

Privacy statement/Notice

EU General Data Protection Regulation 2016/679 (GDPR).

Name of the filing system

Electronic registration and filing system for National Certificates of Language Proficiency

Data controller

Finnish National Agency for Education

P.O. Box 380, 00531 Helsinki (visiting address Hakaniemenranta 6, 00530 Helsinki).

Other contact details

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Telephone switchboard: +358 29 533 1000

Controller's representative (contact person)

Salla Lauerma

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Data protection officer's contact details:

Jyrki Tuohela

Email: tietosuoja@oph.fi

Phone number: +358 29 533 1000 (switchboard)

Purpose of and legal basis for the processing of personal data

The National Certificates of Language Proficiency system and its development and monitoring are the responsibility of the Finnish National Agency for Education.

The purpose of processing the data is to enable electronic registration for National Certificates of Language Proficiency tests, store information on completed National Certificates of Language Proficiency and their subtests and monitor the functioning of the National Certificates of Language Proficiency. In addition to this, the service allows data subjects to apply for a reassessment of the subtest that they have completed. The reassessment is subject to a fee.

The legal basis for the processing is compliance with a legal obligation (point (c) of Article 6(1) of the General Data Protection Regulation). The processing is based on the Act on National Certificates of Language Proficiency (964/2004).

Legal grounds

Act on National Certificates of Language Proficiency (964/2004)

Government Decree on National Certificates of Language Proficiency (1163/2004)

Point (c) of Article 6(1) of the EU General Data Protection Regulation.

Data content of the filing system/categories of personal data being processed

1. Personal data on persons who take the National Certificates of Language Proficiency test:
 - the person's first and last name, email address, postal address, telephone number, learner number, nationality and sex
 - test location, test language, skill level assessments, test dates and times, any requested reassessments and the number of free YKI tests taken.

The personal data are collected directly from the data subjects.

The data on the test language, skill level assessments, test dates and times and the number of free YKI tests taken are stored for the data subject's lifetime. Also, the data subject's name, learner number and information on the test location are stored for the data subject's lifetime. Other information stored in the register is stored for 30 years.

The data are deleted from the registration system 6 months after the test was held.

The processing of personal data on data subjects is necessary for and proportionate to the performance of a task carried out in the public interest. No special categories of personal data are processed. Non-disclosable personal data are not processed.

2. Personal data on the evaluators of the National Certificates of Language Proficiency test
 - The person's first and last name, learner number and the necessary contact information: address, email address and phone number
 - language(s) the person has the right to evaluate

The personal data are collected directly from the data subjects.

The data is stored in the register for evaluators of the National Certificates of Language Proficiency test for five years.

The processing of personal data on data subjects is necessary for and proportionate to the performance of a task carried out in the public interest. No special categories of personal data are processed. Non-disclosable personal data are not processed.

3. Representatives of the organizers of National Certificates of Language Proficiency tests

- Name, learner number, personal identity code, and other necessary identifying information such as nationality, gender, mother tongue, municipality of residence, and necessary contact details
- Access rights groups to which the person has access

The personal data are collected directly from the data subjects.

The data is deleted without delay when the person no longer acts as a representative of an organizer of National Certificates of Language Proficiency tests.

The processing of personal data on data subjects is necessary for and proportionate to the performance of a task carried out in the public interest. No special categories of personal data are processed. Non-disclosable personal data are not processed.

4. YKI officials at the Finnish National Agency for Education

- Name, learner number, personal identity code, and other necessary identifying information such as nationality, gender, mother tongue, municipality of residence, and necessary contact details
- Access rights groups to which the person has access

The personal data are collected directly from the data subjects.

The data is deleted without delay when the person no longer acts as a YKI official at the Finnish National Agency for Education.

The processing of personal data on data subjects is necessary for and proportionate to the performance of a task carried out in the public interest. No special categories of personal data are processed. Non-disclosable personal data are not processed.

Recipients or categories of recipients of the personal data

According to the Act on the Openness of Government Activities (621/1999), the Finnish National Agency for Education must provide access to a public document upon request, even if the document contains personal data. Non-disclosable information may be provided or disclosed only on special grounds: the information must pertain to the right, interest or obligation of the party requesting access to it, the party must have a right to access the information under law or the party must have the consent of the person for whose protection the information has been deemed non-disclosable.

The Finnish National Agency for Education regularly discloses personal data to the Finnish Immigration Service.

The personal data may be disclosed for scientific or historical research purposes or for statistical purposes under the conditions laid down in section 4 of the Data Protection Act (1050/2018).

The service providers of the information system (processors) have access to the personal data contained in the filing system to the extent determined by the Finnish National Agency for Education.

The data are not disclosed for direct marketing purposes.

Information about data transfers to third countries, the safeguards used (including information about the existence or absence of an adequacy decision by the Commission) and means of obtaining a copy of the data or information about the content of the data.

The data are not transferred outside the EU or the EEA.

Storage period of the personal data

Examination register of the National Certificates of Language Proficiency test

The data on the test language, skill level assessments, test dates and times and the number of free YKI tests taken are stored for the data subject's lifetime. Also, the data subject's name, learner number and information on the test location are stored for the data subject's lifetime. Other information stored in the register is stored for 30 years.

Register for evaluators of the National Certificates of Language Proficiency test

The data is stored in the register for evaluators of the National Certificates of Language Proficiency test for five years.

Other groups

The data of the YKI Officials at the Finnish National Agency for Education and the representatives of the organizers of National Certificates of Language Proficiency tests is destroyed once the person no longer acts in the function in which they were registered. The data stored in the learner number register of the Finnish National Agency for Education is stored permanently.

The personal data storage periods of the service comply with the storage periods specified in the filing plan and the records management plan. Documents that have reached the end of their storage period are deleted from the system annually.

Data Subject Rights

Right of access to personal data

Right to rectification

Right to restriction of processing

Right to object

Right to data portability

The data subject has the right to obtain confirmation from the controller as to whether personal data concerning them is being processed or not. Upon request, the controller must provide a copy of the personal data being processed.

The data subject has the right to request that the controller rectify inaccurate or incorrect personal data without undue delay. The data subject must specify and justify which data should be corrected, what the correct information is, and how the correction should be made.

If the processing is based on Article 6(1)(a) or Article 9(2)(a) of the GDPR (consent), the data subject has the right to have their data erased.

The data subject has the right to restrict processing in certain situations.

The data subject has the right to have the controller inform recipients to whom the data has been disclosed about any rectification, erasure, or restriction of processing, if the data has been forwarded.

The data subject has the right to have their data transferred from one system to another if the processing is carried out automatically.

Requests to exercise these rights should be addressed to the contact person for the register. A request for access must include the information necessary to locate the data (name and personal identification number).

If less than one year has passed since the data subject last exercised their right of access, the controller may charge a fee based on administrative costs for providing the information (Article 12(5)).

Right to Lodge a Complaint with a Supervisory Authority

The data subject has the right to lodge a complaint with a supervisory authority, particularly in the Member State of their habitual residence or place of work, or where the alleged infringement of the GDPR occurred.

Information on the Source of Personal Data

Data is collected from individuals registering for the examination and may include a learner number created during strong authentication at registration.

Automated Decision-Making and Profiling

The data contained in the register is not used for profiling and is not subject to automated decision-making.