

PRIVACY STATEMENT, Student admission register

date: 14 June 2018

EU's General Data Protection Regulation (GDPR), articles 13 and 14

1. Controller	Air Navigation Services Finland Oy Business ID: 2767840-1 Visiting address: Lentäjätie 1, B-rappu, 01530 Vantaa, Finland Postal address: PO Box 157, 01531 Vantaa, Finland Tel. (exchange): +358 20 4284 000 ans@ansfinland.fi
2. Contact persons for matters related to the register	Tommi Sundqvist training assistant Visiting address: Avia College, Tietotie 14 01530 Vantaa, Finland Tel.: +358 020 4282 000 E-mail: ans@ansfinland.fi
3. Name of data file	'Air Navigation Services Finland Oy:n opiskelijavalintarekisteri' (Air Navigation Services Finland Oy's student admission register)
4. Purpose and legal basis of the processing of personal data	The purpose of the processing of personal data is student admission for education provided by Avia College. The legal basis for the processing of personal data is compliance with a legal obligation which the controller is subject to. The processing of personal data is necessary for pursuing the legitimate interests of the controller or data subject.
5. Recipients of personal data	Personal data are disclosed to the service providers participating in student admission, which are Lyyti Oy, Eurocontrol and the company that is responsible for the psychological tests that are a part of the admission tests. The personal data are not disclosed for commercial purposes. The recipients of the data disclosed by Navigation Services Finland Oy are responsible for processing it as controllers subject to the applicable legislation.
6. Register data content	Personal data in the application (Lyyti Oy) Name, personal identity code, gender, native language and nationality of the applicant Contact information: Postal address, telephone number and e-mail address Information about studies: Previous studies and completed degrees Work experience

	<p>The application contains an empty text field where the applicant can write a description of themselves.</p> <p>Result of the online pre-selection test of Air Navigation Services Finland Oy</p> <p>Results of the ability and aptitude test performed on a computer (FEAST tests by Eurocontrol)</p> <p>Numeric aptitude assessment by the selection psychologist</p> <p>Numeric interview assessment by Air Navigation Services Finland Oy</p> <p>Applicants invited for the interview part of the admission test are requested to submit a photograph of themselves</p>
<p>7. Data sources</p>	<p>The data in the register is obtained from the applicants themselves and the results of the admission test.</p>
<p>8. Disclosure and transfer of data to countries outside the EU or the European Economic Area</p>	<p>By written consent by the applicant, the results of the FEAST tests may be disclosed to other organisations using the FEAST test system. No other data in the register is disclosed.</p>
<p>9. Principles of data protection</p>	<p>The personal data in this register are protected by technical and organisational measures against unauthorised and/or illegal access, alteration and destruction or other processing, including unauthorised disclosure and transfer of the data.</p> <p>The data is stored in electronic systems that are protected by firewalls, passwords and other appropriate technical measures. Access right to the register is only granted to those persons employed by Air Navigation Services Finland Oy and other specific persons who need the need it in their job. All persons entitled to access the register are bound by an obligation of secrecy.</p> <p>Air Navigation Services Finland Oy follows strict data protection requirements in the access management and control of its IT systems. Employees who process the data in this register as part of their job receive regular training and instructions on data protection and data security.</p>
<p>10. Right to audit and how to exercise it, and the right to transfer the data from one system to another</p>	<p>After stating the information required to find the data, a data subject has the right to know which information about them is stored in this register, or the fact that the register contains no information about them. At the same time, the controller reports to the data subject the regular data sources of the register and the purpose for which the data in the register is used and the parties to which the data is regularly disclosed.</p> <p>Data subjects who wish to audit the data about themselves must submit a personally signed or similarly certified audit request</p>

	<p>document to the contact person stated in section 2 of this privacy statement.</p> <p>The data subject has the right to receive the personal data concerning them, which they have provided to a controller, in a structured, commonly used and machine-readable format and has the right to transfer those data to another controller, if the processing is based on consent or an agreement between the controller and the data subject and the processing is carried out by automated means, where technically feasible.</p>
11. Storage period of the data	The personal data are stored for five years from the date the admission decision was made (section 22 of the Act on National Study and Degree Registers 884/2017).
12. Rectifying and deleting of data and restriction of its processing	<p>The data controller must, at the request of the data subject or on their own initiative, without undue delay rectify, delete or supplement personal data in the register if the data is erroneous, unnecessary, incomplete or obsolete for the purpose of the processing. Furthermore, the data controller must prevent such data from being transferred or disclosed, if the data might jeopardise the data subject's privacy or rights.</p> <p>At the request of a data subject, the data controller must restrict the processing of personal data, if the data subject has contested the accuracy of their personal data or has claimed that the processing is illegal and has objected to the deletion of their personal data and demanded instead that their use be restricted. The data controller must also restrict the processing when the personal data is no longer needed for the purposes of the processing, but the data subject states that the data is needed for the establishment, exercise or defence of legal claims. Furthermore, the controller must restrict the processing when the data subject has objected to the processing pursuant to the General Data Protection Regulation while waiting for the verification whether the legitimate processing grounds of the controller override the justifications presented by the data subject. If the controller has restricted the processing pursuant to the grounds hereinabove, the controller shall notify the data subject before the restriction of processing is lifted.</p> <p>Requests for rectification must be presented to the contact person stated in section 2 of this privacy statement.</p>
13. Right to lodge a complaint	The data subject has the right to lodge a complaint with the supervisory authority if Air Navigation Services Finland Oy has not complied with the applicable legislation governing data protection in its operations.
14. Contacts	Any requests concerning the rights of a data subject must be submitted by the data subject as a written document or by email to the contact person who is stated in section 2 of this privacy statement.

	<p>Before processing the request, Air Navigation Services Finland Oy may ask the data subject to clarify it and verify their identity. Air Navigation Services Finland Oy may decline to fulfil the request by applicable legal grounds</p> <p>Air Navigation Services Finland Oy shall respond to the requests within one (1) month from the date the request was presented, unless there are special reasons to change the response deadline.</p>
<p>15. Automated decision-making and profiling</p>	<p>The data in the register are not used for automated decision-making and profiling of the data subjects.</p>
<p>16. Changes to the privacy statement</p>	<p>Air Navigation Services Finland Oy continuously develops their business operations and, therefore, reserves the right to change this privacy statement by notifying about the change on their website. The changes may also be based on changes in the legislation. Air Navigation Services Finland Oy recommends that the data subjects study the content of the privacy statement regularly.</p>