

THE ESTONIAN ACADEMY OF MUSIC AND THEATRE PRIVACY POLICY

1. GENERAL PRINCIPLES

1.1. This document is based on the European Union General Data Protection Regulation (GDPR)¹, the Personal Data Protection Act², the Republic of Estonia Education Act³, the Estonian Academy of Music and Theatre Act⁴, the Statutes of the Estonian Academy of Music and Theatre⁵, the House Rules of the Estonian Academy of Music and Theatre⁶, the Regulation of studies at the Estonian Academy of Music and Theatre⁷, and the advisory guidelines on the processing and protection of personal data issued by the Estonian Data Protection Inspectorate for the implementation of legislation. It establishes the data protection principles of the Estonian Academy of Music and Theatre (hereinafter the Academy), the Academy's obligations in the processing of personal data, including the security measures implemented to protect personal data, and the rights of data subjects.

By law, the task assigned to the Academy is to promote research and culture and to provide education, research, and other services based on creative activities. As a legal person in public law, the university is the holder of public information throughout its activities.

Personal data means any information relating to a natural person (data subject) by which that person can be identified directly or indirectly, including a name, personal identification code, location data, online identifiers (identifiers that help identify a particular individual in a communications network), as well as physical, genetic, mental, economic, cultural, or any other characteristics and combinations thereof that enable identification.

Special categories of personal data are data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as genetic data, biometric data used for the unique identification of a person, health data, and data concerning a person's sex life or sexual orientation.

Processing of personal data means any operation performed on personal data, including collection, organisation, storage, alteration, consultation, use, disclosure, combination, erasure, etc.

¹ <https://eur-lex.europa.eu/legal-content/ET/TXT/?uri=CELEX%3A32016R0679&qid=1776858922102>

² <https://www.riigiteataja.ee/akt/104012019011>

³ <https://www.riigiteataja.ee/akt/115032022004>

⁴ <https://eamt.ee/en/about/statutes-and-regulations/>

⁵ <https://eamt.ee/en/about/statutes-and-regulations/>

⁶ <https://eamt.ee/en/about/statutes-and-regulations/>

⁷ <https://eamt.ee/en/about/statutes-and-regulations/>

For the purposes of these Terms, personal data means any information relating to an identified or identifiable natural person whose personal data are processed by the Academy, including, but not limited to, degree students, continuing education participants, exchange students, participants in mobility programmes, conference participants, employees, service providers, visitors, website visitors, and applicants.

1.2. In processing personal data, the Academy adheres to the following principles:

- 1.2.1. Principle of lawfulness – personal data are collected only by fair and lawful means;
- 1.2.2. Principle of purpose limitation – personal data are collected solely for specified and legitimate purposes and are not processed in a manner incompatible with those purposes;
- 1.2.3. Principle of data minimisation – personal data are collected only to the extent necessary to achieve the specified purposes;
- 1.2.4. Principle of limited use – personal data are used for other purposes only with the consent of the data subject or the authorisation of a competent authority;
- 1.2.5. Principle of data quality – personal data must be accurate, up to date, complete, and necessary for achieving the intended purpose of processing;
- 1.2.6. Principle of security – appropriate security measures are implemented to protect personal data against accidental or unauthorised processing, disclosure, or destruction;
- 1.2.7. Principle of individual participation – the data subject shall be informed of the data collected about them, shall be granted access to their personal data, and shall have the right to request the correction of inaccurate or misleading data.

1.3. The Academy processes personal data in several information systems, including the Study Information System (ÕIS), the document management system, the room management system, the repository, the internal information system, Persona, Directo, the e-shop, and other IT systems supporting the Academy's core activities (e.g. the EMTAVIDEO YouTube channel), as well as video surveillance systems operating in the academic buildings located at Tatari 13 and Toom-Kooli 4⁸.

2. PURPOSE OF PROCESSING PERSONAL DATA

2.1. As the data controller, the Academy processes personal data solely for the achievement of its legitimate and statutory objectives and only to the extent necessary for attaining those objectives.

The activities through which the Academy fulfils its legitimate and statutory objectives include:

- 2.1.1.** conducting admissions procedures for Bachelor's, Master's, and Doctoral degree programmes;
- 2.1.2.** providing education in accordance with the Higher Education Standard at all three levels of higher education and issuing the corresponding graduation documents;

⁸ See also Video surveillance policy at the EAMT (<https://eamt.ee/en/about/statutes-and-regulations/>)

- 2.1.3. participating in student exchange and mobility programmes within the framework of the Erasmus+ Programme;
- 2.1.4. developing creative and research activities and publishing, disseminating, and promoting their results;
- 2.1.5. providing continuing education based on its curricula and issuing the corresponding certificates;
- 2.1.6. organising concerts, performances, conferences, masterclasses, and other events related to its statutory functions;
- 2.1.7. providing support services related to its statutory functions, including the administration of grants and scholarships, academic, psychological, and career counselling services, library services, access to practice rooms, instrument and room rental services, and parking facilities.

