

**1. Data Controller**

Centria-ammattikorkeakoulu Oy  
Talonpojankatu 2, 67100 Kokkola, Finland  
Tel. +358 6 868 0200

**2. Person responsible for registry related issues and contact**

Person in Charge: Petri Rautiainen, ICT-manager, tel. 044 7250 347

**3. Data protection officer**

Centria-ammattikorkeakoulu Oy, Data protection officer, Talonpojankatu 2, 67100 Kokkola,  
Tel. +358 6 868 0200, email: [tietosuojavastaava@centria.fi](mailto:tietosuojavastaava@centria.fi)

**4. Name of the Register**

Candour ID – electronic identification platform

**5. Legal ground for processing**

To provide service to the user.

**6. Purpose of the personal data processing and storage procedures**

Candour ID- electronic identification platform is used to provide a method for remote identification for Centria staff, students and other Centria users. This method is available when local identification or other methods are not available or selected by the user. Personal and biometric information are stored for the maximum duration of two (2) month after the identification event in order to provide necessary degree of security and service level of the identification event. Personal and biometric information are not used or delivered for any other purpose. They are not stored in permanent basis.

**7. Registry data content**

Candour ID- electronic identification platform handles and stores the following personal information:

- Name
- Email address
- User provided facial portrait
- Other non-essential information provided by the user
- User provided image of the identification document (Passport etc.)
- Information read from the identification document:
  - First name
  - Family name
  - Date of birth

- Gender
- Nationality
- On-chip photograph
- Identification document type (Passport / ID card)
- Identification document number
- Identification document issue country
- Identification document expiration date
- Social security number or equivalent data
- Identification document issuer signature data

#### **8. Systematic data source(s)**

Candour ID electronic service application, which is used by the client to input data to the system via the user's endpoint device.

#### **9. Lawful data disclosure**

Centria University provides data to other parties (such as Finnish government agencies) only as required by the Finnish law. The registry information is considered classified. No information will be provided to other parties unless there is a verified reason, and an applicable law governing the transaction of registry information. The information in this system is not designed to be saved on permanent basis.

#### **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 personal and biometric 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 system and data within.

#### **12. Inspection 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 must 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.

#### **13. 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.

**14. Right to appeal**

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