

Privacy statement for Fagpersonweb

1) Fagpersonweb in brief

Fagpersonweb is a web application that allows teaching staff to carry out some necessary student administrative procedures and tasks. Fagpersonweb is intended as a teaching and grading support tool.

2) About the privacy statement

This privacy statement describes how the Norwegian School of Economics processes your personal data in Fagpersonweb. The purpose of this privacy statement is to inform you about what personal data we process, how they are processed, who is responsible for the processing, what your rights are and who you can contact.

3) What are personal data?

Personal data are all forms of data, information and assessments that can be linked to you as a person, cf. the GDPR Article 4 (1). The decisive factor as to whether data constitute personal data is whether they can be linked to an identified or identifiable natural person.

Data that, on its own, cannot be linked to a natural person may, in cases where the data are found together with other data, constitute personal data if they indirectly identify a person.

4) The purpose of processing personal data in Fagpersonweb

Purpose

The primary purpose of the processing of your personal data in Fagpersonweb is to provide you with an overview of your roles in courses and study programmes and your supervision relationships in order to support you in administrative duties relating to teaching and academic supervision.

Legal basis

The Norwegian Personal Data Act and Personal Data Regulations apply to Fagpersonweb. The legal basis for processing personal data in Fagpersonweb is regulated in an agreement between you as an employee and your employer.

5) What personal data are processed in Fagpersonweb, and how long will we store your personal data?

Fagpersonweb does not contain any sensitive personal data.

When you log in to Fagpersonweb, we will store your serial number in the institution's FS database, your IP address and any error messages. If you log in via FEIDE, your FEIDE user name will also be logged. This is done to enable Unit to assist you with troubleshooting if necessary.

Your personal data related to your log-ins will be stored for three months before being erased.

We also store information about what actions you carry out in Fagpersonweb. This information is erased after six months.

Your identity relating to student administrative tasks carried out in Fagpersonweb, such as attendance registration, approval of compulsory activities and grading, will also be stored. These personal data will normally not be erased.

Fagpersonweb will also process information about your active and former roles related to teaching and assessment, and any contact information registered in the institution's FS base. These personal data are stored until they are erased by the institution you work for/at.

Personal data about students that you register in Fagpersonweb, will be sent to the student administrative system Common Student System (FS).

6) Automated case processing

Personal data will not be subject to automated case processing or profiling.

7) Disclosure of your personal data to third parties

Disclosure or export of data is defined as all disclosure of data aside from to our own system/processing or to the data subjects themselves, or to someone who receives data on their behalf. The Norwegian School of Economics can disclose or export data containing personal data to other systems, i.e. to an external data processor, in cases where it is deemed necessary to do so.

Your personal data will not be disclosed to countries outside the EU/EEA or to international organisations.

Your personal data may be disclosed to the following parties/enterprises:

1) Unit – the Directorate for ICT and Joint Services in Higher Education and Research
Fagpersonweb is developed by Unit. Unit employees who need it to perform their work will be given access to your personal data in order to be able to provide user support and, if relevant, rectify errors in the service.

2) The University Center for Information Technology (USIT) at the University of Oslo (UiO)
Fagpersonweb is operated by USIT at UiO. USIT employees who need it to perform their work will be given access to your personal data in order to be able to provide user support and, if relevant, rectify errors in the service.

3) UNINETT AS
You can log in to Fagpersonweb via FEIDE. FEIDE is developed and delivered by UNINETT AS. If you log in using FEIDE, UNINETT employees who need it to perform their work will be given access to your FEIDE name and IP address in order to be able to provide user support and, if relevant, rectify errors in the service. Your personal data will be erased from FEIDE after six months.

4) Agency for Public Management and eGovernment (Difi)
You can log in to Fagpersonweb using the log-in solutions MinID, BankID, Buypass and Commfides via ID-porten. ID-porten is a service provided by Difi. If you use one of the log-in solutions available in ID-porten, Difi employees who need it to perform their work will be given access to your personal ID number and data related to your log-in to Fagpersonweb in order to be able to provide user support and, if relevant, rectify errors in the service.

Difi is the data controller for information used in the administration of MinID. The providers of electronic ID solutions (BankID, Buypass and Commfides) are the data controllers for the personal data required to administer their log-in solutions. For further information, please see their protection of privacy information pages.

5) Other teaching staff at your institution
Users who are logged in to Fagpersonweb can see information about your present and former roles and your contact information. This is done to facilitate cooperation on the planning of teaching activities.

