

Privacy statement EU General Data Protection Regulation 2016/679	
1 Controller	Name: Kajaanin Ammattikorkeakoulu/University of Applied Sce Oy
	address: PL 52 (Ketunpolku 1), 87101 Kajaani
	Other contact information (e.g. telephone no. during working hours, email): (08) 618 991 kajaanin.amk@kamk.fi
2 Contact person in matters concerning the data file	Name: Pasi Puskala
	Address: PL 52 (Ketunpolku 1), 87101 Kajaani
	Telephone: 044 7101 250
	Email: pasi.puskala@kamk.fi
3 Data protection officer	Name: Data protection officer, KAMK Oy
	Address: PL 52 (Ketunpolku 1), 87101 Kajaani
	Telephone: 044 7101 237
	Email: tietosuojavastaava@kamk.fi
4 File name	Student welfare officer's customer register
5 Purpose of personal data processing	Purpose of personal data processing: To manage student welfare customer relations Legal basis for personal data processing: In the legitimate interest of the controller to take care of customer relations Law on which personal data processing is based: Personal Data Act (523/1999), Archiving Act (831/1994)
6 Data file content	Customer data: name, date of birth or personal ID number, degree/qualification and year of starting studies, address, telephone number, language of business if other than Finnish, records and notes of discussions during meetings with customers.
7 Legitimate sources of data	The data file contains personal data records form Kajaani University of Applied Sciences' student management system (ASIO, later to be the PEPPi system) and this data is verified and validated with the customer. In addition, entries in the form of records and notes from discussions during customer appointments are made.
8 Authorized recipients of data (recipients of personal data)	No regular transfers of data to third parties.

<p>9 Transfers of personal data to countries or organizations outside the EU and EEA</p>	<p>No transfers of data to countries or organizations outside the EU and EEA.</p>
<p>10 Principles of personal data file protection</p>	<p>Manual data: This data is only for the use of the student welfare officer. These data are stored in the secure office of the student welfare officer and in a locked safe.</p> <p>Computer processed data: These data are only for the use of the student welfare officer. They is stored in a work station, which is in the sole use of the student welfare officer and secured according to data security regulations. The Kamit Data Management Unit is responsible for implementing data security regulations.</p>
<p>11 Storage, archiving and erasing of personal data</p>	<p>Customer data files are stored for the period corresponding to the student's right to study. Archived files are stored according to period set out in the Ministry of Social Affairs and Health's Patient Records Act (298/2009).</p> <p>Computer processed customer data are removed from the student welfare officer's work station at the latest by the end of the same calendar year when the customer's right to study at Kajaani University of Applied Sciences comes to an end.</p>
<p>12 Right of data subject to access own personal data</p>	<p>Right of data subject to access own personal data ("right of verification")</p> <p>Data subjects have the right to receive confirmation from the controller that their personal data are being processed or that they are not being processed. If their personal data are being processed, data subjects are entitled to access this data. The controller has the duty to provide a copy of the personal data to be processed.</p> <p>A request to access data is made either during a personal appointment/visit or in writing (with signature in own handwriting or other reliably validated document). The data check request is addressed to the data file's contact person (see section Contact person in matters concerning the data file), who makes the decision as to whether the request will be implemented or not. The data subject will be informed of this decision by the person authorized to decide.</p> <p>The data subject's identity will be verified before his or her data will be provided. He or she has the right know and view data concerning him or herself and is entitled to receive this data in writing by request.</p> <p>Implementation of right of verification</p> <p>A request to access data is made either during a personal appointment/visit or in writing (with signature in own handwriting or other reliably validated document). The data check request is addressed to the data file's contact person (see section Contact person in matters concerning the data file), who makes the decision as to whether the request will be implemented or not. The data subject will be informed of this decision by the person authorized to decide.</p>



