

Membership register description

The membership register of the Students' Union of Tampere University of Applied Sciences. Note: this is an unofficial translation. In case of any discrepancies, the Finnish original prevails.

1. Controller of the register

The Students' Union of Tampere University of Applied Sciences (Tamko)
Kuntokatu 3, L-building
FI-33520 TAMPERE
FINLAND

<http://tamko.fi/en>

Business ID: 2060685-1

2. Person responsible for the register

Executive Director Tomi Hyppänen
+358 44 382 6560
toiminnanjohtaja(at)tamko.fi

3. Name of the register

JäsRek - Membership register (maintained by Hakosalo Innovations Oy)

4. Purpose of the register

The connection requirement referred to in section 8, paragraph 5 of the Personal Data Act (523/1999): maintaining member relations.

5. Grounds for maintaining the register

A list of members referred to in section 11 of the Associations Act (503/1989).

6. Data content of the register

- Student number
- Name
- Personal identity code
- Status of membership card
- Card in use Y/N
- Paid membership fees / received academic year stickers
- Student card's color
- Degree programme / other programme

- Member's data cannot be used for marketing purposes Y/N
- Postal address
- Phone number
- Email address
- Municipality of residence
- Home country
- Attendance information in TAMK
- Student card order history

7. Regular data sources of the register

The data is gathered from an electronic or paper form submitted by a member. Personal information and contact information, the degree programme / other programme and the right to study are verified and updated from the student and study records of the University of Applied Sciences with the consent of the member.

8. Disclosure of the data in the register

Non-regular disclosures of the data in the register

A student may upon becoming a member consent to the use of their name and contact information for the purposes of direct marketing.

Direct marketing: disclosure of the data for the purposes of direct marketing is never done automatically but on a case-by-case basis by the persons responsible for the system. The only data that is disclosed is of those persons who have consented to it. Cooperation partners do not disclose personal data to third parties.

The personal data of a Tamko member can be disclosed, within the boundaries of law, to Pivo Wallet Oy for the purposes of activating the electronic student card and verifying the student status. The personal data of those members who have activated the mobile student ID card in the Pivo application and thus accepted the Terms of Use of Pivo's mobile student ID card (that is, they have activated data transfers from the Pivo application and consented to it) is disclosed to Pivo Wallet Oy.

Regular disclosures of the data and transfers of the data outside the EU or the EEA

Data is not disclosed or transferred outside of the EU (European Union) or the EEA (European Economic Area).

9. Protection of the register

Only the designated employees, Council members and Board members of the Students' Union and the employees of commissioned firms that act on behalf of the Students' Union have the right of access to the membership register. The register has different user levels that allow each user the administrative rights and browsing rights only to the data that is necessary to conduct their duties. Each user has their own username and password that are required when signing into the system.

10. Right of inspection

Everyone has the right to inspect what data of theirs is stored in the register referred to in this register description. Everyone may also verify that this register does not contain any information of theirs.

The data can be inspected free of charge once a year. A request for inspection must be delivered by a personally signed document, or other document verified by trustworthy means, addressed to the Students' Union's office.

The data may also be inspected in person at the Students' Union's office. The identity is verified before the data is disclosed.

The right of inspection can be denied only in an exceptional case. If the right of inspection is denied, the data subject is given a written certificate of refusal. The data subject has the right to take the matter to the Data Protection Ombudsman by addressing it to the Office of the Data Protection Ombudsman, PL 315, 00181 HELSINKI.

The Students' Union rectifies, supplements or erases personal data contained in the register if it is erroneous, unnecessary, incomplete or obsolete as regards the purpose of the processing.

A request for rectification can be made in writing by addressing it to the Students' Union's office or in person in the Students' Union's office. The identity of the person making the request for rectification is verified.

If the correction of information is refused, a certificate of refusal is given in writing. The data subject has the right to take the matter to the Data Protection Ombudsman by addressing it to the Office of the Data Protection Ombudsman, PL 315, 00181 HELSINKI.