

PRIVACY NOTICE

1. DATA CONTROLLER

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

2. CONTACT PERSON FOR REGISTER MATTERS

Adel Rizvi
toiminnanjohtaja@odiako.fi
+358504100743

3. REGISTER NAME

O'Diako Student Union Information Systems

4. PURPOSE OF THE REGISTER

The personal data stored in O'Diako Student Union's systems is used for communication, promoting activities, and other necessary purposes related to its operations. This includes information about representatives, board members, working group representatives, tutors, campus guides, local actors, other student representatives, and applicants for these roles.

Additionally, the register includes information about individuals involved in O'Diako's activities, such as event participant lists, as necessary.

This register refers only to records used in O'Diako's activities. Systems used in collaboration with other organizations (such as the membership register and online store) have their own separate notices.

5. INFORMATION CONTAINED IN THE REGISTER

The personal register includes the following information:

- Name
- Personal identity number (*)
- Date of birth (*)
- Gender (*)
- Phone number
- Email address
- Mailing address
- Year of starting studies
- Study program
- Campus
- Position of trust and related essential information
- Essential information for event participation
- Other essential information provided by the individual (e.g., possible special dietary requirements)

(*) = Information is requested only if absolutely necessary for operations, such as payment of wages/compensation or accommodation bookings.

6. DATA STORAGE

Data is stored using Google's services, unless it is necessary to retain information in another electronic system due to the nature of our operations, as well as in O'Diako's guarded and locked premises. Other systems where data is stored include:

- Netvisor (for payroll information)
- Webropol (lists of voters in representative council elections, contact information provided for the Teacher of the Year selection)

Information is kept for a maximum of 13 months after the activity ends. However, data necessary for paying salaries or fees is retained by O'Diako for as long as required under Finnish law to provide information to the registered individuals themselves or to authorities.

An activity is considered concluded:

- At the end of a term of office
- Upon a person's declaration of resignation from a position of trust
- After the conclusion of a recruitment process or event.

7. Data Sharing and Transfers Outside the EU or European Economic Area

O'Diako does not regularly transfer data to third parties. If necessary for operational purposes (e.g., accommodation bookings), O'Diako obtains consent from the data subject before disclosing information to third parties. O'Diako does not transfer data outside the EU or EEA.

8. Principles of Registry Protection

Data in O'Diako's systems is stored securely. Access requires authentication via username and password. Only authorized personnel designated by O'Diako have access to the registry data. Paper records within the registry are stored in locked and monitored facilities.

9. Right to Access by the Data Subject

Individuals have the right to review their personal data stored in the registry and obtain copies. Requests for access must be made in writing to the designated person responsible for registry matters.

10. Correction of Information

The registry manager at O'Diako corrects, deletes, or supplements personal data that is inaccurate, unnecessary, incomplete, or outdated upon their own initiative or upon request. To correct information, individuals should contact the designated person responsible for registry matters.

Information necessary for compliance with legal obligations will not be deleted. If requested information is essential for ongoing operations, it may be deleted only after the operations have concluded, such as at the end of a term or upon termination of a position.

11. Contact Information for the Supervisory Authority

Office of the Data Protection Ombudsman

Physical Address: Ratapihantie 9, 6th floor, 00520 Helsinki

Mailing Address: PO Box 800, 00521 Helsinki

Phone: 029 56 66700

Email: tietosuoja(at)om.fi

Machine Translation:

Helsinki, July 10, 2024

Adel Rizvi

Executive Director

The Student Union O'Diako of

Diaconia University of Applied Sciences