

1. Controller of the data file

Pirkan Opiskelija-asunnot Oy(Business ID 0211539-7)
Sorsapuisto 1
FI-33500 TAMPERE
Tel: 0406686008

2. The person in charge of the data file:

Timo-Juhani Pimiä
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Tel: 0406686008
toimisto@poas.fi

3. Data file name:

Digital file on key usage

4. The purpose for which the personal data is used:

For the purpose of investigating crimes and vandalism, as well as other cases of misconduct that may have taken place on any premises which is owned by the controller.

5. Data file contents

Data on handing over keys
- name and address as well as any other contact information on the key holder
- the date upon which the keys are handed over and date of their return

Registered passage data from the doors in the properties

- key identification data
- date and time

6. Regular sources of data

The data which is collected from the data subject at the time at which the key is handed over, and passage data from the readers on the doors within the premises

7. The regular disclosure of data

As a general rule, no data will be disclosed to any party outside of POAS.

In cases which involve a criminal investigation, data can be disclosed to the police.

8. The transfer of data outside the EU or the European Economic Area. No data shall be transferred outside of EU member states or outside the European Economic Area.

9. The right of access, the right of rectification, and the right to prohibit access

The data subject has the right to access any data on them which has been stored in the file. Any request for access should be sent in writing to the person who is in charge of the personal data file. The request must be signed by the data subject. The request for access can also be made in person on the controller's premises.

10. The principles of protecting the file

Data in the file that is processed by digital means is protected by firewalls, passwords, and other necessary technological methods which are currently generally accepted in the field of information security. Records that are kept manually are stored on premises to which outsiders are not admitted.

Only the controller's specified employees or the employees of companies which have been contracted by the controller, and who have signed a confidentiality agreement, are authorised by the controller to have individual access to data that is stored in the data file.