Privacy Policy of Electronic Exam System - Published 26.5.2018

## Name of the service

Electronic Exam System

## The purposes of the processing for which the personal data are intended

The electronic exam system is used for creating, booking, taking and assessing exams. The teacher creates an exam in the system and opens it for the student to book. The student books an exam time and takes the exam with his/her university username. The teacher assesses the exam answers by logging in to the exam system with his/her university username. The staff of education or faculty services log on to the system to check assessment in order to register study attainments in the study register. The system administrators see the information of all users and exams, in order to maintain the system, as well as to resolve problems and questions relating to the technology and the exam process.

## Legal basis for the processing

Based on Universities Act ([558/2007](http://www.finlex.fi/fi/laki/ajantasa/2009/20090558)) 2§, about the mission of the university and how it is carried out

## Contact information

University of Turku, Educational affairs, Educational Support Services

Åbo Akademi University, Research and Education Services, Support for Teaching and Learning

e-mail: [exam@utu.fi](mailto:exam@utu.fi)

## Groups of personal data

For identifying the user, the following information is gathered:

* name, email address, home organization
* (students) student number

For the assessment and registration of study attainments, the following information is gathered:

* Exam papers and assessment data (grade, feedback and date of assessment)

Data on the use of the server is stored in the log files (service user, time, actions and IP address). In addition, a surveillance video of the exam rooms is recorded see: [video surveillance of Electronic Exam service](https://www.utu.fi/sites/default/files/public%3A/media/file/S%C3%A4hk%C3%B6isen%20tenttipalvelun%20videovalvonnan%20tietosuojailmoitus_eng_saavutettava.docx)

## Origin of the information, if not from the registered person him-/herself

The study register of the home university

## Storage period of personal data

The student’s HAKA-information (username, name, e-mail and student number) is stored forever.

Exam answers and assessments are stored in the Exam system for two years after being locked. (Based on the storage time required for maturity exams)

## Potential recipients/groups of recipients of personal data

In the Exam system, name, student number and e-mail address are shown to the examining teacher, staff from education services who register study attainments as well as for the administrators of the exam system.

In the same way exam answers and assessment information are shown,  
  
Personal data will not be transferred to third parties or for other purposes.

## Openness and secrecy of data

The data in the study register are, according to the Act on the Openness of Government Activities 621/1999, official documents in the public domain which will be given to be students upon request. Access to documents are granted according to the preconditions in sections 13 and 16 in the Act on the Openness of Government Activities 621/1999 and the Finnish Data Protection Act (1050/2018). Secret data or sensitive personal data are not stored in the register.

In the service the personal data file created is protected by the personal user accounts of the administrators.

In the network, SSL technology is used to protect personal data.

The user can access the information transferred when logging in using the HAKA-login, by logging into <https://rr.funet.fi/attribute-test/>

## Right of access to personal data

You have the right to request access to and rectification or erasure of personal data or restriction of processing data concerning you or to object to processing.

You have the right to make a complaint to supervisory authority.

The user can get access to the personal data stored in the system by contacting the main user of the system to [exam@utu.fi](mailto:exam@utu.fi).

## Additional information

Logs are created when the system is being used. The logs contain the user of the server, time, activities and IP address.

These logs are used for guaranteeing data protection, for the technical development of the system, for detecting, preventing and solving error situations (Information Sociey Act (917/2014) 138§, 141§, 144§). The logs are stored as long as it is needed for these purposes. They are not used for any other purposes. The admin people of the system have got access to the logs.

E-mail to the data protection officer: [dpo@utu.fi](mailto:dpo@utu.fi)(University of Turku) and [dataskydd@abo.fi](mailto:dataskydd@abo.fi) (Åbo Akademi University)  
  
The principled of protecting personal data is described here:   
<http://www.utu.fi/en/unit/university-services/it-services/information_security/Pages/Data-Security-Description.aspx>

See [Data Protection Ombudsman](file:///C:\Users\tforslun\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\JJVL5FGW\Data%20Protection%20Ombudsman) for more information/