

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

<b>1. Name of privacy statement</b>	<b>Personal Customer Register of Training School MusiTa</b>
<b>2. Controller</b>	Name Savonia University of Applied Sciences Ltd.
	Address PL 6, 70201 Kuopio
	Other contact information (e.g. work telephone, email address) savonia@savonia.fi
<b>3. Contact person in matters concerning the register</b>	Name Annastiina Tahkola, lecturer <a href="mailto:annastiina.tahkola@savonia.fi">annastiina.tahkola@savonia.fi</a>
	Telephone +358 44 785 7440
<b>4. Data protection officer</b>	Administrative Coordinator Mervi Hätinén, <a href="mailto:tietosuojavastaava@savonia.fi">tietosuojavastaava@savonia.fi</a>
<b>5. Data subjects</b>	Personal customers of Training School MusiTa
<b>6. Legal basis for data processing</b>	Personal data processing is based on consent of data subject. Services produced by Savonia University of Applied Sciences are voluntary for the customers.
<b>7. Purpose of personal data processing</b>	Savonia University of Applied Sciences processes customer's personal data for the purpose of providing service for them. Personal data is collected for customer management purposes only. Services are provided by Savonia's students under supervision of their teachers.
<b>8. Personal data content and retention periods of the register</b>	The following personal data is collected from the customers: <ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone number</li> <li>• Email address</li> <li>• Age</li> <li>• Place of study (if Savonia University of Applied Sciences or Kuopio Conservatory)</li> <li>• Background information on the customer's hobbies</li> <li>• Contact details of custodians of a customer under 18</li> </ul>
	Video recording of the teaching situation requires the customer's consent. The retention period of videos is 3 years from the date of recording. The videos are used for pedagogical purposes only.
	The retention period of data collected from personal customers is two years from the last customer event.
	The certificate of attendance is issued to the student and is not archived. If the customer takes a proficiency test (studies at Open UAS), the data is transferred electronically to the student information register where the data is retained permanently.
<b>9. Regular sources of data</b>	The customer information is collected from the registered person at the time of registration. Registration is always done for the entire academic year. To register for the training school, customer fills out the form on Savonia's website. The information of

	those who have registered will be transferred to the training school teachers by secure email within the school network.
<b>10. Regular disclosure of data</b>	Savonia University of Applied Sciences does not disclose personal customer data to third parties without an explicit written consent of the customer.
<b>11. Transfer of data outside the EU or EEA</b>	Data is not transferred outside the EU or EEA.
<b>12. Principles for protection of the register</b>	<p>A Manual documentation</p> <p>None.</p> <p>B Computer-processed data</p> <p>Savonia University of Applied Sciences is committed to processing personal data in a confidential and secure manner. Only those persons who have the right to process the personal data in question for their work are entitled to use the system containing personal data. Each user has their own username and password for the system.</p> <p>Databases containing personal data are protected by firewalls, passwords and other technical means. The databases and their backups are located in locked rooms and only certain pre-designated persons can access the data.</p>
<b>13. Rights of data subject</b>	<p>For questions related to the rights of the registered person, you can contact the contact person of the register or the data protection officer.</p> <p>Under the EU's GDPR (2016/679) the data subject has the following rights:</p> <p><b>Right of access to their data</b>  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><b>The right to rectification</b>  The data subject has the right to demand rectification of inaccurate personal data concerning them. (Article 16)</p> <p><b>The right to erasure</b>  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. There is no right to deletion if we process your personal data to comply with a legal obligation or if the processing of your personal data takes place for the performance of a task in the public interest or for the exercise of public authority belonging to University of Applied Sciences. (Article 17)</p> <p><b>The right to restriction of processing</b>  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><b>The right to data portability</b>  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>

	<p><b>The right to object</b>                  The registered person has the right to object, on grounds related to his personal special situation, to the processing of his personal data, which is based on the processing is necessary for the performance of a task in the public interest or for the exercise of public authority belonging to the controller. The controller may no longer process personal data, except if the controller can demonstrate that there is a significantly important and justified reason for the processing that overrides the interests, rights and freedoms of the data subject, or if it is necessary to prepare, present or defend a legal claim. (Article 21)</p> <p><b>The right to withdraw consent</b>                  If the processing of personal data is based on the consent given by the registered person, the registered person has the right to withdraw the consent given to the processing at any time without affecting the legality of the processing carried out on the basis of the consent before this. (Article 7)</p> <p><b>The right to appeal</b>                  The registered person has the right to file a complaint with the Office of the Data Protection Ombudsman, if one considers that valid data protection legislation has been violated in the processing of his personal data.</p>
<p><b>14. Automated decision-making</b></p>	<p>The data subjects of the register are not subjected to automated decisions.</p>