

### **1. Data Controller**

Centria University of Applied Sciences  
Talonpojankatu 2, 67100 Kokkola  
Phone: +35868680200

### **2. Data Controller's Representative and Contacts**

Responsible person: Hubert Spiz  
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### **3. Data Protection Officer**

Centria University of Applied Sciences, Talonpojankatu 2, 67100 Kokkola  
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### **4. Name of the data file**

SoleMOVE Exchange Student Application Manager Program

### **5. Purpose, lawfulness of processing and storage duration of personal data.**

SoleMOVE is an application manager program for incoming and outgoing international mobility activities in case of students, teachers and other university staff. Among several other higher education institutions in Finland, it is also used by Centria University of Applied Sciences to collect, store and use data mainly during the application process for incoming and outgoing mobilities. The use of SoleMOVE includes processes starting from the moment of nomination (incoming)/application (outgoing) until the participant is finalising the mobility activity. The program largely helps international officers of Centria UAS to speed up and simplify the administration both for incoming and outgoing mobilities in relation to our institution, but it also eases the responsibilities of the participant throughout the mobility process. Personal data and other information of individuals are stored directly in the system. Personal data from previous mobilities will be deleted upon request, or anonymised once not needed anymore.

### **6. Types of personal data processed**

SoleMOVE register includes the following information, depending on the type, duration and the direction of the mobility, as well as on who is the participant of the mobility activity:

- Mobility type
- Exchange program type
- Duration of exchange
- Application period

- Choice of mobility destinations
- Name
- Date of birth
- National id
- Student id
- Gender
- Nationality
- Native language
- Language skills
- Address
- Phone (and WhatsApp) number
- E-mail address
- Contact person's details in case of emergency (Name, Address, Language of communication, Phone number)
- Home institution's data (Name, Address, Country)
- Home institution exchange coordinators' data (Names, Phone numbers, Emails)
- Double degree information
- Details about the study programme (EU subject area, receiving unit, department, specialization, diploma, subjects, number of years completed so far, beginning year of studies, number of credits completed so far, language of instruction, average grade)
- Information about previous exchange (if any)
- Information about housing during the exchange
- Academic content of the mobility
- Proposed plan (traineeship agreement, learning agreement, staff mobility agreement, teaching agreement)
- Motivation letter
- Transcript of Records from Centria UAS or from sending institution
- Copies of documents (language qualification, passport/national id, health insurance certificate)
- Disabilities (if any)
- Arrival date and arrival information (after acceptance)

## **7. How we collect the data**

Mobility participants fill in their own data into the required fields during the application. Certain details are also pre-filled by Centria UAS international officers, based on research, or on the information the home university provides during the nomination. Certain fields are compulsory to be filled during the application, otherwise the participant cannot proceed.

## **8. Who we share it with**

We do not share information with third parties, unless required by law, or necessary to pursue the mobility activity (for example, outgoing student nomination abroad). Other than this, information is used solely by Centria UAS employees, whose work is required in the mobility process of the participant.

### **9. Transferring data outside the EU / EEA**

Data in the register might be transferred outside the European Union or the European Economic Area in case of outgoing mobilities, if the partner institution is located in another area.

### **10. How we protect the data**

SoleMOVE is a system for international student and personnel mobility that is offered as a service from the Solenovo service centre ran by Solenovo Oy. The service can be used to prepare exchange agreements, manage organisation information of universities, create electronic exchange applications, store mobility information and produce reports on the exchanges that are required by interest groups such as CIMO. Solenovo Oy strives to take appropriate actions in order to protect personal data and to prevent and detect unauthorized access to personal data and loss of personal data. The system is accessible with supported browsers and the latest versions of Mozilla and Chrome. The user identification is handled by the local institution with local credentials.

### **11. Right to inspect your information**

You have the right to inspect which of your personal data the controller is processing. You must personally fill the inspection request at the address: Centria University of Applied Sciences, Talonpojankatu 2, 67100 Kokkola. When you place the request, please be ready to prove your identity with a valid passport or an official photo identification card.

### **12. Right to correct your data and right to prohibit processing of data**

You have the right to correct personal data that is misleading or inaccurate which the controller is processing. You have also the right to request to be forgotten, but be aware that the controller may have compliance with another law request to still process the data.