	<p>The data subject's identity will be verified before his or her data will be provided. He or she has the right familiarize him or herself with and view data concerning him or herself and is entitled to receive this data in writing by request.</p> <p>The right of verification will be implemented without undue delay. The right of verification can only be denied in exceptional circumstances. If the right to verification is denied, the data subject will be issued with a written certificate of refusal to disclose data. The data subject has the right to have the matter resolved by the Office of the Data Protection Ombudsman at the following address, PL 800, 00521 Helsinki, email: tietosuoja(at)om.fi.</p>
13 Data subject's right of access to own data and to rectification	Data subject's right of access and to demand rectification of personal data <p>Data subjects have the right to demand that erroneous, inaccurate or incomplete personal data be rectified or supplemented by the controller without undue delay. Taking into account the purposes of processing the data, the data subject has the right to have incomplete personal data supplemented by means of providing additional information.</p> <p>The controller is obliged to rectify, correct, or supplement without undue delay erroneous, inaccurate, incomplete or out of date personal data by its own initiative or at the demand of the data subject. The person responsible for personal data file matters, the system administrator or other person in a position of responsibility must rectify the error as soon as he or she notices it or must inform the person who is in sufficient authority to rectify the error.</p> <p>The data subject can notify the personal data file's contact person of personal data errors that he or she notices (see section Contact person in matters concerning the data file) and request that the errors be rectified. A rectification request addressed to the personal data file's contact person can also be made in writing. The contact person also makes the decision to rectify the error. The identity of the person making the rectification request will also be checked.</p> <p>Data must be rectified without undue delay. If the right to rectification is denied, the data subject will be issued with a written certificate of refusal to rectify data. The data subject has the right to have the matter resolved by the Office of the Data Protection Ombudsman at the following address, PL 800, 00521 Helsinki, email: tietosuoja(at)om.fi. The Data Protection Ombudsman can order the controller to rectify the data.</p>
14 Other rights of the data subject	Data subject's right to have personal data erased <p>The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay.</p> <p>The right to erase data exists if the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed, or the data subject withdraws consent on which the processing is based or there is no other legal basis for such processing.</p>



	<p>This right does not apply to statutory data files and registers. It is not possible to erase data from these files in relation to data processing to perform a statutory task.</p> <p>Right to restrict processing Under certain conditions the data subject shall have the right to obtain from the controller restriction of processing. If processing has been restricted, such personal data can be stored and processed only with the consent of the data subject, or if they are required by the data subject for the establishment, exercise or defense of legal claims, or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.</p> <p>A data subject who has obtained restriction of processing shall be informed by the controller before the restriction of processing is lifted.</p> <p>Right to object to processing, automated decision-making and profiling The data subject shall have the right to object at any time, on grounds relating to his or her particular situation, to processing of personal data concerning him or her which is legitimately based on the general interest, the exercise of public power or legitimate interests.</p> <p>The right to object to the processing of personal data does not apply to data processing required to comply with statutory duties.</p> <p>The data subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her.</p> <p>The previous paragraph shall not apply if the decision:</p> <ul style="list-style-type: none">• is necessary for entering into, or performance of, a contract between the data subject and a data controller;• is authorized by Union or Member State law to which the controller is subject, and which also lays down suitable measures to safeguard the data subject's rights and freedoms and legitimate interests• is based on the data subject's explicit consent. <p>Right to lodge a complaint with the supervisory authority Every data subject has the right to lodge a complaint with the supervisory authority if he or she believes the processing of his or her personal data infringes the data protection regulation. This right does not prejudice other administrative or judicial remedies. (Data Protection Regulation section 77). The data subject has the right to have the matter resolved by the Office of the Data Protection Ombudsman at the following address, PL 800, 00521 Helsinki, email: tietosuoja(at)om.fi.</p>
	<p>Verification of identity The controller has the duty to verify the data subject's personal ID when the data subject exercises the right to access his or her data, the right have his or her personal data rectified, erased or transferred from one system to another.</p>



	<p>If the person requesting access to his or her personal data is previously unknown, or it is not otherwise possible to verify his or her identity, he or she must provide proof of identity before being provided with data. The controller may request the data subject to provide further information in order to confirm his or her identity.</p>
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