

Privacy notice for applicants – How we process personal data for admissions purposes

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Why do we process your personal data?

When you apply to study at Tampere University (including degree programmes, doctoral programmes, national or international student mobility programmes, continuing professional development, specialist training, continuing education or Open University studies), we process your personal data for the following purposes:

- to receive and manage applications;
- to provide information to and maintain contact with applicants;
- to assess applicant eligibility;
- to administer the admissions process;
- to prevent and investigate misconduct;
- to make and document admission decisions;
- to manage information requests, appeals and complaints;
- to produce statistics, report on our activities and develop our operations;
- to comply with statutory document retention and archiving requirements.

In addition, we may process applicants' personal data for other purposes based on their consent, such as participation in voluntary surveys or granting voluntary permission for the use of their data for marketing purposes.

Tampere University processes applicants' personal data for the purpose of administering and managing the student admissions process. Some admissions processes are carried out in collaboration with other universities, in which case the participating institutions share responsibility for the processing of personal data. When entrance examinations or admissions procedures are organised jointly, or when related appeals are managed collaboratively, the universities act as Joint Controllers.

Why are we allowed to process your personal data?

Tampere University is entitled to process personal data as a Data Controller under the following legal bases:

1. Legal obligation of the Data Controller (EU General Data Protection Regulation (679/2016), Article 6(1)(c) and Article 9(2)(g))

We process personal data to comply with our legal obligations relating to student admissions. This obligation arises, in particular, from the Finnish Universities Act (558/2009) that sets out provisions on admission requirements and procedures, as well as from other applicable legislation, such as the Act on the National Registers of Education Records, Qualifications and Degrees. To meet these legal requirements, we process, for example, information provided in applications, documents demonstrating applicant eligibility and other materials required for making admission decisions.

Certain degree programmes include statutory requirements related to the safety of minors, patients or customers. Under Finnish legislation, we are required to assess applicants' suitability to work in such fields. We have a legal obligation to assess whether an applicant may be unable to complete internships or work placements that form part of their studies due to health-related or comparable reasons.

Applicants' health data will be processed for entrance examination purposes only if the applicant has requested that we take this information into account when organising the examination, and only to the extent necessary to implement the required arrangements.

Key regulations:

Universities Act (558/2009):

- 36 §: Admissions
- 37 §: Eligibility for studies leading to a higher education degree and for professional specialisation programmes
- 37 a §: Accessibility and prerequisites for admission
- 37 b §: Access to information relating to admissions

Act on the National Registers of Education Records, Qualifications, and Degrees (884/2017)

Act on the National Registers of Student Admissions (884/2017)

Act on Information Management in Public Administration (906/2019)

Archives Act (831/1994)

2. Task carried out in the public interest and the exercise of official authority (EU General Data Protection Regulation (679/2016), Article 6(1)(e))

The management of student admissions is a statutory public administration task assigned to universities. This includes organising entrance examinations or interviews and assessing them, making administrative admission decisions, processing appeals, producing statistics and reporting on these activities to public authorities (such as the Ministry of Education and Culture). When universities process personal data to develop their admissions processes or communicate admission decisions, they are carrying out a task performed in the public interest.

Key regulations:

Universities Act (558/2009):

- 36§: Admissions
- 82 §: Rectification procedure
- 2 §: Mission

3. Consent (EU General Data Protection Regulation (679/2016), Article 6(1)(a))

Consent serves as the lawful basis for processing personal data only when the purpose of the processing falls outside the statutory admissions procedures. This may include, for example, participation in voluntary surveys, granting research permissions, or providing permission for communications. The giving or withdrawal of consent has no impact on student admissions.

What personal data do we collect?

We process the following categories of personal data:

Identifying information:

- personal identifiers (name, personal identity number, date of birth, application number, national learner ID);
- background information (nationality, gender, first language);
- contact details (email address, telephone number, postal address).

Information related to the admissions process:

- programme preferences identified in applications;
- application details;
- information concerning admission requirements and the grounds for admission;
- information concerning applicants' educational qualifications, degrees, work experience, and any submitted CVs or motivation letters (for applicants to doctoral programmes, this also includes research plans and consent forms from prospective supervisors);
- results of language tests and placement tests;
- any pre-assignments and entrance examination responses;
- information about admission outcomes (entrance examination results and other related information, such as admission scores);
- information concerning the acceptance of an offer of admission;
- any other information necessary for managing student admissions.

Applicant information that may include special category data (sensitive personal data):

- information about health-related factors relevant to student admissions (yes/no; for applicants seeking admission to specialist medical training, this also includes the amount of sick leave, if it is relevant to the calculation of their work experience);
- information concerning individual arrangements;
- information processed when investigating incidents relating to student admissions and their consequences;
- any interviews conducted as part of the admissions process.

