

DATA PROTECTION STATEMENT

1. Controller of the data file

University of Helsinki/Services for Teaching and Learning Environments/Counselling psychologists

2. Contact person in matters concerning the data file

Anu Lehtinen, counselling psychologist, University of Helsinki (anu.lehtinen@helsinki.fi) and other counselling psychologists (opintopsykologi@helsinki.fi). Data protection officer of the University of Helsinki: Lotta Ylä-Sulkava (tietosuoja@helsinki.fi)

Address:

Counselling psychologists
Services for Teaching and Learning Environments
PO Box 53
00014 University of Helsinki

Other contact information:

Phone: +358 2941 911 (switchboard)
Email: opintopsykologi@helsinki.fi

3. Name of the data file

University of Helsinki counselling psychologists' client data file and patient data file

4. Purpose of processing personal data

Data stored in the University of Helsinki counselling psychologists' client data file are processed for the purpose of maintaining the counselling psychologists' client relationships.

As healthcare professionals, psychologists are obliged to observe the following legislation when providing consultation to individuals: the Act on Health Care Professionals (559/1994), the Act on the Status and Rights of Patients (785/1992) and the decree of the Ministry of Social Affairs and Health on patient records (298/2009). In addition, contact details and anonymised statistical data stored in the data file will be used to monitor the quality of the counselling psychologists' services and to develop them further. Consultation records related to group sessions outside individual counselling are based on students' consent.

5. Content of the data file

The following client data are collected in the data file:

first name, last name, personal identity code, gender, faculty, degree programme, first year of current studies, student number, address, phone number, email address, details provided by the student when booking an appointment, appointments made with counselling psychologists and cancellations,

consultation records made by counselling psychologists on sessions as well as on related events and tasks, summaries, recommendations and statements.

6. Processing and protection of sensitive personal data

Counselling psychologists of the University of Helsinki maintain a client data file on individual consultations and comparable work, in addition to which they draw up consultation records on consultation sessions as well as related events and tasks. The counselling psychologists do this in their role as healthcare professionals, and in their work as psychologists they observe the following laws: the Act on Health Care Professionals (559/1994), the Act on the Status and Rights of Patients (785/1992) and the decree of the Ministry of Social Affairs and Health on patient records (298/2009). These records often contain information related to clients' health.

The principles of data protection for the data file are described above.

7. Regular sources of data

Methods of collecting personal data:

data obtained from the data subject, consultation records on consultation sessions as well as related events and tasks, summaries, recommendations, statements

8. Regular disclosure of data

The client's data can be disclosed to the client at their request. Information can also be disclosed, with the consent of the client, to officials with the statutory right to obtain information. In this case, the official must submit a written request, indicating the legislation on which the right to obtain information is based. Information may be disclosed without the consent of the client in cases with existing separate legislation on disclosing information or on the right to obtain information.

Statistical data where an individual's personal data are not identifiable can be forwarded and used, for example, in reports and presentations which discuss the nature and extent of students' psychological counselling. In addition, information on clients who have provided a written consent for research use can be used in scientific studies and publications in unidentifiable form.

9. Transfer of data outside the EU or EEA

The data in the University of Helsinki counselling psychologists' client data file will not be transferred outside the European Union or the European Economic Area.

10. The period for which personal data will be stored and erasing unnecessary personal data

Data created in individual consultation sessions are stored in accordance with the laws concerning patient data. Group consultation data that are not considered patient data are stored for four years. Booking data collected through electronic forms and the Vihta system are erased every academic year. Details relevant to the counselling provided by the counselling psychologists, such as students' personal data and other preliminary information provided by students, are transferred from the booking data associated with individual consultations to the Diarium booking system. In the case of groups, data obtained through the

booking system are erased, with the relevant information stored in the counselling psychologists' digital archive.

11. Automated decision-making related to personal data, including profiling

The process does not include automated decision-making or profiling.

12. What rights do you have?

Withdrawal of consent

If the processing of personal data is based on consent, you have the right to withdraw your consent. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.

Right of access

Clients have the right to view and verify their personal data in the data file. Clients may request their counselling psychologist to disclose information recorded on them during consultation. Clients may request their data stored in the data file, summaries, statements, certificates and recommendations, to be posted to them in written form by submitting a request to: Document request for counselling psychologists/Counselling psychologists, PO Box 53, 00014 University of Helsinki. The request will be directed to the counselling psychologist(s) who provided counselling to the client. If this is not possible, the data will be provided by another counselling psychologist.

Right to rectification of data in the data file

Clients have a right to demand rectification of erroneous data in the client data file. Requests for rectification of data are directed in a similar manner as requests to view the data (see Right of access).

Right to erasure

You have the right to request the erasure of your personal data on the following grounds:

- a) The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- b) You withdraw the consent on which the processing is based, and there are no other legal grounds for the processing;
- c) The personal data have been unlawfully processed; or
- d) The personal data have to be erased for compliance with a legal obligation.

The right to erasure does not apply if:

- a) The processing of personal data is necessary for compliance with a legal obligation which requires processing by law to which the controller is subject; or
- b) The 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.

You have the right to restrict the processing of your personal data. This means that we will store your data, but will not process them in any other way.

You can exercise this right in the following cases:

- a) You contest the accuracy of your personal data, in which case the processing will be restricted for a period enabling the University to verify the accuracy of the personal data.
- b) The processing is unlawful, and you oppose the erasure of the personal data and request the restriction of their use instead.
- c) The University no longer needs the personal data for the purposes of the processing, but you need them for the establishment, exercise or defence of legal claims.

Right to object

You have the right to object to the processing of your personal data if the processing is based on public interest or legitimate interests. In such cases, the University can no longer process your personal data unless the University demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject, or if it is necessary for the establishment, exercise or defence of legal claims. The University can also continue processing your personal data when necessary for the performance of a task carried out for reasons of public interest.

Right to data portability

You have the right to receive the personal data concerning you, which you have provided to the University, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the University, if:

- a) The legal grounds for the processing are based on consent or a contract; and
- b) The processing is carried out by automated means.

When exercising your right to data portability, you have the right to have the personal data transmitted directly from one controller to another, where technically feasible.

Right to lodge a complaint

If you consider that the processing of your personal data has been carried out in breach of valid data protection legislation, you have the right to lodge a complaint with the Office of the Data Protection Ombudsman.

Contact details:

Office of the Data Protection Ombudsman
Street address: Lintulahdenkuja 4, 00530 Helsinki
Postal address: PO Box 800, 00531 Helsinki
Phone (switchboard): +358 2956 66700
Email: tietosuoja@om.fi