

## Privacy statement

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

## Privacy statement for student work and services in vocational education

### Data controller

The Education Committee has delegated the duties of the data controller to the Head of the Education Division (Education Committee, 20 November 2018, §250).

### Why do we process your personal data and on what grounds?

Personal data is processed for student work and services offered at Stadin AO.

The purpose of processing personal data is to provide, organize, implement and monitor student work and services offered at vocational education.

Point (b) of Article 6(1) of the EU General Data Protection Regulation: the processing is necessary for the performance of a contract to which the data subject is a party or for taking pre-contractual measures at the request of the data subject;

Point (c) of Article 6(1) of the EU General Data Protection Regulation: processing is necessary for compliance with a legal obligation to which the controller is subject

Point (e) of Article 6(1) of the EU General Data Protection Regulation: processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

## **What personal data do we process about you?**

The register contains the following information about customers purchasing student work and services:

- Name, phone number and email address
- For wellness and health-related services (e.g. hairdressing and beautician services), health information may be requested in separate consultation forms. The information is collected so that the services can handle treatment questions and possibly highlight treatments and products that may negatively affect the customer's health due to the customer's health condition or the medications the customer is taking. We collect this information only based on the customer's consent.
- The Phorest appointment booking system for wellness and health-related services collects cookies from customers who book an appointment.
- Information provided in connection with a table reservation at Restaurant Kokki: first name, last name, email address and phone number, as well as any additional information (e.g. special requests, special diets). The Quandoo appointment booking service collects cookies.
- Vehicle repair shop services: name, address, telephone number, e-mail address, vehicle information.

## **Where do we collect your personal data?**

The information is obtained from the customers who purchase student work and services themselves. Information on customers of vehicle repair services is also retrieved from Trafi's register.

## **To whom do we disclose or transfer your personal data?**

Hairdressing and beautician services: Your data is processed by the store's Phorest software and it is stored in the Amazon Web Services cloud service.

Restaurant services: The data is processed in the Quandoo service when the customer makes a table reservation to Restaurant Kokki, located at the Prinsessantie unit.

Vehicle repair shop services: The data is processed in the Autofutur service when the customer purchases vehicle repair shop services as student work.

## **Will your personal data be transferred outside the EU or EEA?**

No data from the register will be transferred outside the EU or EEA.

## **How long do we retain your personal data?**

The storage and deletion of data is carried out in accordance with the City of Helsinki Information Control Plan (<https://tiedonohjaus.hel.fi/>).

## **Automated decision-making and profiling**

Your personal data will not be used for any automated decision-making or profiling.

## **Your rights regarding the processing of your personal data**

The rights of the data subject and instructions on how to exercise them can be found at:

<https://www.hel.fi/en/decision-making/information-on-helsinki/data-protection-and-information-management/data-protection/rights-of-data-subjects-and-exercising-these-rights>

## **Right to review data (right of access to data, Article 15)**

You have the right to know which of your personal data is being processed and what data has been stored about you. The city will provide the information without undue delay, at the latest within one month of receiving the request. If necessary, this period may be extended by a maximum of two months if the request is of exceptional scope and complexity. If the time limit is extended, the city will inform the person requesting the information of this within one month of receiving the request, also stating the reasons for the delay.

If the city refuses to carry out your review request, it will inform you of this no later than one month after receiving the request. The city will also indicate the reasons for the refusal unless this compromises the purpose of the refusal. The possibility of lodging a complaint with a supervisory authority and of seeking other remedies will also be mentioned in this connection.

## **Right to rectification (Article 16)**

You have the right to request that the city rectify any inaccurate personal data concerning you without undue delay. You also have the right to have any incomplete information completed. Any incompleteness in the data will be resolved by taking into account the purpose of the processing of personal data.

If the city does not accept your request for rectification, it will issue a written certificate stating the reasons why the request was not accepted. The possibility of lodging a complaint with a supervisory authority and of seeking other remedies is also mentioned in connection with the certificate.

## **Right to be forgotten (Article 17)**

You have the right to request the erasure of your data in the following cases:

- You withdraw your consent, on which the processing was based, and there is no other legal basis for the processing.
- You object to the processing of your data for direct marketing.
- You object to the processing for a reason related to your specific personal situation, and there is no legitimate reason for the processing to continue.
- Your personal data has been processed unlawfully.
- Your personal data must be erased to comply with a legal obligation to which the data controller is subject under Union or Member State law.
- Your personal data has been collected in connection with the provision of information society services and pertains to the personal data of a minor.

If the city does not accept your request for erasure, it will issue a written certificate stating the reasons why the request was not accepted. The possibility of lodging a complaint with a supervisory authority and of seeking other remedies will also be mentioned in this connection.

The right to have data erased does not apply if the processing is based on compliance with the city's statutory obligation, the performance of a task carried out in the public interest or the exercise of public authority vested in the city.

## **Right to restriction of processing (Article 18)**

In certain situations, you may have the right to request that the processing of your personal data be restricted until your data has been duly verified and corrected or completed. Such situations include, for example, cases where you dispute the accuracy of your data, in which case the processing of your data will be limited until the city verifies its accuracy.

## **Right to data portability (Article 20)**

You have the right to transfer your personal data from one data controller to another only if you have personally provided your data to the controller, and the processing is based on consent or a contract and is carried out automatically.

This right does not apply to processing that is necessary for the performance of a task carried out in the public interest or in the exercise of an official authority vested in the city.

## **Right to object (Article 21)**

You have the right to object to the processing of your personal data at any time based on your specific personal situation when the processing is based on legitimate interest, the performance of a task carried out in the public interest, or the exercise of official authority vested in the city. In such a case, the data may no longer be processed unless the city demonstrates compelling legitimate grounds for the processing. The processing may also continue if it is necessary for the establishment, exercise or defence of legal claims.

## **Data subject's right to withdraw consent (Article 7)**

When the legal basis for processing your data is consent, you have the right to withdraw your consent at any time. When requesting consent, the city will inform you of the right to withdraw your consent.

The withdrawal of consent does not affect the lawfulness of consent-based processing carried out before the withdrawal.

## **Right to lodge a complaint with an authority (Article 77)**

You have the right to lodge a complaint with a supervisory authority if you consider the processing of your personal data to infringe on the EU General Data Protection Regulation (EU) 2016/679. In addition, the data subject has the right to exercise other administrative and judicial remedies.

[Office of the Data Protection Ombudsman](#)

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Postal address: PO Box 800, FI-00531 Helsinki, Finland

Email: [tietosuoja@om.fi](mailto:tietosuoja@om.fi)

Telephone exchange: +358 29 56 66700

## **How can you contact us about privacy issues?**

You can contact us using the contact information provided in this privacy statement.

### **Contact person**

Information Systems Manager, Education Division

### **Responsible person**

Director of Upper Secondary Education, Vocational Education and Training, and Liberal Adult Education

### **Contact details**

Electronic contact details: The city's e-services portal, <https://www.hel.fi/en/e-services>

Contact information: Education Division, City of Helsinki / Information Management, P.O. Box 58300 (Työpajankatu 8) 00099 City of Helsinki

### **Contact details of the Data Protection Officer**

City of Helsinki Data Protection Officer

[tietosuoja@hel.fi](mailto:tietosuoja@hel.fi)

+358 9 310 1691 (telephone exchange)

This privacy statement was updated on 9.12.2025