A request for individual arrangements may include, for example, a copy of a medical certificate. Requests and decisions concerning individual arrangements are confidential and processed only by a limited number of staff members at Tampere University. Information concerning individual arrangements is processed at the university where the applicant completes the entrance examination. When appeals are reviewed, information about any individual arrangements granted to the applicant may be processed by the participating universities, if necessary.

How do we collect personal data?

We collect personal data from the following sources:

1. Information provided directly by you

Your electronic application form (submitted, for example, via the Studyinfo portal)

Attachments submitted with your application (degree certificates, demonstration of language proficiency, CVs, portfolios)

Any additional statements you have provided

Information you provide when participating in a possible entrance examination or interview

2. National registers and information sources maintained by public authorities

The Studyinfo application system (including data transferred from the VIRTATA and Koski databases and other registers)

The student admissions register

Julkiterhikki, the national register of social welfare and healthcare professionals (applicants seeking admission to specialist medical training)

3. Other education providers

Certificates issued by educational institutions in Finland

Documents provided by educational institutions outside Finland

Information concerning applicant suitability provided by other higher education institutions

4. Tampere University's information systems

Data may be collected from the University's own information systems if you are already enrolled as a student or have previously completed studies at Tampere University's Open University

5. Information generated during entrance examinations and assessments

Entrance examination results

Scores and reports from aptitude tests, interviews and other applicant assessments

6. Electronic payment and registration services

7. International application and degree management systems, or services that provide documentation confirming educational background and national and international providers of language tests and placement tests

We may also process personal data that is observed or collected while applicants use IT systems or equipment provided by Tampere University or is gathered through monitoring and security systems (such as video surveillance systems).

The privacy notice for the student admissions register is available on [the Studyinfo website](#).

Digital entrance examinations are organised in the Vallu entrance examination system. [View the privacy notice for Vallu](#).

For specific programmes, interviews undertaken as part of the admissions process are conducted using the RecRight video interview tool. The privacy notice for this tool is available [on Recright's website](#).

Who do we share your personal data with?

Tampere University may disclose applicants' personal data to the following recipients when necessary:

- Finnish National Agency for Education, which maintains the Studyinfo portal;
- institutional registers for national or international joint degree programme;s
- Ministry of Education and Culture, which maintains the KOTA database;
- Finnish National Agency for Education, for services supporting internationalisation;
- Kela (the Social Insurance Institution of Finland), via a technical interface;
- National Supervisory Authority for Welfare and Health, via a technical interface and the national higher education database (VIRTA);
- employment authorities:
- Finnish Immigration Service, which maintains the Register of Aliens;
- municipalities and the Employment, Development and Administration Centre (KEHA);
- other Finnish or international higher education institutions for the purposes of exchange studies or co-teaching, in order to manage study rights, transfer academic records outside the EU/EEA to facilitate student exchange, or deliver double or joint degree programmes with partner institutions, including those located outside the EU/EEA;
- Information relating to jointly organised entrance examinations and related appeals may be processed in cooperation with the participating universities.

We may also disclose applicants' personal data:

- for research purposes;
- to comply with statutory obligations under the Act on the Openness of Government Activities (621/1999) or other applicable laws, information relating to student admissions and study rights may be disclosed to other Finnish higher education institutions and international higher education institutions, including those located outside the EU/EEA;

- with applicants' consent, their contact details may be shared with third parties for marketing purposes or other special purposes.

Transfer or disclosure of data outside the EU/EEA

We take particular care when transferring personal data outside the European Union (EU) or the European Economic Area (EEA), especially to countries that do not provide a comparable level of data protection to that afforded under the GDPR. We transfer personal data outside the EU/EEA only when it is strictly necessary. Any such transfers are carried out in accordance with the requirements of the GDPR.

Personal data may need to be transferred outside the EU/EEA, for example, when an applicant seeks admission to Tampere University on the basis of a degree completed outside the EU/EEA. In such circumstances, we may contact the awarding institution to verify the authenticity of the degree certificate.

How long do we retain your personal data?

The retention periods for personal data and documents stored in our information systems are determined by applicable legislation and Tampere University's Information Management Plan.

Permanently retained personal data (Act on the National Registers of Education Records, Qualifications and Degrees 884/2017, Sections 25 and 27):

- admitted applicants: national learner ID, personal identity number or other personal identifier;
- admitted applicants: information concerning admission to degree programmes and acceptance of a study place;
- appeals lodged against admission decisions.

Other applicant data may also be retained permanently on the basis of decisions issued by the National Archives of Finland.

