

Registrar:

The Student Union of Haaga-Helia - Helga (Business ID: 2075366-7), helga.fi

Contact Person in Matters Relating to the Register:

Eppu Åberg
toiminnanjohtaja@helga.fi
045 850 4280

Data protection officer:

Tietosuoja@helga.fi

Name of the registry:

User registry for lockers

Purpose for processing personal data:

The registry for lockers is used for management of the lockers and supervision of the lease periods. The data is used only for management and provision of information regarding the lockers.

The legal foundation for data processing is the consent given by the student when signing the lease contract and that they are a contracting party.

Register information content:

Name of student
Student number
Email address
Phone number
Start and end date of lease
Number and location of the locker
Language

Data storage period:

Data is kept in the registry from the start of the lease until the student returns the key of the locker. After this, the written contracts will be transferred to Haaga-Helia's archives, in which they will be stored for two (2) years after the end of the contract. After this period, the written contracts will be disposed of properly.

Regularly used information sources:

The students give their information via a lease contract.

Regular disclosure of data:

Information will not be disclosed.

Transfer of data outside the EU or EEA:

Information will not be released or transferred outside the EU or the European Economic Area (EEA).

Principles of registry protection:

The registry is digital. The lease contracts are in paper.

Only the selected employee of the student union has the right to use the registry. In addition to this, other necessary organizational security methods are also employed.

Checking and updating of data:

The registrar rectifies, removes or supplements any unauthorized, unnecessary, defective or obsolete personal data contained in the register for the purpose of processing on its own initiative or at the request of a registered person. The data subject should contact the person in charge of the registry to correct the information.

When specifically requested, the registered person has the opportunity to access the data stored in the register.

Other rights concerning the processing of personal data:

The student has the right to transparency about the processing of personal data, to be forgotten, to transfer data from the system to another, to limit or forbid the processing of information and to submit a complaint to the supervisory authority.

The student can change change their consent on processing their personal data. Forbidding the data processing or being forgotten will result in ending the lease contract.

Supervisory authority's contact information:

Office of the Data Protection Ombudsman
Street address: Ratapihantie 9, 6 6th floor, 00520 Helsinki
Postal address: PL 800, 00521 Helsinki
Switchboard: +258 29 566 700

E-mail (registry): tietosuoja(at)om.fi