3. DATA SUBJECTS AND DATA PROCESSING

3.1. Data subjects include, in particular, the Academy's applicants, students, alumni, job applicants, employees, participants in continuing education programmes, cooperation partners, clients, and visitors.

3.2. Personal Data of Applicants and Students

3.2.1. The Academy processes applicants' personal data on the basis of consent provided through the admissions information system SAIS, administered by the Ministry of Education and Research, or through the international application system DreamApply.

The SAIS privacy policy is available at: <https://www.sais.ee/ContentPages/Terms>

The DreamApply privacy policy is available at: <https://www.dreamapply.com/privacy-policy>

DreamApply OÜ processes personal data as a processor authorised by the Academy.

Applicants' personal data are stored in SAIS through national registers (the Population Register, the Estonian Education Information System (EHIS), and the Examination Information System (EIS)), or are entered into SAIS either by the applicant or by an Academy employee on the basis of documents submitted by the applicant.

The data of admitted students are transferred to the Study Information System (ÕIS). The Academy processes applicants' personal data for the purpose of conducting the admissions process and fulfilling obligations arising from legislation. The Academy may verify data by making enquiries to registers and public authorities.

If an applicant is not matriculated, the Academy shall delete and destroy the applicant's personal data in accordance with Section 4 of these Terms.

3.2.2. In relation to enrolled students, the Academy processes personal data to the extent necessary to conduct teaching and creative activities, organise advertising and marketing activities related to performances, concerts, and the promotion of academic disciplines, administer scholarships, and issue graduation documents and their duplicates. The legal basis for

such processing is the Academy's statutory obligations arising from national legislation and the Academy's internal regulations.

3.2.2.1. Depending on the purpose of processing, the Academy processes the following personal data of degree students:

- first name and surname, photograph, personal identification code, date of birth, country of residence, nationality, and contact details;
- information concerning previous education, current higher education studies, and work experience;
- bank account number, information regarding family members, and information concerning military service;
- personal data generated through the recording of video and photographic materials;
- special categories of personal data (including applications for need-based special support, medical certificates, and scholarship applications).

3.2.2.2. The Academy uses contact details to send notifications related to studies, information concerning the operation of the Academy, invitations to participate in surveys and studies, and other important information regarding Academy organisations and activities.

3.2.2.3. The Academy processes students' personal data in the following information systems: the Study Information System (ÕIS), Google Workspace, Moodle, and the Academy's internal information system.

3.2.2.4. If a student applies for financial support from external organisations or participates in projects funded and administered by external entities, the Academy may, with the student's consent, disclose the student's personal data to such entities. At the student's request, the Academy may transfer the student's personal data to partner higher education institutions in connection with participation in a study programme, exchange semester, or similar academic activity at a partner institution. At the student's request or on the basis of a legal obligation, the Academy may also disclose the student's personal data to the Police and Border Guard Board and Estonian foreign representations in connection with the processing of visa and residence permit applications.

3.2.2.5. The Academy shall delete or archive students' personal data in accordance with its records retention schedule, archival regulations, statutory retention requirements, and internal accounting rules. Where an applicant has provided the relevant consent upon enrolment at the Academy, the Academy shall retain the applicant's personal email address in order to maintain contact after graduation, for example for the purpose of sending information related to alumni activities.

3.3. Personal Data of Students Participating in the Erasmus+ Programme

Personal data relating to students participating in the Erasmus+ Programme are received by the Academy through the Easy Mobility Online platform. The Academy transfers the necessary data to the Study Information System (SIS) to the extent required. The Academy processes the personal data of Erasmus+ participants in the same manner as it processes the personal data of its own students. The data are deleted in accordance with Section 4 of these Terms.

3.4. Personal Data of Individuals Participating in Short-Term Mobility Programmes

Short-term mobility programmes may involve both students and academic staff. The personal data of such individuals are received by the Academy via email. The staff member responsible for mobility programmes stores these data on a designated Academy network drive. The data are deleted in accordance with Section 4 of these Terms. Other data relating to mobility participants (e.g. salary data) are retained and deleted in the same manner as the corresponding data of the Academy's students and employees.

