

Processing of personal data at Valga County Vocational Training Centre

Personal data is any data that, when collected, may result in the unambiguous identification of a particular person. The processing of personal data is any act performed on personal data. The processing of personal data at the Valga County Vocational Training Centre and the rights of the person when accessing their personal data are described below.

Correspondence and requests for information

We use your personal data to respond to you. If we have to make enquiries from any third parties in order to respond to you, we will disclose your personal data only to the minimum extent necessary to do so.

If you have sent us a request for information, the fulfillment of which is within the competence of another authority, we shall forward the request. We will notify you about forwarding the request.

According to the Public Information Act, the school is required to publish some of the information in the public register of documents. Thus, the correspondence data is visible in the public register of documents. In this respect, it is important to distinguish whether or not documents have restricted access. A document which is not publicly accessible but does not have restricted access can be consulted upon a request for information.

Documents with restricted access are issued only to authorities and persons who have a direct legal right to request them (e.g. a pre-trial body or a court).

We store correspondence with private individuals for a period of five (5) years. Documents exceeding this term are generally intended to be destroyed.

Applying for a position at the Valga County Vocational Training Centre

When applying for a position, we rely on the information published by the candidates themselves and information available from public sources. In doing so, the candidate has the right to know what data the school has collected about them. The candidate also has the right to access the data collected by the school, to provide explanations and to object.

Only employees participating in the recruitment process can consult the application documents. These documents and data shall not be disclosed to any third parties. The school expects that individuals who have been named by the candidate as their recommender can be contacted without asking for permission. If the candidate is not elected, their data shall be kept for a period of six months, and from then onwards only with the candidate's written consent.

Data concerning the candidates is restricted information to which third parties do not have access.

Processing of student data

Students' personal data will be collected to the extent and in the manner necessary for the organisation of studies and the better functioning of student life.

There is a restriction on access to student documentation and this data is not disclosed to third

parties. Documents with restricted access are issued only to authorities and persons who have a direct legal right to request them.

The data of a student up to the age of 18 is only processed with the consent of the parent or legal representative.

Consent is requested for the processing of the following data:

publication of the list of students on the school's website;
filming and taking photographs in a non-public location (e.g. classroom, study tour);
the transmission of data to third parties when participating in projects, studies;
processing of personal data when organising one-time events (e.g. forwarding student data to a travel company for the purpose of organising a study visit).

Without consent, it is allowed (by law) to publish lists of alumni and photographs/video footage taken or filmed in a public location (e.g. graduation ceremony), except in the case of children with special needs. At the request of the person, the data shall be removed.

Right of access to your data

You have the right to access the personal data we have collected about you. To do this, please submit an application, to which we will respond as soon as possible but no later than within one month. According to your preference, your personal data shall be issued on paper or electronically.

A request for access to personal data shall be refused if it may:

damage the rights and freedoms of other persons;
hinder the prevention of a criminal offence or the apprehension of a criminal offender;
impede establishing the truth in criminal proceedings;
jeopardise the protection of the secret of a child's parentage.

You have the right to request the correction of any incorrect personal data. To do this, please submit a request to us, signed in person or digitally.

If we no longer have a legal basis for the use of your personal data, you have the right to request that its use be restricted or the data deleted. To do this, please submit a request to us, signed in person or digitally.

A person has the right to file a complaint or apply to the administrative court after decisions have been made by the Valga County Vocational Training Centre regarding the processing of personal data.

Visiting the website of the Valga County Vocational Training Centre

When visiting our website, the data collected and stored about the visitor is limited to the internet address (IP address) of the computer or computer network used; the software version of the computer's browser and operating system; time (time, date, year) of the visit.

IP addresses are not associated with personally identifiable information. Data is collected on which part of the website is visited and for how long the visit lasts. The data collected is used to compile visitor statistics in order to develop the website and make it more convenient for the visitor.