

## **Registry and Privacy Statement**

This is the registry and privacy statement of the Student Union of Jyväskylä University of Applied Sciences (JAMKO), in accordance with the Finnish Personal Data Act (Sections 10 and 24) and the EU General Data Protection Regulation (GDPR). Created on August 19, 2020, and updated on May 24, 2023 (translation 16.6.2023).

### **1. Registry Holder**

Student Union of Jyväskylä University of Applied Sciences (JAMKO)

Rajakatu 35, 40200 Jyväskylä, Finland

### **2. Contact Person Responsible for the Registry**

Ismo Puhakka, toiminnanjohtaja@jamko.fi, +358 443211600

If you have any questions regarding the use of your data, you can contact the Data Protection Officer of JAMKO and the student unions. The contact information of the current Data Protection Officer can be found at [www.jamko.fi/tietosuoja](http://www.jamko.fi/tietosuoja).

### **3. Registry Name**

List of personal and contact information of candidates, electoral coalitions, and electoral circles for JAMKO's representative elections.

### **4. Legal Basis and Purpose of Personal Data Processing**

The legal basis for processing personal data under the EU General Data Protection Regulation is:

- Consent given electronically by the individual
- Performance of a public task, organizing representative elections for the student union

The purpose of processing personal data is to maintain communication with customers, manage customer relationships, conduct marketing activities, etc. The purpose is to contact candidates for representative elections, provide information about the election process, and verify the eligibility of candidates according to the student union's rules. The data will not be used for automated decision-making or profiling.

### **5. Contents of the Registry**

The registry includes the following information: names, dates of birth, phone numbers, email addresses, addresses, student numbers, and study programs at Jyväskylä University of Applied Sciences of the candidates for representative elections. It may also include information about electoral coalitions or electoral circles and the names of their representatives. The contact information will be deleted when it is no longer needed, and if a person is not elected, only the name information will be retained.

## **6. Regular Sources of Information**

The information stored in the registry is provided by the candidates or founders of electoral coalitions themselves. This includes the candidate's application form for running in the representative elections and the founding documents of electoral coalitions or circles completed by their representatives.

## **7. Regular Disclosures and Transfers of Information outside the EU or EEA**

The information is only disclosed to the Central Election Board appointed by the Jyväskylä University of Applied Sciences Student Union (JAMKO). The Central Election Board processes the data only for matters related to representative elections. The representatives of electoral coalitions receive the names of candidates belonging to their coalitions for validation after the nomination period ends. The information is not transferred outside the EU or EEA.

## **8. Principles of Registry Protection**

The registry is processed with care, and the information handled through information systems is appropriately protected. When storing registry data on Internet servers, both the physical and digital security of the hardware is ensured. The registry holder ensures that the stored data, server access rights, and other critical information regarding personal data security are treated confidentially and only by authorized personnel. Physical documents are stored in locked cabinets in the facilities of Jyväskylä University of Applied Sciences Student Union. Electronic data is stored on a cloud server accessible only to the JAMKO board and staff. During the nomination period, data related to electronic candidacy is stored in the Webropol service, from where it is transferred to the student union's cloud server after the nomination period ends, and removed from Webropol.

## **9. Right of Inspection and Right to Request Data Correction**

Every individual in the registry has the right to inspect the data stored about them free of charge and to request the correction of any inaccurate information or the completion of any incomplete information. If a person wishes to inspect their data or request corrections, the request must be sent in writing to the registry holder. The registry holder may request proof of identity, if necessary. The registry holder will respond to the customer within the time frame specified in the EU General Data Protection Regulation, typically within one month.

## **10. Other Rights Related to Personal Data Processing**

Individuals in the registry have the right to request the removal of their personal data from the registry ("right to be forgotten"). They also have other rights as specified in the EU General Data Protection Regulation, such as the right to restrict the processing of personal data in certain situations. Requests should be submitted in writing to the registry holder. The registry holder may request proof of identity, if necessary. The registry holder will respond to the customer within the time frame specified in the EU General Data Protection Regulation, typically within one month. The inspection of data is free of charge.