

Prepared on 16 May 2018

Updated on 22 Oct 2019

## Privacy statement – Scholarship application form

Privacy statement in accordance with the EU General Data Protection Regulation 2016/679.

### 1. Controller of the register

Aalto University Student Union (AYY)

PL 69

02151 Espoo

tel. +358 50 520 9400

### 2. Person in charge of the register

Producer Samu Nurmi

PL 69

02151 Espoo

tel. +358 50 520 9416

### 3. Name of the register

Scholarship application form

### 4. Legal basis and purpose of gathering personal information

Personal information is gathered for the allocation of AYY's scholarships.

### 5. Information in the register

The details entered on the form by the person applying for a scholarship. Additionally, the Scholarship Distribution Committees may supplement and amend the information in accordance with AYY's Scholarship Regulation and the community operations' scoring guideline.

### 6. Regular sources of information

The details entered on the form by the person applying for a scholarship.

### 7. Handing over and transferring information outside the EU or the EEA

The information in this register is not handed over or stored outside the EU or the EEA.

### 8. Handing over information to third parties

The information is handed over to the members of the Representative-Council-appointed Scholarship Distribution Committees for the duration of the Committees' operations.

The details of scholarship recipients proposed by the working groups may also be handed over, as necessary, to the AYY Board and employees of the Finance Department, so that they can decide upon and pay out the scholarships.

### 9. Principles of protecting the register

The information is stored in electronic format only. In transfers over the internet, the information is encrypted using SSL or SSH technology. The register's server equipment is maintained in accordance with good maintenance practices.

There are guidelines for using the register.

Access to the database containing the registered information is limited by means of both online technology and personal user details and passwords.

The register's usage right is held by a limited group of Student Union officials.

The register's maintenance rights are held by a limited group of paid Student Union officials whose duties include maintaining the system.

### 10. Right to review the information and ask for its rectification

Each registered person has the right to review the information stored on them in the register and to ask for any possible false information to be rectified or supplemented. If a person wants to review the information that has been stored on them or to ask for this to be rectified, the request must be sent to the controller of the register in writing. If necessary, the controller of the register can ask the request's sender to verify their identity. In the main, the controller of the register will reply to the request within one month at the latest.

### 11. Right to lodge a complaint with the supervisory authority

Each registered person has the right to lodge a complaint with the supervisory authority if the controller of the register has not complied with the appropriate data protection regulation in their operations.

### 12. Retention period of personal information

Personal information is retained until the end of the scholarships' decision and payment process, and for 12 months at most. In terms of exchange scholarships, the information is retained until the end of the possibly yet-unrealised exchange.