

9.10.2018

Description of Data File
SoleMOVE System for International Mobility

Personal Data Act (533/99), Section 10

1. Controller	Kajaani University of Applied Sciences (KAMK) P.O. 52 87101 Kajaani FINLAND Tel. +358 8 618 991
2. Person responsible for data file and/or contact person	International Affairs Manager Meira Kaikkonen meira.kaikkonen (at) kamk.fi
3. Name of data file	SoleMOVE – System for International Mobility
4. Purpose of processing personal data (purpose of data file)	<ul style="list-style-type: none"> – Administrative tasks. – Planning and developing of international activities. – Listing of incoming and outgoing students, teachers and other staff members for the purpose of <ul style="list-style-type: none"> ○ allocating and monitoring mobility grants ○ reports ○ statistics ○ archives
5. Content of data file	<p>1. PERSONAL INFORMATION</p> <ul style="list-style-type: none"> - surname, first names - personal ID, date of birth - gender - contact details: home address, telephone, telephone, email - nationality - mother tongue - field of study, (degree) programme, specialisation - degree title - organisation, unit - type of education (Bachelor, Master) - number of study years completed before exchange - bank account number - contact person <p>2. EXCHANGE INFORMATION</p> <ul style="list-style-type: none"> - type and level of exchange - timing and duration - exchange destination and country - exchange programme - amount of grant - exchange report <p>3. AGREEMENT INFORMATION</p> <ul style="list-style-type: none"> - duration - contracting parties

	<ul style="list-style-type: none"> - name and country of institution - exchange programme - agreement's field of study - types and number of persons - contact person
6. Regular sources of data	<ol style="list-style-type: none"> 1. Basic information for outgoing students is extracted from the ASIO/Peppi system. 2. Other information is gathered from users as they fill in the information in the system.
7. Regular disclosure of data	<ul style="list-style-type: none"> - Own data collection and compiling of statistics. - The Ministry of Education and Culture: data is submitted annually for the national database Vipunen. - The Centre for International Mobility CIMO: data is submitted twice a year regarding activities financed by EU's Lifelong Learning Programme's sub programme Erasmus. - With the consent of the person entered in the data file, the university may disclose contact information for selected purposes which promote studies.
8. Principles of securing data	<p>A. Manual data Forms are stored in files and kept in a locked cabinet or room.</p> <p>B. Data stored in electronically The data is stored on a server which is maintained by Solenovo Oy. The data can only be accessed by those who have a username and password for the system. Access rights to the system are given depending on the person's duties.</p>

*) The Personal Data Act, Section 10, does not specifically require that the data be indicated; however it expedient to do so in view of the right of access to the data of the persons entered in