Helsinki

Privacy statement

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

Privacy statement for vocational education and training study administration records

Data controller

The Education Committee has delegated the duties of the 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 the purposes of training and services provided by the Helsinki Vocational College, Stadin AO.

The purpose of processing personal data in the register is to organise, implement, and monitor vocational education and training, preparatory education for an upper secondary qualification (TUVA), apprenticeship training, preparatory education for basic education and youth workshops.

The purpose of processing personal data in the register is to organise enrolment for training and services, study, completion of a part of a vocational qualification or a full qualification, and work try-out.

The register is used to manage and monitor the studies, teaching arrangements, and learning outcomes of learners in vocational education and training, TUVA training and

preparatory education for basic education, and to manage the guidance and support of learners in work try-outs.

Documents related to education or service enrolment, learning support, learner study and career planning are also classified as teaching arrangements.

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 registered students and work try-out participants:

- information related to the planning of the applicant's educational path and student admissions/work try-out agreements; basic information and contact details, previous education and work experience, as well as other information related to admissions criteria, admission decision
- basic information and contact details (name, personal identity code, address, telephone number, guardian/contact persons, gender, mother tongue, municipality, nationality, country of origin) of the student/work try-out participant, excluding those who are subject to non-disclosure for personal safety reasons
- student/work try-out participant's and guardians' usernames into the Wilma system
- information on the student's studies and information related to work try-out participation

- information related to the student's role (completion of an initial vocational qualification, vocational qualification, specialist vocational qualification, or double qualification, preparatory education for basic education, preparatory training for vocational education, youth workshop activities, open studies, students in fee-based business programmes, training of employment management clients, short-term and continuing education, additional training of personnel)
- the student's curriculum, including the qualification components, areas, electives and grades
- details of the student's on-the-job training and competence demonstrations
- information about the student's education; the mode of instruction
- educational support documents related to the student's studies
- the student's personal competence development plan
- study plan/job coaching plan
- information about the student's education; the curricula for different qualifications and the training criteria
- information on the student's transcript and subject/study assessments
- information on the student's attendance, absences and suspension of studies
- the student's disciplinary matters
- information on the student/work try-out participant's competence development
- information on the student/work try-out participant's student-administrative decisions
- application and monitoring information on social benefits for students
- date of issue of the criminal background extract required by SORA legislation, information on the verification of the extract
- information about the student's workplace instructor (name, contact information, company)
- information about the student's place of employment (business ID)
- information related to the student's international studies
- Data regarding religious or philosophical convictions and health are processed as special categories of personal data (Article 9 of the EU General Data Protection Regulation).

- Apprenticeship student information: Name, personal identity code, nationality, mother tongue, contact information, educational background, previous studies, work experience, salary information
    - Information about the student's apprenticeship training (personalisation process for studies, on-the-job learning plan)
    - The student's assessment information
    - Payment details for student social benefits (the student's bank account number, year of birth of the youngest child)
    - Information about the student's study abroad exchange (student's bank account number, and the name, phone number and email address of the contact person at the host institution)
    - Information about the employers providing training: Employer's name, contact information, date of verification of the prepayment register, domicile, bank account number, employer category, contact person and workplace instructor information: name, contact information, education
    - Information about partner schools: Name of the educational institution, contact information, bank account number, contact person's name and contact information
    - Contact information and personal identity code of the persons serving as mentors for the apprenticeship student

Where do we collect your personal data?

- Information personally provided by the student
- Information provided by the student's guardian
- National Registry and Data Transfer Service for Study Rights and Completed Studies (KOSKI)
- Information provided by employers in apprenticeship and training agreements
- Self-reported information from clients in work try-outs

To whom do we disclose or transfer your personal data?

The National Registry and Data Transfer Service for Study Rights and Completed Studies (KOSKI) centrally compiles the student's study attainments and study rights into a single service. The data is collected directly from the student register. (Act on the National Registers of Education Records, Qualifications and Degrees 884/2017) The disclosure service of the KOSKI data repository can be used to reliably share data with public authorities that need it in their activities, such as education and training providers, municipalities, the Ministry of Education and Culture, the Finnish National Agency for Education, the Social Insurance Institution of Finland (Kela), the Finnish Centre for Pensions, the labour administration, the Finnish Education Evaluation Centre (FINEEC), the Ministry of Finance, the National Supervisory Authority for Welfare and Health (Valvira), the Finnish Immigration Service (Migri) and Statistics Finland.

Information about students (including those with a double qualification) is transferred between the Helsinki Vocational College (Stadin AO) and the Primus system for basic and upper secondary school instruction.

Student welfare's Apotti client information system transfers the information required by school nurses for client access (personal identity code, degree, start date, group, location, first name, last name, municipality code and gender) to the system.

The Itslearning learning management system is used to implement teaching and guidance for studies. Personal data of students is transferred to the system. This data includes the student's name and email address, information about the campus, location and field of study, information about their personal teacher, as well as information on the parts of the degree in which the system is used.

The City of Helsinki has insured all the students studying in the city's schools against accidents. The personal data of students may be disclosed to the insurance company from which the city has purchased the insurance in connection with the handling of insurance claims.

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 be 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

Visiting address: Lintulahdenkuja 4
Postal address: PO Box 800, FI-00531 Helsinki, Finland
Email: 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
+358 9 310 1691 (telephone exchange)

This privacy statement was updated on 26 May 2026.