

Privacy statement for EVUweb – applicants

Last amended: 21 June 2018

1) EVUweb in brief

EVUweb is a web application where you can register for courses and other events and apply for admission to the Norwegian School of Economics. EVUweb is linked to the student administrative system Common Student System (FS). This means that data that are registered in EVUweb are stored in FS. Data from FS are reported to a number of parties/enterprises for various purposes. [See the privacy statement for FS.](#)

2) What is a privacy statement?

This privacy statement describes how the Norwegian School of Economics processes your personal data in EVUweb. 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 is considered 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 and legal basis for the processing of personal data in EVUweb

Purpose

The purpose of the processing of personal data in EVUweb is to allow you to register for courses and apply for admission to study programmes.

Legal basis

The legal basis for the processing in cases where you are applying for admission to a study programme or course is the Act relating to Universities and University Colleges Section 4-15 and the GDPR Article 6 (1) letter (e) and (3) letter (b). This mainly concerns study programmes and courses where admission requirements apply and where the institution must make a decision on whether or not to accept the applicant.

In cases where you register for a course or other event where no admission requirements or ranking applies, the legal basis for the processing is the GDPR Article 6 (1) letter (b). This means that processing is necessary for the performance of a contract concerning courses etc. between you and the institution.

In cases where another party, for example an employer or organisation, registers you for a course or other event on your behalf, we assume that this party does so by agreement with you. EVUweb allows for registration on behalf of others (enterprise registration). In cases where you are accepted for a course by an agreement entered into between the institution and the **enterprise registrar**, the legal basis for the processing will be the GDPR Article 6 (1) letter (b). This means that processing is necessary for the performance of a contract to which you are a party.

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

No sensitive personal data about you are stored or processed in EVUweb at present.

We also store information about the actions you perform in EVUweb, as well as error messages related to these actions. This information is erased after 6–12 months.

The following personal data may be processed in EVUweb: profile information (such as your name, personal ID number/D number/S number (11 digits), contact information, information about your background, first **language), application** information, consents you have given, information about application alternatives and documents that you upload in connection with your application, admission results and answers to offers of admission to study programmes or courses you have applied for, and information about whether you have withdrawn your application. If your employer or another organisation has been permitted to register applications on your behalf, information about your organisational affiliation will also be processed.

In some cases, information about your activities in this application will be logged together with your participant number and, if relevant, personal ID number. This is done to enable Unit to assist you with troubleshooting if necessary.

Your personal data can be obtained from:

1. You via EVUweb
2. A person or an organisation with an agreement with the Norwegian School of Economics to submit applications or registrations on your behalf
3. Common Student System (FS)

Voluntary registration

1. You via EVUweb

It is voluntary for you to register personal data in EVUweb, but we may not be able to process your applications without your personal data.

Registration without your express consent

2. A person or an organisation with an agreement with the Norwegian School of Economics to submit applications or registrations on your behalf

In some cases, other persons or organisations may submit applications or registrations on your behalf, for example if you are going to take a programme or course under the auspices of your employer.

3. Common Student System (FS)

In some cases, it is necessary for case officers at the Norwegian School of Economics to register information about you in connection with your applications, for example assessments relating to applications for admission. In such cases, the actual registration is done in the student administrative system FS. The conclusion is sent from FS to EVUweb to allow you access to your data.

6) In some cases, we use automated case processing

When you use EVUweb at the Norwegian School of Economics to apply for admission to courses that lead up to an exam, some processes may be carried out as partially or fully automated case processing. This will apply in the following cases:

- calculation of which courses you can register for
- registration for teaching activities and exams

7) We disclose 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. <Name of educational institution> 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

EVUweb 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)

EVUweb 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) Other parties

Personal data that you register in EVUweb will be sent to the student administrative system Common Student System (FS). See the privacy statement for FS for details on which enterprises receive personal data from FS.

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 EVUweb 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 EVUweb, 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 EVUweb, which means that Unit develops and administers EVUweb 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 EVUweb, and thus also personal data sent to and from FS.

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