Correspondingly, your name and contact information will be available to your fellow examiners on grading committees in order to facilitate cooperation during the grading process.

8) Security in relation to your personal data

The Norwegian School of Economics conducts regular risk and vulnerability analyses to keep your personal data in Fagpersonweb secure. In addition, security measures such as access control have been put in place to ensure that access to your personal data is limited to the staff who need it.

9) Your rights

Right to information and access

You have a right to receive information about how the Norwegian School of Economics processes your personal data. This privacy statement has been produced to provide the information you are entitled to receive.

You also have the right to see/access all personal data registered about you by the Norwegian School of Economics. In addition, you have the right to request a copy of your personal data if you so wish.

Right to rectification

You have a right to have inaccurate personal data about you rectified. You also have a right to have incomplete personal data about you supplemented. Please contact us if you think that we have registered inaccurate or incomplete personal data about you. It is important that you give grounds and, if relevant, document why you think that the personal data are inaccurate or incomplete.

Right to restriction of processing

In certain cases, you may have a right to request that the processing of your personal data be restricted. Restriction of processing means that the personal data will still be stored, but the possibilities for further processing are restricted.

If you think that the personal data are inaccurate or incomplete or have submitted an objection to their processing (see further information below), you have the right to demand that the processing of your personal data be temporarily restricted. This means that processing will be restricted until we have corrected your personal data, if relevant, or considered whether your objection is justified.

In other cases, you may also demand more permanent restrictions on the processing of your personal data. In order to be entitled to demand restricted processing of your personal data, the conditions set out in the Personal Data Act and the GDPR Article 18 must be met. If you contact us to request restriction of processing of your personal data, we will consider whether the statutory conditions are met.

Right to erasure

In some cases, you have the right to demand that we erase personal data about you. The right to erasure is not an unconditional right, and whether you have the right to have data erased must be considered in light of the applicable data protection legislation, i.e. the Personal Data Act and the GDPR. Please contact us if you would like to have your personal data erased. It is important that your request includes why you want your personal data erased and, if possible, what personal data you wish to have erased. We will then consider whether the statutory conditions for demanding erasure are met. Please note that legislation allows us to make exemptions from the right to erasure in some cases. This includes cases where we have to store personal data to fulfil a duty pursuant to the Act relating to Universities and University Colleges or on the grounds of public interest such as archiving, research or statistical purposes.

Right to object

You may have the right to object to processing if you have a special need to have the processing stopped, for example if you have a need of protection, a confidential address or similar. The right to object is not an unconditional right, and it depends on the legal basis for the processing and on whether you have a special need. The conditions are set out in the GDPR Article 21. If you object to the processing, we will consider whether the conditions for objecting are met. If we conclude that you have the right to object to the processing and that your objection is justified, we will stop the processing, and you can also demand that the information be erased. Please note that there are cases where we may nevertheless make exceptions from erasure, for example if we have to store the personal data to fulfil a duty pursuant to the Act relating to Universities and University Colleges or to safeguard important public interests.

Right to complain about the processing

If you feel that we have not processed personal data in a correct or lawful manner, or if you feel that you have been unable to exercise your rights with us, you have a right to complain about the processing. You can find information about how to contact us in section 10.

If we do not uphold your complaint, you have the possibility of filing a complaint with the Norwegian Data Protection Authority. The Data Protection Authority is responsible for ensuring that Norwegian enterprises comply with the provisions of the Personal Data Act and the GDPR in their processing of personal data.

10) Contact information

The data controller

The Norwegian School of Economics is the data controller for personal data in Fagpersonweb, cf. the GDPR Article 4 (7).

If you wish to exercise your rights as described in section 9 above, please contact maj-brit.iden@nhh.no. We will consider your enquiry without undue delay, and within 30 days at the latest.

Data protection officer

The Norwegian School of Economics has a data protection officer who is tasked with safeguarding the data protection interests of the school's students and employees. You can contact the data protection officer for administrative processing of personal data at the Norwegian School of Economics by sending an email to: monica.oen@nhh.no.

Service provider

Unit – the Directorate for ICT and Joint Services in Higher Education and Research is the service provider for Fagpersonweb, which means that Unit develops and administers Fagpersonweb and is responsible for its day-to-day operation. In the course of this work, selected Unit personnel will have access to all personal data registered in Fagpersonweb.

Contact information for Unit: fs-sekretariat@fsat.no