PRIVACY NOTICE
Creation Date: 20.9.2018
Updated: 7.12.2021
EU-GDPR 2016/679
Data Protection Act 2018/1050

1. **Data Controller**
   Centria University of Applied Sciences
   Talonpojankatu 2, 67100 Kokkola, Finland
   Tel. +358 6 868 0200

2. **Person responsible for registry related issues and contact person**
   Person in charge: Heikki Ahonen, Security Manager, +358 6 868 0200, heikki.ahonen@centria.fi
   Contact person: Petri Rautiainen, ICT Manager, +358 6 868 0200, petri.rautiainen@centria.fi

3. **Data Protection Officer**
   Centria University of Applied Sciences, Data Protection Officer, Talonpojankatu 2, 67100 Kokkola,
   Tel. +358 6 868 0200, email: tietosuojavastaava@centria.fi

4. **Name of the register**
   KAMERAVALVONNAN REKISTERI / SURVEILLANCE CAMERA VERIFICATION

5. **Legal Ground for processing**
   The legitimate interest of the data controller.

6. **Purpose of the personal data processing**
   The surveillance camera system is a prerequisite for Centria's activities.
   - the system ensures the safety of the students, teachers, other staff and any visitors in Centria's premises.
   - property protection
   - preventing and investigating the situations as mentioned above
   - the video recordings are only processed when needed to solve and investigate the course of a potential crime, in the case of a possible pretrial investigation or upon the Data Subject's request. The processing is always subject to a monitoring protocol.

7. **Registry data content**
   Video recordings, which may include people roaming on Centria's campus or in its close proximity.
   - Storage time: approximately two months.
   - The retention period for any material transferred to the authorities are determined by the authority's privacy policy.

8. **Systematic data source**
   Camera surveillance equipment based at Kokkola and Ylivieska campus.

9. **Lawful data disclosure**
   Following persons has access right to view the camera recordings afterwards.
   Kokkola/Ylivieska: Heikki Ahonen, Petri Rautiainen, Kai Nyman, Ilkka Kujala, Rainer Björk
   Ylivieska/Kokkola: Heikki Ahonen, Esa Isokoski, Hannu Leppälä, Ilpo Hautala, Rainer Björk
   (Every camera inspection request requires minimum of two persons to process.)
   External security staff and security guards have access to the direct video material.
   Upon request, the material may be disclosed to the Police for pretrial investigation.

10. Transferring data outside of the ET/ETA area.

No data will be transferred outside of the ET/ETA area.

11. The principles of the registry protection

Technical measures have been taken to protect the surveillance camera recordings and the personal data processed on the system. The system access rights are limited to only those whose work tasks include processing of the data records. Also, other security technologies and organizational measures have been taken to protect the camera surveillance system and personal data.

Amongst others, the following measures have been taken to protect the data:

- The servers storing recordings are located in physically secured facilities; firewalls protect the logical network area; the primary data systems are protected against break-ins.
- Users are only granted access to the information they need to perform their duties.
- The controller appoints the persons who are granted access to the surveillance camera recordings.
- Only a system administrator designated explicitly by the controller for this purpose may grant, change or revoke access rights.

12. Information

Stickers and signs informing of the presence of surveillance cameras are located on Centria's entrances, as well as in specific locations on campus.

- The signs provides information of the surveillance cameras as well as access to the Privacy Notice by the means of a QR code.

Online publication

- The present document is the public version of the Privacy Notice related to camera surveillance at Centria and is published on the Centria's website.

13. Inspections rights

The Data Subject has the right to inspect the collected data concerning him/her, as upon request, obtain a copy of the data.

- Inspection requests should be done in writing
- When filing the inspection request the applicant must prove his/her identity
- The Data Subject must clearly indicate the date and the exact time concerned by the inspection request as well as the reasons for the request.

If the Data Subject's reasons do not fit with the data controller's purpose of the personal data processing, the request may be denied.

14. Right to require information to be corrected or removed

The data controller shall either rectify, delete or supplement any unnecessary, incomplete or obsolete personal data contained in the registry without any undue delay. Please observe that correcting and / or deleting an individual subject's data from the surveillance recordings is usually an unreasonable claim.

15. Right to appeal

The data subject has the right to file a complaint to the supervising authority.