



## Key register

### 1. Data controller

Northern Finland Student Housing (business ID: 0210156-9)  
Mannenkatu 6 A  
90130 Oulu  
Tel. +358 (0)8 3173 110

### 2. Data processor

Jari Simonen  
Mannenkatu 6 A  
90130 Oulu  
Tel. +358 (0)8 3173 110  
jari.simonen@psoas.fi

### 3. Name of the register

Electronic key use register

### 4. Purpose of use of personal data

Investigating any crime and vandalism or other misconducts occurring at premises owned by the data controller.

### 5. Data content of the register

Data on releasing of keys

- name, address and other possible contact information of key holder
- date of release and return

Motion data through doors of the premises

- key identification data
- date and time

### 6. Regular data sources

Data collected from the data subject in the context of key release, motion data collected from the detectors of the doors of the premises

### 7. Regular release of data

As a rule, no data is released outside PSOAS. In cases of suspected crime, data can be released to the police.

### 8. Data transfer outside the EU or the European Economic Area

No data is transferred outside the area of European Union member states or outside the European Economic Area.



## 9. Data protection principles

Any electronically processed data in the register are protected with firewalls, passwords and other necessary technical means generally accepted within the data security field at the time. Any manually maintained data are located in spaces with restricted access for outsiders.

Any data in the register is only accessible by designated employees of the data controller and companies working for and on behalf of the data controller, who have signed a confidentiality agreement, with an individual access right granted by the data controller.

## 10. Right to access, restriction and rectification

The data subject has the right, in accordance with the Personal Data Act, to inspect which data concerning them has been recorded in the register. The data access request should be sent to the data processor and it must be written and signed. The data access request can also be made in person in the presence of the data controller.

The data subject has the right to deny the processing and release of any data concerning them for direct mail, distant selling or other direct marketing as well as for market and opinion surveys by contacting the data controller.

The data subject has the right to demand the rectification of incorrect data by contacting the data controller.