

1. Data Controller

Centria University of Applied Sciences
Talonpojankatu 2, 67100 Kokkola
Phone (06) 868 0200

2. Data Controller's Representative and Contacts

Representative: Piia Lindell, administrative and financial manager, phone 044 725 0046
Contact person: Annamari Keskisarja, accountant, phone 040 808 6610

3. Data Protection Officer

Centria University of Applied Sciences, Data Protection Officer, Talonpojankatu 2, 67100 Kokkola,
Phone (06) 868 0200, email: tietosuojaavastaava@centria.fi

4. Name of the data file

Centria M2

5. Purpose and the legal basics of processing personal data and storage duration

Aim of the register is to manage travel plans, travel claims, prepayments and cost claims. Registers data is also used to report payments to tax authorities and personnel's travel days to Centrica's insurance company.

All registered persons are staff members of Data collector. Only essential information is kept in this registry. Centria University of Applied Sciences uses registered information in order to fulfill its duty as an employer. Basic information of registered persons is kept in the system during employment relationship. Claims made are kept in the system for 10 years and any claims associated with RDI are kept as long as project's regulation instructs.

6. Types of personal data processed

M2 -register contains the following information:

- name
- personnel id
- identification code
- adress
- bank account number
- email adress

- information about employment relationship
- access right of M2
- bookkeeping information
- information about business travel
- start-, stop- and endpoints of driving routes recorded with mobile application, including kilometers and duration of drive.
- attachment pictures and downloaded files made with mobile application

While using the "Journeys" function, device used collects data about phones location and route. When user sends data to the M2 server, only the Journey's time, length as well as starting and ending points of the route, location of the stops and their addresses are shown on the kilometer claim. The pictures taken or files selected as attachments will not be sent to M2 server until user clicks the "send attachments" button. Using mobile application is voluntary.

7. How we collect the data

M2 receives information about registered persons from Personec F, which is Centria's salary payment system. All the other information is received from registered themselves.

8. Who we share it with

All the releases of information are based on the rights of access to information, given to authorities in different laws. Information in this register is confidential.

M2 releases information:

- to tax authorities after every payment of claims.
- to insurance company once a year.

Information released to insurance company is sum of all the travelling days from previous year.

9. Transferring data outside the EU / EEA

Data in the register is not transferred outside the European Union or the European Economic Area.

10. How we protect the data

The data is protected by appropriate physical, technical and administrative measures.

11. Right to inspect your information

You have the right to inspect which of your personal data the controller is processing. You must personally fill the inspection request at the address: **Centria University of Applied Sciences, Talonpojankatu 2, 67100 Kokkola**. When you place the request, please be ready to prove your identity with a valid passport or an official photo identification card.

12. Right to correct your data and right to prohibit processing of data

You have the right to correct personal data that is misleading or inaccurate which the controller is processing. You have also the right to request to be forgotten, but be aware that the controller may have compliance with another law request to still process the data.