.</p>