3.5. Personal Data of Continuing Education Participants

3.5.1. The Academy processes the data specified in continuing education agreements to the extent necessary for conducting educational activities and issuing certificates. The Academy processes such data for the provision of training and the fulfilment of legal obligations.

3.5.1.1. The Academy processes the following personal data of continuing education participants: first name and surname, personal identification code, contact details, employer information, information concerning education and work experience, payer information, personal data generated through the recording of video and photographic materials.

3.5.1.2. For training programmes intended for pupils of general education schools, the Academy processes the following data: the name of the school, the pupil's class/year group, the first name and surname of the subject teacher or class teacher.

3.5.2. With their consent, the Academy may use the contact details of upper secondary school graduates who have participated in continuing education programmes for marketing purposes, including informing them about opportunities to continue their studies in the Academy's degree programmes.

3.5.3. On the basis of its legitimate interest, the Academy may provide information regarding a general education school pupil's participation in a training programme to the pupil's school. Likewise, the Academy may, on the basis of its legitimate interest, disclose information concerning a continuing education participant to a third party that has commissioned the training.

3.5.4. Where a continuing education participant has registered for an Academy training programme through the Juhan Continuing Education Information System, the Academy processes the participant's personal data as an authorised processor. Following completion of the training, the Academy transmits the participant's learning outcomes to the Juhan information system.

3.5.5. Training materials containing personal data shall be destroyed in accordance with Section 4 of these Terms.

3.6. Personal Data of Job Applicants

3.6.1. Job applicants submit their personal data to the Academy by email.

3.6.2. Upon completion of the recruitment process, the personal data of unsuccessful applicants shall be deleted in accordance with Section 4 of these Terms.

3.6.3. The personal data of successful applicants shall be retained in accordance with Section 3.7 of these Terms.

3.7. Personal Data of Employees

3.7.1. The Academy processes the data specified in employment contracts and other internal regulations governing employment relationships to the extent necessary for fulfilling obligations arising from employment law.

3.7.2. The Academy processes the following categories of employee data: first name and surname, personal identification code, contact details, employment-related information, information concerning education and work experience, banking information, personal data generated through the recording of video and photographic materials;

Family and social data, including: information concerning employees' children for the purpose of granting child-related leave, certificates relating to the death of an employee's relative for the purpose of granting leave days, certificates concerning military service or reserve training exercises, and similar documentation;

Financial and employment-related information, including: bank account number, application for the calculation of the tax-free income allowance;

Performance and assessment records, including: performance review documents, attestation and evaluation records;

Health-related information, including: medical certificates, occupational health examination decisions, information concerning occupational accidents and occupational diseases.

3.8. Personal Data of Cooperation Partners

3.8.1. The Academy processes personal data relating to concerts, performances, conferences, and other events organised by the Academy, as well as personal data relating to clients and cooperation partners, where such processing is necessary for the provision of services, promotional activities, and/or the implementation of cooperation arrangements (including room rental, use of parking facilities, issuance of access permits, etc.).

3.8.2. Personal data received from cooperation partners are generally submitted to the Academy by email. An Academy employee stores such data on a designated Academy network drive. The data are deleted one year after the termination of the relevant cooperation arrangement in accordance with Section 4 of these Terms.

3.9. Data Retained for Accounting Purposes

Employees responsible for accounting activities are granted access to designated drives on the Academy's servers that contain personal data required for accounting purposes. Access to and viewing of data on the server are logged and traceable. Employees with authorised access may, where reasonably necessary, download data to their computers in order to prepare documents in the required format (e.g. spreadsheets). After preparing such documents, the employee must upload any documents containing personal data to the appropriate location on the Academy's server and delete the local copies from their computer.

3.10. Personal Data Collected and Retained for Library Lending Purposes

To use the library services, individuals must register through the ESTER online portal. The personal data of registered users shall be deleted in accordance with Section 4 of these Terms.

3.11. Personal Data Collected and Retained in Connection with Psychological Counselling Services

The Academy provides students with access to psychological counselling services. Registration for appointments with the psychologist is carried out via email. With the consent of the individual seeking counselling, the psychologist may make notes concerning the individual. Such notes are recorded only on paper and are stored in a locked cabinet in the psychologist's office. The data shall be destroyed in accordance with Section 4 of these Terms.

3.12. Information Management

The Academy's information management practices are governed by the Information Management Procedure of the Estonian Academy of Music and Theatre. The archiving and destruction of documents shall be carried out in accordance with the Document Retention Schedule of the Estonian Academy of Music and Theatre.

