

The Privacy Notice of Student Union of Jyväskylä University of Applied Sciences - JAMKO

## Privacy Notice

This is a Privacy Notice of Student Union of Jyväskylä University of Applied Sciences - JAMKO, in accordance with Personal Data Act (10 ja 24 §) and the EU's General Data Protection Regulation (GDPR).

Drafted on 19 August 2020 updated on 2.9.2020.

### 1. Registrar

Student Union of Jyväskylä University of Applied Sciences - JAMKO  
Rajakatu 35, 40200 Jyväskylä

### 2. Contact information regarding the register

Hannu Järvistö, toiminnanjohtaja@jamko.fi , +358 443211600

If you have any questions or concerns regarding our privacy policy, you can always contact the Data Protection Officer of JAMKO. DPO's contact information is found from [www.jamko.fi/tietosuoja](http://www.jamko.fi/tietosuoja).

### 3. Name of the register

The personal data and contact information list of candidates, electoral coalitions and election rings of Representatives election of JAMKO.

### 4. Purpose of use of personal information and legal basis for processing data

The grounds for processing personal data due to EU's General Data Protection Regulation (GDPR) are:

- electronic consent given by a person
- attending public assignment, organizing a representative's election of a student union.

The purpose of using the personal data is communication with clients, keeping up customer relationships, marketing etc. To inform and communicate with candidates and to ensure the candidate's eligibility according to regulations of the student union.

Any information or personal data is not used for automated decision-making or profiling.

## 5. Informational content of the register

The information which is stored in the register is: candidate's name, time of birth, phone number, e-mail address, address, student number and a student's degree program. Possible information of electoral coalition or election ring, and their agents' names.

The data is collected for the time of the elections and inviting the persons to the meeting. The other information than names of nonelected will be removed if the person does not get chosen.

## 6. Regulations for information sources

The data collected to the register are obtained from candidates or agents of electoral coalitions. The sources are nomination forms, or possible documents of incorporations which are filled by agents of electoral coalitions or election rings.

## 7. Regulations for releasing information and transfers of information outside the EU and the EEA

Personal data is only transferred to the Election Commission which has been elected by the Student Union of Jyväskylä University of Applied Sciences - JAMKO. The Election Commission only deals with the information when related to the representative's election. The agents of electoral coalitions will get the names of the nominees after the nomination for representatives has ended in order to confirm them. Personal data is not transferred outside the European Union or the European Economic Area.

## 8. Principles for protecting the register

Processing the personal data is exercised with caution and electronic data is secured. The physical and digital information security of servers are properly maintained. All the information, user rights and personal data is supervised by the registrar. The registrar also sees that personal data stored in the register, the availability and integrity of the data, and the implementation of data subjects' rights are all handled in confidence, and by the operators to whom those belong.

The manual data is kept in the office of the Student Union of Jyväskylä University of Applied Sciences - JAMKO, in locked filing cabinets. The electronic data is stored in cloud servers which are in use of the board and personnel of the Student Union.

During the nomination period the data is stored in Webropol service, where the data is collected and transferred to the cloud server of the Student Union. After the nomination period all the data is erased from the Webropol server.

## **9. Rights for corrections and changes**

A data subject is entitled to inspect what personal data has been stored in the register, and request the registrar to rectify possible incorrect or faulty data. Requests must be submitted in writing to the registrar. The person who makes the request may need to prove one's identity if the registrar demands so.

The registrar will answer in prescribed time of the EU's General Data Protection Regulation (in general in a month).

## **10. Rights for deletions and restrictions**

A data subject is entitled to have one's data erased from the register ("Right to be forgotten"). A data subject has also the right to request restrictions to the processing of one's personal data, under certain conditions. Requests must be submitted in writing to the registrar. The person who makes the request may need to prove one's identity if the registrar demands so. The registrar will answer in prescribed time of the EU's General Data Protection Regulation (in general in a month).

The right of inspection of subject's data information is free of charge.