

Description of Data File
SoleMOVE System for International Mobility

28.9.2017

Personal Data Act (533/99), Section 10

1. Controller	Satakunta University of Applied Sciences (SAMK) PB 520 FI-28601 Pori
2. Person responsible for data file	Head of International Relations Ari-Pekka Kainu ari-pekka.kainu@samk.fi, tel. +358 44 710 3179
3. Name of data file	SoleMOVE – System for International Mobility
4. Purpose of processing personal data	<ul style="list-style-type: none"> • Administrative tasks. • Planning and developing of international activities. • Listing of incoming and outgoing students, teachers and other staff members for the purpose of <ul style="list-style-type: none"> - allocating and monitoring mobility grants - reports - statistics - archives
5. Content of data file	<p>1. PERSONAL INFORMATION</p> <ul style="list-style-type: none"> • surname, first names • personal ID, date of birth • gender • contact details: home address, telephone, telephone, email • nationality • mother tongue • field of study, degree programme, specialisation • degree title • organisation, unit • type of education (Bachelor, Master) • number of study years completed before exchange • bank account number • contact person <p>2. EXCHANGE INFORMATION</p> <ul style="list-style-type: none"> • type and level of exchange • timing and duration • exchange destination and country • exchange programme • amount of grant • exchange report

Description of Data File
SoleMOVE System for International Mobility

28.9.2017

Personal Data Act (533/99), Section 10

<p>5. Content of data file (continued)</p>	<p>3. AGREEMENT INFORMATION</p> <ul style="list-style-type: none"> • duration • contracting parties • name and country of institution • exchange programme • agreement's field of study • types and number of persons • contact person
<p>6. Regular sources of data</p>	<ul style="list-style-type: none"> • Basic information for students of SAMK is extracted from the WinhaPro system. • Other information is gathered from users as they fill in the information in the system.
<p>7. Regular disclosure of data</p>	<ul style="list-style-type: none"> • Own data collection and compiling of statistics. • The Ministry of Education and Culture: data is submitted annually for the national database Vipunen. • The Centre for International Mobility CIMO: data is submitted twice a year regarding activities financed by EU's Lifelong Learning Programme's sub programme Erasmus. • With the consent of the person entered in the data file, the university may disclose contact information for selected purposes which promote studies.
<p>8. Principles of securing data</p>	<p>A. Manual data</p> <ul style="list-style-type: none"> • Forms are stored in files and kept in a locked cabinet or room. <p>B. Data stored in electronically</p> <ul style="list-style-type: none"> • The data is stored on a server which is maintained by Solenovo Oy. The data can only be accessed by those who have a username and password for the system. Access rights to the system are given depending on the person's duties.