



PRIVACY POLICY

1. REGISTRAR

The Student Union of Diaconia University of Applied Sciences O'Diako (referred later as O'Diako)
Kyläsaarenkuja 2
00580 Helsinki
Business ID: 2034849-3

2. CONTACT PERSON IN REGISTER ISSUES

Juha-Pekka Tulijoki
toiminnanjohtaja@odiako.fi
+358504100743

3. DATA PROTECTION OFFICER

Vellu Taskila
vellu.taskila@samok.fi
050 389 1013

3. THE NAME OF THE REGISTER

The Databases of the Student Union O'Diako

4. THE PURPOSE OF THE REGISTER

The personal data stored in The Databases of the Student Union O'Diako are used for communication, development of the activities and for other purposes which are obligatory or other way necessary for the activity. The register contains the personal data of the council, the board, representatives in work groups, tutors, campus guides, local actives, other possible student representatives and the applicants for trustee positions. Moreover, the personal data of the people taking part in the activities, e.g. the participant lists for events, will be saved in the register to the extent considered necessary.

The register referred in this document includes only the registers in O'Diako's own activity. The systems used co-operatively with other organisations, e.g. the member register and the online shop, have their own privacy policies.

5. THE CONTENTS OF THE REGISTER

The register contains the following personal data:

- Name
- Personal identity code (*)
- Date of birth (*)
- Sex (*)
- Phone number
- E-mail address



- Home address
- Introduction year
- Degree programme
- Campus
- Trustee position and necessary information related to that
- Necessary information related to event participation
- Other necessary information given by the person

(*) = the information is only asked if it is completely unavoidable for the activity, e.g. for paying salaries or reserving accommodation

6. THE STORAGE OF THE INFORMATION

The services of Google Inc. are used for storage, unless it is necessary in regard to the activity to store the information in some other system, as well as the locked and guarded facilities of O'Diako. Other systems used for data storage are e.g.:

- Netvisor (personal data related to salaries)
- Webropol (lists of voters in the council elections, contact information for the lottery included in the Teacher of the Year - vote)

The data will be stored for 13 months at maximum, counting from the end of activity. Nevertheless, personal data related to salaries will be stored as long as O'Diako is according to the legislation obliged to provide the registered person or authorities with the information.

The activity is considered to end when the mandate period ends, when the person notifies of resignation, after the application time ends or the event ends.

7. DATA TRANSFER TO THIRD PARTY OR OUTSIDE THE EU/EEA

O'Diako has no regular data transfer to third parties. If it is necessary for the activity, e.g. accommodation, to give information to a third party, O'Diako asks for the approval of the registered person. O'Diako has no data transfer outside the EU/EEA.

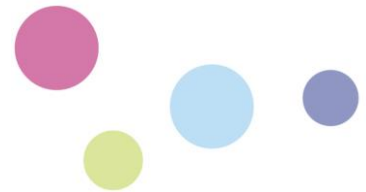
8. PRINCIPLES OF INFORMATION SECURITY FOR THE REGISTER

The information is stored in the systems of the registrar. Access to the system requires username and password. Only certain people defined in advance have access and are authorised to use the information. The information stored in paper form is kept in locked and guarded facilities.

9. THE REGISTERED PERSON'S RIGHT TO CONTROL INFORMATION

The registered person has the right to see their own information stored in the register and to have copies of that information. The request to see





information has to be done in written form to the contact person in register issues.

10. CORRECTING INFORMATION

By own initiative or by request of the registered person, the registrar corrects, erases or completes personal data in the register if it is incorrect, unnecessary, incomplete or out of date. The registered person has to contact the contact person in register issues for correcting the information.

If O'Diako is obliged to provide the authorities with information, that information will not be erased in any case. If the information requested to be erased is necessary for the activity, the information may be erased only when the activity has ended, e.g. when the mandate period ends or the person resigns.

11. DATA PROTECTION AUTHORITY:

The Office of the Data Protection Ombudsman
Visiting address: Ratapihantie 9, 6th floor FI-00520 Helsinki
Postal address: P.O. Box 800, FI-00521 Helsinki
Switchboard: +358 (0)29 56 66700
E-mail: tietosuoja(at)om.fi