4. RETENTION AND DESTRUCTION OF DATA CARRIERS

4.1. The retention periods for documents containing personal data are established in the Document Retention Schedule of the Estonian Academy of Music and Theatre, as approved by the Rector's Directive No. 1-14/13.

4.2. An Academy employee who handles digital media containing personal data (including files, videos, photographs, and similar materials) shall avoid downloading such data to their computer whenever possible. Where feasible, the employee shall save the data carrier directly to the appropriate directory on the Academy's server.

If downloading to a local computer is necessary, the employee shall delete the data from their computer immediately after saving the data carrier to the appropriate directory on the Academy's server.

4.3. Access to directories on the Academy's servers that contain personal data shall be restricted to those employees whose duties require the processing of the data contained therein.

Access shall be granted by the IT Department through password protection or other appropriate security measures. The IT Department must be able, where necessary, to identify who processed specific data and when such processing took place.

Log files shall be retained for one year and may be accessed only by the Head of the IT Department. Compliance with this requirement shall be monitored regularly by the Data Protection Specialist.

4.4. Employees authorised to process personal data shall delete digital data carriers upon expiry of the retention periods specified in the Document Retention Schedule of the Estonian Academy of Music and Theatre.

Compliance with this requirement shall be monitored regularly by the Data Protection Specialist.

4.5. Physical records containing personal data shall be stored in locked rooms and locked cabinets. Access to such records shall be granted only to employees whose duties require the processing of the data contained therein.

Paper records containing personal data shall be destroyed upon expiry of the retention periods specified in the Document Retention Schedule of the Estonian Academy of Music and Theatre.

For this purpose, the Academy shall regularly procure secure information destruction services (e.g. from AS Ühisteenus or a similar service provider).

Compliance with this requirement shall be monitored regularly by the Data Protection Specialist.

5. SURVEILLANCE DEVICES

5.1. For the purpose of safeguarding the buildings and premises owned and used by the Academy, as well as protecting the persons and property located therein, the Academy has a legitimate interest in operating a video surveillance system.

When installing video surveillance equipment, the Academy shall ensure that monitoring is limited to the building premises and indoor areas, excluding locations where individuals have a heightened expectation of privacy, such as toilets, changing rooms, and similar facilities.

5.2. The use of the video surveillance system shall be indicated by clearly visible notices displayed within the building.

5.3. Access to video recordings and live video feeds shall be restricted exclusively to employees of the IT Department and the Data Protection Specialist.

To ensure the security of personal data processed by the Academy, unauthorised persons shall be prevented from accessing surveillance equipment and the video surveillance system, thereby preventing the unauthorised viewing, copying, modification, transfer, or deletion of recordings.

The Academy shall disclose video recordings to third parties only on the basis of an official written request and solely where required by law.

5.4. Video recordings captured by the surveillance system shall be stored on the Academy's central servers and retained for a period of **two (2) months**.

6. SOURCES AND LEGAL BASES FOR PROCESSING PERSONAL DATA

6.1. The primary source of personal data is the information provided by the data subject.

6.2. Personal data shall be stored in a form that permits the identification of data subjects only for as long as is necessary to fulfil the purposes for which the personal data are processed, including for archiving and statistical purposes.

6.3. The legal basis for the processing of personal data may also be the initiative of the data subject (including an application, request, memorandum, or request for information) or any other communication addressed to the Academy, as well as the data subject's written consent.

7. THIRD PARTIES TO WHOM THE DISCLOSURE AND PROCESSING OF PERSONAL DATA IS PERMITTED

7.1. The Academy may disclose personal data to the following third parties, without the consent of the data subject, where an appropriate legal basis exists:

7.1.1. public authorities and state databases/registers;

7.1.2. persons or entities involved in the performance of contracts concluded with the Academy, including providers of payment services, communication services, legal services, and/or information technology services.

7.2. The processing and disclosure of personal data may take place only through methods approved by the Academy and via official communication channels, including: the Academy's electronic information systems, the library database, paper-based documents exchanged with the data subject, the Academy's official email addresses or email addresses provided by the data subject, the Academy's official public social media accounts, and the EMTAVIDEO YouTube channel.

8. RIGHTS OF DATA SUBJECTS AND ACCESS TO DATA

8.1. Data subjects have the right to receive information regarding the collection of their personal data, to access their personal data, and to request the rectification of personal data concerning them.

The relevant request shall be submitted by the data subject to the Data Protection Specialist.