Retention periods for non-permanently retained personal data:

- applications (accepted and rejected) are retained for 5 years;
- entrance examination answers are retained for 6 months;
- special category data is retained only for as long as necessary.

Your rights as a data subject

You can view the personal data we hold about you by logging into many of the information systems used for managing applications and the student admissions process. You can request the rectification of any inaccurate personal data in connection with the relevant application or admissions process in which this data was generated. Please contact the staff member responsible for processing your data to request a correction. To contact our Admissions Services, please email [admissions.tau\(at\)tuni.fi](mailto:admissions.tau(at)tuni.fi).

Please send all subject access requests to Tampere University's general email address at [tau\(at\)tuni.fi](mailto:tau(at)tuni.fi).

If you have any questions about your rights as a data subject, please contact the staff member processing your data or send an email to [tau\(at\)tuni.fi](mailto:tau(at)tuni.fi) or to our Data Protection Officer at [dpo\(at\)tuni.fi](mailto:dpo(at)tuni.fi).

Right of access (GDPR, Article 15)

You have the right to know what personal data we process and hold about you. Many of our information systems allow you to view the data stored about you when you are logged in.

Upon request, we will provide you with a copy of your personal data without undue delay. We will respond to subject access requests within 30 days. If your request is particularly complex or extensive, this deadline may be extended by a further two months.

As a rule, we will provide you with a copy of your personal data free of charge. If you request multiple copies, we will charge a fee for the administrative costs of complying with your request. If a subject access request is manifestly unfounded, excessive or repetitively made, we may charge a fee for the administrative costs or refuse the request. In such cases, we will inform you of the reasons for our decision.

If a subject access request is refused, you will receive a written notification. This notification will also include instructions on how to appeal the decision, such as filing a complaint with the relevant supervisory authority.

Right to rectification (Article 16)

You have the right to have any incorrect, inaccurate or incomplete personal data we hold about you revised or supplemented without undue delay. You are also entitled to request the erasure of any unnecessary personal data from our records.

If your request is refused, we will provide you with a written notification that specifies the reasons for the refusal. This notification will also include instructions for appealing the decision, such as filing a complaint with the relevant supervisory authority.

Right to be forgotten (Article 17)

In certain circumstances, you have the right to have your personal data erased from our records. This right does not apply if the processing of your data is necessary for us to comply with legal obligations or to perform a task that is carried out in the exercise of official authority. The processes of storing and deleting your personal data are governed by our Archive Management Policy and the statutory retention periods for different types of data.

Right to restrict processing (Article 18)

In certain circumstances, you have the right to request that we restrict the processing of your personal data until the accuracy of the data or the lawful basis for processing has been reviewed and potentially revised or supplemented.

Right to data portability (Article 20)

You have the right to obtain a copy of the personal data you have provided to the University in a commonly used, machine-readable format and to transfer that data to another Data Controller. This right applies when data is processed automatically on the basis of consent or contract.

This means that the right to data portability does not apply to processing that is necessary for the performance of tasks carried out in the public interest or for compliance with the Data Controller's legal obligations. Consequently, this right generally does not apply to the University's personal data registers.

Right to object (Article 21)

You may at any time object to the processing of your personal data for special personal reasons, if the basis for processing is a task carried out in the public interest, the exercise of official authority, or the University's legitimate interests. After receiving such a request, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for processing your data.

You have an absolute right to object to the use of your personal data for direct marketing purposes at any time.

Right to lodge a complaint with a supervisory authority (Article 77)

You have the right to lodge a complaint with a supervisory authority, if you believe that the processing of your personal data violates the GDPR (2016/679). You may also pursue other administrative procedures to appeal decisions or seek a judicial remedy.

[Office of the Data Protection Ombudsman](#)

Street address: Lintulahdenkuja 4

Postal address: PO Box 800, FI-00531 Helsinki, Finland

Email: tietosuoja@om.fi

Switchboard: +358 29 56 66700

You also have the right to take legal action against a Data Controller or a Data Processor if you believe that your rights have been violated due to non-compliance with the GDPR.

Data Controller

Tampere University Foundation sr (Business ID 2844561–8)

Kalevantie 4 FI-33014 Tampere University, Finland

Phone number: +358 294 5211 (Switchboard)

Email address: tau(at)tuni.fi (Tampere University's general email address)

Contact person for questions about personal data

Name: Student and Admissions Services

Faculty/unit: Education and Learning

Address: Tampere University, Kalevantie 4, FI-33014 Tampere University, Finland

Phone number: +358 294 5211 (Switchboard)

Email address: admissions.tau(at)tuni.fi

Contact our Data Protection Officer

dpo@tuni.fi