

Privacy statement for Studentweb

Last amended: 21 June 2018

1) Studentweb in brief

Studentweb is a web application that allows you as a student to carry out a number of student administrative tasks, such as semester registration and registration for teaching activities and exams. Studentweb also lets you access the information that the Norwegian School of Economics has stored about you in the student administrative system Common Student System (FS), such as contact information, exam results and information sent to the Norwegian State Educational Loan Fund (Lånekassen).

Studentweb is linked to the student administrative system Common Student System (FS). This means that data that are registered in Studentweb 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 FS. 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 Studentweb

Purpose

The purpose of the processing of personal data in Studentweb is to allow you to administer your studies at the Norwegian School of Economics.

Legal basis

The legal basis for the processing is the Act relating to Universities and University Colleges. Moreover, the processing is necessary for the performance of the contract between the Norwegian School of Economics and you as a student. Some processing, for example approval of course and exam registrations, involves the exercise of official authority.

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

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

The following personal data may be processed in Studentweb: profile information (such as your name, personal ID number/D number/S number (11 digits), gender, contact information, information about your background, first language, photo), application information, consents you have given, transcript of police record if relevant, semester registration information, invoice information and information about study programmes and courses.

Personal data registered in Studentweb will be sent to the student administrative system Common Student System (FS). In principle, personal data in FS will be stored indefinitely. See the privacy statement for FS.

We also store information about the actions you perform in Studentweb, as well your email address. The purpose of this is to secure documentation of your registrations. The personal data in question are stored in FS and erased after 12 months.

Your personal data can be obtained from:

1. You via Studentweb
2. Case officers at the Norwegian School of Economics

Voluntary registration

1. You via Studentweb

It is voluntary for you to register personal data in Studentweb, but we may not be able to process your applications without your personal data. In Studentweb, you can register information related to admission applications (information about your background, registration for teaching activities and exams, applications for recognition etc.), and documents you upload. We may need these data to process your applications and for you to be able to study at the Norwegian School of Economics.

Registration without your express consent

1. Case officers at the Norwegian School of Economics

In some cases, it is necessary for case officers at the Norwegian School of Economics to register information about you in connection with your studies, for example assessments relating to applications for admission, grounds for and appeals against grades, and information relating to completion of study programmes. These data are only sent to Studentweb to allow you access to your data.

6) In some cases, we use automated case processing

When you use Studentweb at the Norwegian School of Economics, a number of processes relating to your student relationship will be partially or fully automated. This will apply in the following cases:

- calculation of which courses you can register for
- registration for teaching activities and exams
- creation of invoices
- grounds/complaints relating to exams
- various applications for recognition

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. 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

Studentweb 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) Studentweb is operated by USIT at UiO. USIT employees who need it to perform their work will be given access to your personal data.

3) UNINETT AS

You can log in to Studentweb using the log-in solution FEIDE. FEIDE is developed and delivered by UNINETT AS. 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 Studentweb using the log-in solutions MinID, BankID, Buypass and Commfides via ID-porten. [The Agency for Public Management and eGovernment \(Difi\)](#) is the data controller for personal data processed in ID-porten, and for information used in the administration of MinID.

If you log in via ID-porten, user support and administrative staff can see your personal ID number and contact information as well as a time-limited log-in history if necessary, for example to provide user support or identify and rectify errors in the service.

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.

5) Other parties

Personal data that you register in Studentweb 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 Studentweb 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 Studentweb, 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 Studentweb, which means that Unit develops and administers Studentweb 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 Studentweb, and thus also personal data sent to and from FS.

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