Upon the request of the data subject, the Academy shall provide information regarding:

8.1.1. the purpose of the processing of personal data;

8.1.2. the categories and sources of the personal data;

8.1.3. the third parties or categories of third parties to whom disclosure of personal data is permitted;

8.1.4. the third parties to whom the data subject's personal data have been disclosed;

8.1.5. the name of the data controller or its representative, and the address and other contact details of the data controller.

8.2. Where possible, the Academy shall provide the requested data and/or information in the form and by the means requested by the data subject.

8.3. If the Academy refuses to provide the requested data or information, it shall inform the data subject within a reasonable period of time and shall provide the reasons for such refusal.

8.4. The Academy may refuse a request to restrict the processing of personal data or to erase personal data where the processing is required for the organisation of the Academy's core activities, the performance of a valid contract, compliance with a legal obligation, or the establishment, exercise, or defence of legal claims, including those relating to the protection of persons and property.

9. PROCESSORS OF PERSONAL DATA AND THEIR OBLIGATIONS

9.1. Persons processing personal data on behalf of the Academy shall:

9.1.1. process personal data only for the purposes and under the conditions established in these Terms and/or in other internal regulations governing the processing of personal data, and in accordance with the employer's instructions;

9.1.2. be familiar with the laws and regulations governing the processing of personal data and, where necessary, participate in data protection training provided by the employer;

9.1.3. maintain the confidentiality of personal data that become known to them in the course of performing their duties, including after the completion of tasks involving the processing of personal data or after the termination of their employment relationship.

9.2. The Academy undertakes to:

9.2.1. ensure the proper organisation of personal data processing, compliance of data processing activities with applicable legislation, and the provision of data protection training and awareness measures for Academy employees involved in the processing of personal data;

9.2.2. implement appropriate technical and organisational security measures to protect personal data and ensure their integrity, availability, and confidentiality;

9.2.3. restrict access to incomplete and/or inaccurate personal data and promptly take the necessary measures to supplement, correct, or update such data;

9.2.4. delete or restrict access to personal data that are no longer necessary for the purposes for which they were collected within a reasonable period of time.

10. USE OF COOKIES

10.1. The Academy uses cookies on its websites to ensure the proper functioning and user-friendly operation of its webpages. Cookies do not pose a risk to the devices of website visitors.

The Academy uses cookies to:

- collect and analyse statistical data concerning website traffic and usage;
- enable the recognition of web browsers and the retention of user preferences;
- improve the quality of its services.

10.2. When visiting the Academy's website, cookies may also be stored on the user's device by the Academy's analytics and advertising partners (for example, Google Analytics).

10.3. The cookies used by the Academy do not contain personal data of website visitors and cannot be used to identify individual visitors.

If a website visitor wishes to restrict the storage of cookies on their device or delete previously stored cookies, this can be done through the settings of their web browser.

Further information on the management and disabling of cookies is available at: <http://www.allaboutcookies.org/>.

11. SECURITY, PROTECTION OF RIGHTS AND CONTACT INFORMATION

11.1. The Academy confirms that it complies with all applicable European Union requirements concerning the protection of personal data and makes every reasonable effort to safeguard personal data. Personal data are processed only for specific and lawful purposes and only to the extent necessary for achieving those purposes. The Academy expects its cooperation partners to adhere to the same principles and to comply with the Academy's personal data processing requirements.

11.2. In the event of any incident involving personal data, the Academy shall take all necessary measures to mitigate the consequences, reduce the risk of similar incidents occurring in the future, and notify the competent supervisory authority in accordance with applicable legal requirements.

11.3. If a data subject has any questions regarding their rights in connection with the processing of personal data, questions concerning how the Academy collects and uses personal data, or if they are dissatisfied with the manner in which the Academy processes their personal data, they may contact:

Estonian Academy of Music and Theatre

Tatari 13, 10116 Tallinn, Estonia

Tel: +372 667 5700

E-mail: andmekaitse@eamt.ee

If the data subject considers that their data protection-related enquiry submitted to the Estonian Academy of Music and Theatre has not been resolved satisfactorily, the data subject has the right to submit a formal objection to the Academy or lodge a complaint with the supervisory authority:

Estonian Data Protection Inspectorate (Andmekaitse Inspektsioon)

Tatari 39, 10134 Tallinn, Estonia

Tel: +372 5620 2341

E-mail: info@aki.ee

Website: www.aki.ee

11.4. These Privacy Policy shall be reviewed periodically and updated as necessary.