

Description of Key Register

1. Data controller

Pirkan Opiskelija-asunnot Oy (business ID: 0211539-7)
Sorsapuisto 1
33500 Tampere
Tel. 040 668 6008

2. Person responsible for register

Timo-Juhani Pimiä
Sorsapuisto 1
33500 Tampere
Tel. 040 668 6008
toimisto@poas.fi

3. Name of register

Electronic key usage register provided by iLOQ.

4. Purpose of use of personal data

Management of keys to properties, as well as investigation of offences, vandalism and other abuses related to the properties belonging to the data controller.

5. Data content in the register

Data related to handover of keys:

- name, address, and other applicable contact details of holders of keys
- handover and return dates

Access monitoring data for properties and residences, only when needed:

- key identifier data
- date and time

6. Regular data sources

Data are collected from the data subjects at the time of handover of the keys. Access monitoring data are collected from key readers on the properties' doors, only when needed for purposes such as criminal investigation. Personal data may also be collected from the data controller's other registers.

7. Regular disclosure of data

As a rule, data are not disclosed to parties outside of POAS. In cases of suspected criminal activity, data may be disclosed to the police.

8. Transfer of data to outside of the EU or EEA

Personal data are not transferred to outside of the European Union or European Economic Area.

9. Right of access, erasure and rectification

Data subjects have the right to access the personal data related to themselves in the register. The access request must be sent, in writing and undersigned, to the person responsible for the register. Requests to access data may also be made in person on the data controller's premises.

10. Data security principles

The electronic key register is located on the servers of the service provider, iLOQ Oy. iLOQ Oy is responsible for the protection of the data on the server in accordance with its own policies. POAS is responsible for ensuring the proper processing of the data in the register, as well as for the personal identifiers and passwords of the processors.

Electronically processed data in the register are protected by firewalls, passwords and other applicable technical means that are generally accepted in the data protection sector. Manually stored and updated data are located on premises that cannot be accessed by unauthorised personnel. The customer's personal data are stored in the key register until the end of the tenancy agreement, after which they are appropriately destroyed.

Only individually authorised employees of the data controller and of companies acting on the data controller's behalf or behest, or other persons under these parties' control, such as interns, who have signed non-disclosure agreements, may access the data in the register, using a personal authorisation granted by the data controller.