

Processing of personal data in the library system of the Police University College Library

When processing your personal data, we comply with the General Data Protection Regulation (2016/679) of the European Union.

1. Controller

Police University College
P.O. Box 123 (Vaajakatu 2), FI-33271 Tampere, Finland
polamk@poliisi.fi
+358 (0)29 548 0121 (switchboard)

2. Controller's contact persons in matters pertaining to data protection

Kimmo Lehtimäki, Lawyer
or
Petri Hankaniemi, Lecturer

The contact details for the contact persons are shown in section 1.

3. Data subject

Customers holding a Police University College Library's library card are data subjects whose personal data is saved in the library system of the Police University College Library.

4. Purpose of processing personal data and the legal basis for the processing

The Library uses the customer register for monitoring borrowing, for recovery, statistical purposes, communications and, with the help of reports produced from the system, for planning and reviewing of the library, and materials to be obtained.

Your data may, if necessary, be checked in the population information system or the police administration's personnel systems, for example for the purposes of invoicing or recovery. For these purposes, we save the following information of our customers in the library system:

Personal data:

- first names and last name
- personal identity code (customers outside the police administration)
- date of birth (customers in the police administration)
- home address (customers outside the police administration)
- office address (customers in the police administration)
- email address.

Information pertaining to the customer relationship:

- library card code
- library card PIN code, encrypted
- customer and statistical category
- the customer's loans and reservations, and possible suspension of borrowing rights
- library system internal ID.

The processing of personal data is based on the performance of the Police University College's task and the consent given by the data subject (General Data Protection Regulation, Article 6, paragraph 1, subparagraphs a, b and c).

5. Categories of recipients of personal data

In the Police University College, your personal data is processed by the Police University College Library personnel and the administrator of the library system.

6. Period of personal data retention

Police University College students are customers of the library for the duration of their degree studies, and their personal data will be stored in the system for the same period. If you belong to another customer category, your personal data will be stored for three (3) years from the last borrowing transaction. You may also contact our customer service to request that your personal data be deleted from the system immediately, if you do not have any current loans from our library.

7. Access to one's own personal data

Your personal data will not be transferred to other systems.

8. Right to rectification

You have the right to receive information from the Police University College of whether your personal data is being processed, and to receive a report of the personal data of you that we hold. You also have the possibility to check all data entered about you.

9. Deletion of data

You have the right to request rectification of your personal data. The rectification request must be submitted in writing to the controller. The rectification request may also be presented in person at the Police University College.

10. Right to object to the processing of data and request limitation of processing

You have the right to request the deletion of your personal data at any time.

The right to object to the processing of data and to require restriction of processing

You have the right to object to the processing of your personal data and require restriction of their processing until the question, whether the Police University College has the right to process your personal data, has been resolved.

The right to refer the case to the Data Protection Ombudsman for processing

If you are of the opinion that the processing of your personal data by the Police University College is unlawful, you have the right to refer the case to the Data Protection Ombudsman for processing.

11. Data Protection Ombudsman contact details:

Data Protection Ombudsman's office

P.O. Box 800 (Ratapihantie 9, 6th floor), FI-00521 Helsinki, Finland

+358 295 566 6700 (exchange), +358 29 566 6735 (fax)

tietosuoja@om.fi