

Privacy statement and information to the data subject (Articles 13 and 14 of General Data Protection Regulation (2016/679))

1. Name of privacy statement	Savonia's Customer Register
2. Controller	Name Savonia University of Applied Sciences Ltd.
	Address PL 6, 70201 Kuopio
	Other contact information (e.g. work telephone, email address) savonia@savonia.fi
3. Contact person in matters concerning the register	Name Tomi Hyttinen, Business Manager tomi.hyttinen@savonia.fi
	Telephone 044 785 5006
4. Data protection officer	Administrative Coordinator Mervi Hättinen, tietosuojavastaava@savonia.fi
5. Data subjects	Contact persons of Savonia's customers and stakeholders, alumni and personal customers of marketing and sale of educational and service products and users of the library.
6. Legal basis for data processing	Processing of personal data is based on the consent of data subjects.
7. Purpose of personal data processing	The purpose of the customer register is to maintain relations with customers, alumni and stakeholders, marketing and sale of educational and service products, and relations with users of the library.
8. Personal data content and retention periods of the register	<p>The customer register contains:</p> <p>Alumni data (Alumni Register): Identity code, name, address, telephone, email, student number, degree programme, degree, graduation date</p> <p>Personal customers: Identity code, name, address, telephone, email, information relating to maintenance of customer relations</p> <p>Retention periods: Alumni data are retained until the person requests their removal.</p> <p>Data of personal customers and contact persons are retained for two years from the last sale and marketing event.</p> <p>Personal data of library customers are retained for two years from the last date the customer borrowed books from the library.</p>
9. Regular sources of data	<p>Customer register receives information from</p> <ul style="list-style-type: none"> • Persons themselves, e.g. from partnership agreements • From Lyyti event management system, information on persons registered for education • Student information management system, information on alumni

10. Regular disclosure of data	Data is not disclosed.
11. Transfer of data outside the EU or EEA	Data is not transferred outside the EU or EEA.
12. Principles for protection of the register	<p>A Manual documentation</p> <p>There is no manual documentation.</p> <p>B Computer-processed data</p> <p>Users have personal identifiers for the system. Personal data is accessed and used only by persons whose job description entitle them to do so.</p>
13. Rights of data subject	<p>Under the EU's GDPR (2016/679) the data subject has the following rights:</p> <p>Right of access to their data The data subject has the right to receive from the controller confirmation on whether or not the personal data concerning them is processed. The data subject has the right of access to the data. A fee may be charged for the right of control. The data subject's request for control may be refused, if the requests are manifestly unfounded or unreasonable and especially if made repeatedly. (Articles 12 and 15)</p> <p>The right to rectification The data subject has the right to demand rectification of inaccurate personal data concerning them. (Article 16)</p> <p>The right to erasure With certain restrictions specified in the General Data Protection Regulation, the data subject has the right to have the controller erase the personal data concerning him or her. (Article 17)</p> <p>The right to restriction of processing With certain exceptions specified in the General Data Protection Regulation the data subject has the right to request the controller to restrict the processing of personal data concerning him or her. (Article 18)</p> <p>The right to data portability The data subject has the right to receive the personal data that he or she has provided to a controller in a machine-readable format, when the processing is based on consent and is automated. (Article 20)</p>
14. Automated decision-making	The data subjects of the register are not subjected to automated decisions