

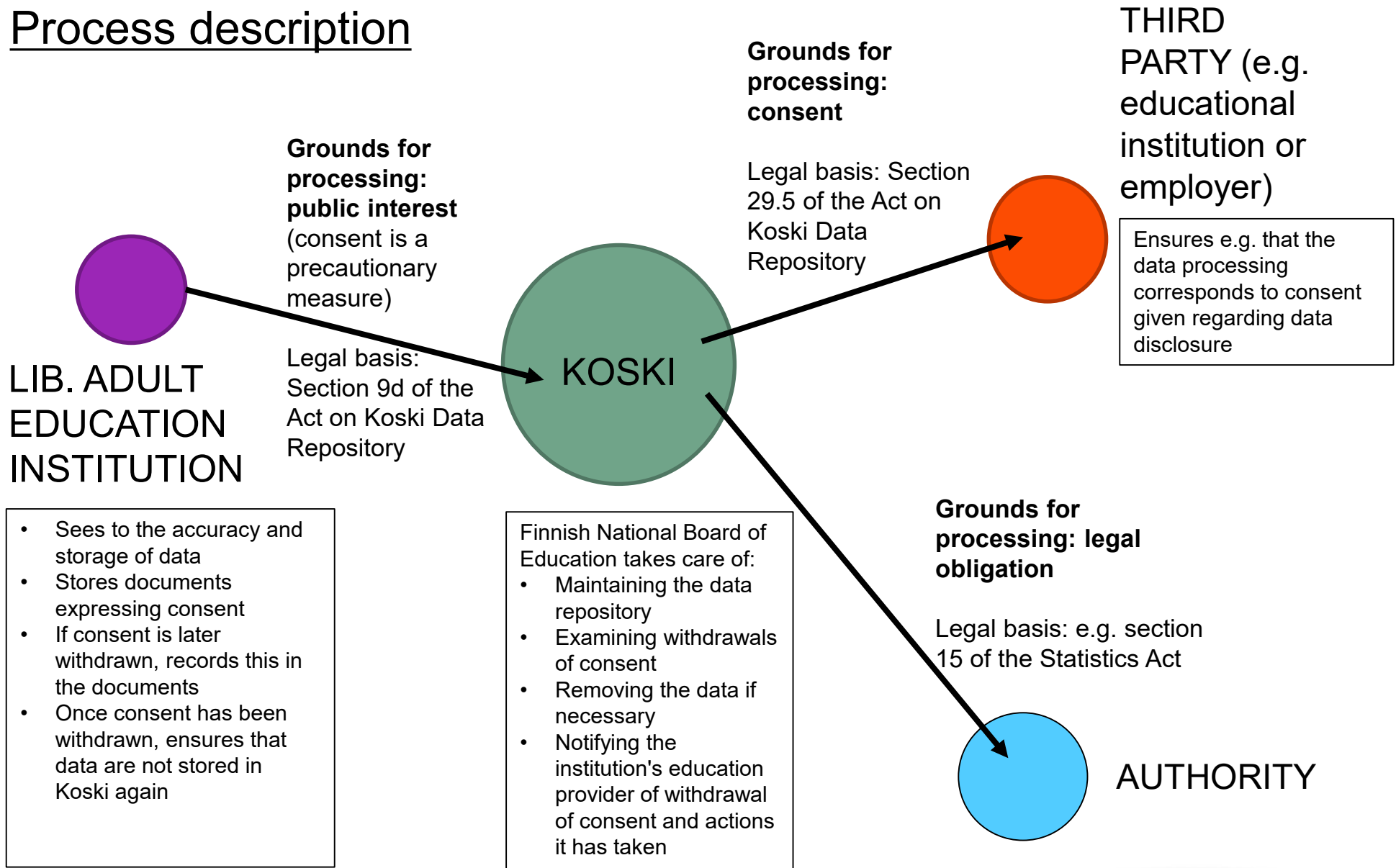
# About consent in liberal adult education

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Webinar 13 April 2021

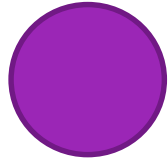
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# Process description



# Request for consent

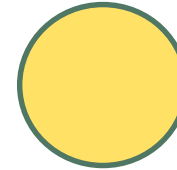


## LIBERAL ADULT EDUCATION INSTITUTION

1. The institution's provider decides to provide the possibility of storing study records in Koski data repository.
  - The decision may concern an individual course or study module, or a larger share of the studies offered by the institution.
2. The institution draws up a competence-based description of the selected courses.
  - The description is provided by posting a study plan or a course plan in the Finnish National Agency for Education's ePerusteet service
3. The institution plans the assessment practices for the described studies.
4. The institution prepares an information leaflet for the student to support the request for consent
5. The institution prepares a consent form for recording the student's consent.

