

1. Data controller	Name Diaconia University of Applied Sciences Ltd
	Address PO Box 12, 00511
	Other contact information (e.g. telephone number during office hours, email address)
2. Contact person for matters related to data protection	Name Mari Nyrhinen, Data protection officer
	Address Kyläsaarenkuja 2, 00580 Helsinki
	Other contact information (e.g. telephone number during office hours, email address) tietosuojavastaava@diak.fi
3. Name of privacy statement	Register relating to the library and information services of Diaconia University of Applied Sciences
4. Purpose of the processing of personal data	<p>Personal data is processed for the purpose of managing or organising the library services and information services.</p> <p>The data controller processes the data themselves, and uses subcontractors to process personal data on behalf of and for the controller.</p>
5. Legal basis of processing of personal data	<p>According to Article 6 of the General Data Protection Regulation, data processing is lawful only if, and only to the extent that, at least one of the following conditions is met:</p> <p><input checked="" type="checkbox"/> a) The data subject has given their consent</p> <p><input type="checkbox"/> b) The processing is necessary for implementing an agreement to which the data subject is a party</p> <p><input checked="" type="checkbox"/> c) The data processing is necessary for compliance with the statutory obligations of the data controller</p> <p><input type="checkbox"/> d) The data processing is necessary for safeguarding the vital interests of the data subject or some other natural person</p>

	<p><input checked="" type="checkbox"/> e) The data processing is necessary for performance of some duty in the public interest, or the processing is necessary for the data controller 's exercise of their public power</p> <p>The aforementioned legitimate interest of the controller is based on the meaningful and appropriate relationship between the data subject and the data controller arising from the use of the library services by the data subject, and for data processing for purposes that could be reasonably expected by the data subject at the time of and during the collection of personal data.</p>
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<p>6. Data content of the register, personal data groups to be processed and storage periods for personal data</p>	<p>Personal data groups are basic information about the person and the customer relationship.</p> <p>Personal data to be processed:</p> <p><input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Address <input checked="" type="checkbox"/> Telephone</p> <p><input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Personal ID number <input type="checkbox"/> Photo</p> <p>Other data to be processed relating to the customer relationship:</p> <ul style="list-style-type: none"> • Library card number • PIN code • Preferred language • Customer group and statistical group • Information on permitting self-service • Information on payments and measures related to non-returnable material • Long loan period • Dates for updating customer information • The customer's current loans and reservations <p>Periods for which data is stored:</p> <p>Personal data collected in the register will be stored only for the length of time and to the extent that is necessary for fulfilling the purpose for which the personal data is processed by personal data group. In addition, personal data will be stored in accordance with applicable legislation on storage periods.</p> <p>Customer information is removed from the register every year as needed. Customer data is held for approximately two years after the date of the last loan transaction.</p> <p>The controller regularly assesses the need for data storage in accordance with the controller's internal code of conduct.</p> <hr/> <p>Whether sensitive information (race/ethnicity, origin, political opinion, religious or philosophical belief, membership of a trade union, health-related information, sexual orientation or behaviour) is processed. Article 9:</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, is the processing based on consent?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If sensitive information is processed without the data subject's consent, please indicate the reason for the processing:</p>
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7. Information systems used and system-specific privacy statements	<ul style="list-style-type: none"> • Voyager library system and customer register • Peppi / MyDiak study management system • Webropol- • Finna data search portal (https://diak.finna.fi/Content/register_details) • Financial administration services
8. Regular sources of information	<ul style="list-style-type: none"> • Personal data is primarily collected from the data subject themselves. • Register data is also collected from other publicly available sources (for example, public address registers and telephone directories). • In addition, other registers of the data controller (e.g. the student administration register) can be used as data sources for the register. • The data controller also collects personal data that is generated during the customer relationship.
9. Regular data disclosure	<p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes, to where / what party is the data disclosed?</p> <p>Personal data contained in the registry will be disclosed to partners of the controller with which the data controller has a contractual relationship, or to other similar entities that have a relevant relationship with the data controller, such as:</p> <ul style="list-style-type: none"> • Debt collection company used by Diaconia University of Applied Sciences (Intrum Justitia Oy) • Data is transferred to the joint statistics of scientific libraries (https://kopistilasto.lib.helsinki.fi/); the statistics do not contain personal data. <p>Information is disclosed in accordance with the Diaconia University of Applied Sciences' data security guidelines.</p>
10. Transfer of information outside the EU or the European Economic Area	<p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, to where / what party is the data disclosed?</p>
11. Principles of protecting registers	<p>Access to databases and systems, and to the use of the registry, will be limited to those employees of the data controller or its sub-contractors that have the right to process the information contained in the registry for their work. Each user of the registry has a personal username and password for the systems.</p> <p>A Manual material</p> <p>Is there manual data?</p> <p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p>

If yes, how is the material stored and protected?

- Materials related to the customer register are destroyed immediately when the data has been entered in the register.
- The notice of consent of the data subject for allowing self-service collection of material is filed in accordance with the archive creation plan of the Diaconia University of Applied Sciences and is stored in locked cabinets on the premises of Diaconia University of Applied Sciences. Material containing personal data is stored in locked premises that are accessible only to designated and authorised personnel.

B Digitally processed data

Is there data in electronic form?

No Yes

If yes, how is the material stored and protected?

- The data will be stored in accordance with Diaconia University of Applied Sciences' archive creation plan (AMS).
- The server containing personal data is kept in locked facilities on the premises of the IT Center for Science Ltd, where it is accessible only to designated and authorised personnel. The server is protected by an appropriate firewall and other technical protection.

12. Rights and responsibilities of data subjects

The data subject has the right to request access to personal data concerning him or her, the right to request correction or erasure of such data and the right to request restriction of the processing of it, the right to oppose processing or it, and the right to transfer from one controller to another.

The data subject has the right to withdraw their consent at any time without this affecting the lawfulness of the processing carried out prior to this withdrawal, if the processing of personal data is based on the consent of the data subject.

Upon request, the data subject may use the Diaconia University of Applied Sciences' own model form.

The data subject has the right to file a complaint with the Office of the Data Protection Ombudsman.

Profiling is not carried out on the basis of personal data contained in the register.

If personal data is processed for direct marketing purposes, the data subject has the right at any time to oppose the processing of their personal data for such marketing, including profiling when it is related to such direct marketing.

The data protection officer is the contact person in matters relating to the rights and obligations of the data subjects. The contact details of the data protection officer are given at the beginning of the privacy statement.