## REQUEST FOR CONSENT

1. Consent is requested in writing, either on paper or in digital format.
2. The custodian gives the consent on behalf of a minor student.
3. Consent is requested at the beginning of the studies.
4. A precondition for consent is informing the student appropriately, and the document should have the specified minimum content.
5. Clear and understandable language must be used when requesting consent.
6. Giving consent must be entirely voluntary for the student.



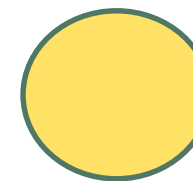
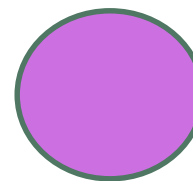
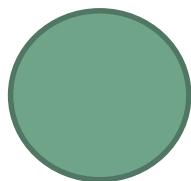
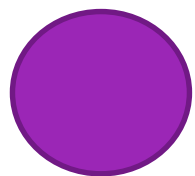
## Student

1. Understands what the consent entails and what rights they have after giving their consent.
2. Signs the consent and hands it over to the educational institution.

## CONSENT

1. The educational institution keeps the student's consent permanently on file.

# Life cycle of consent



LIBERAL ADULT EDUCATION  
INSTITUTION

KOSKI data repository

My Studyinfo

Student

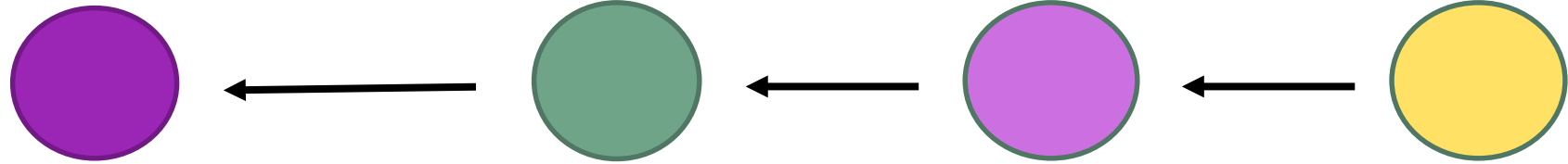
1. Once the student's consent has been obtained, the educational institution has a duty to transfer the student's study records to Koski data repository.
2. The institution assesses the student's performance.
3. The institution then transfers the study record data to Koski data repository maintained by the Finnish National Agency for Education using either a browser-based interface or its own study administration system and an interface implemented in it.

1. The data content specified in the Act is stored in the repository.
2. In order to save the data, the information on the student needed to create a Learner number is also stored.

1. A student's and citizen's interface for accessing the study records of liberal adult education.

1. Citizens can log into My Studyinfo.fi service and check the study records received from the institution's education provider.
2. Should they wish, the student can create a link in the service that can be sent to a third party.
3. The link gives the third party access to the student's records.
4. The student can withdraw the consent given to the institution's provider at any time.

# Life cycle of consent



LIBERAL ADULT EDUCATION  
INSTITUTION

1. Records withdrawal of consent in the consent document.
2. Will not delete the consent.
3. Ensures that the study records will not be transferred to the Koski data repository again.

KOSKI data repository

1. Data on liberal adult education completed by the student are removed

NATIONAL AGENCY FOR  
EDUCATION

1. Once it has been notified of withdrawal of consent
  - a. investigates if the data should be removed as a result of the withdrawal. If yes:
  - b. Initiates a process of removing study records from Koski data repository
  - c. Notifies the institution's education provider of the withdrawal of consent

Student

1. The student can withdraw their consent by notifying the Finnish National Agency for Education.

# Support materials

- **Currently in progress:**
  - **Instructions for educational institutions' providers and personnel at educational institutions**
  - **Template for informing students**
  - **Template form for requesting consent**
- **The support materials will be completed in April**
- **Contacts or additional questions: [tero.huttunen @ minedu.fi](mailto:tero.huttunen@minedu.fi)**