

PRIVACY STATEMENT – Student Union of LAB University of Applied Sciences KOE

Data Controller

LAB University of Applied Sciences Student Union KOE (Business ID 2002434-1)
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Contact Person

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Name of the Register

JäsRek – Membership Register (maintained via www.hakosalo.fi)

Purpose of the Register

The purpose of the register is to manage membership relations as described in Section 8, Subsection 5 of the Finnish Personal Data Act (523/1999).

Legal Basis for Maintaining the Register

The register is maintained in accordance with Section 11 of the Finnish Associations Act (503/1989), which requires a membership list.

Contents of the Register

- Student ID number
- Name
- Personal identity code
- Membership card status
- Card active/inactive
- Paid membership fees / academic year sticker distribution
- Type of student card
- Color of student card
- Degree program
- Campus location
- Member's data usage for marketing purposes (allowed/disallowed)
- Postal address
- Phone number
- Email address
- Municipality of residence
- Country of residence
- Student card order history
- Language preference (Finnish/English)

Regular Data Sources

Information is provided directly by the member via an online form. Personal and contact details, degree program, and study rights may be verified with the member's consent.

Data Disclosure

Non-Regular Data Disclosures

When joining, the student may consent to their name and address being used for direct marketing purposes.

Direct Marketing: Direct marketing refers to the internal marketing efforts of KOE. Contact details are not disclosed to third parties for marketing purposes.

Regular Data Disclosures and Transfer of Data Outside the EU or EEA

No data is disclosed or transferred outside the EU or the European Economic Area.

Register Security

Access to the membership register is restricted to designated employees and trusted officials of the student union, as well as employees of companies operating under the student union's authorization. The register includes different user levels, ensuring that users can only access the data necessary for their role. Each user has a unique username and password required for login.

Right to Access

Everyone has the right to know what personal data is stored about them in this register. Individuals may also verify that no data about them is stored in the register.

Access to personal data is free once a year. The request must be submitted in writing with a signature or other reliable verification method and sent to the student union office.

Alternatively, personal data may be checked in person at the student union office, where identity verification is required before releasing the data.

Access may only be denied in exceptional circumstances. If access is denied, a written statement of refusal will be provided. The individual has the right to refer the matter to the Data Protection Ombudsman at:

Office of the Data Protection Ombudsman, PO Box 315, 00181 HELSINKI, Finland.

The student union will correct, supplement, or delete inaccurate, unnecessary, incomplete, or outdated personal data in the register if it is inconsistent with the purpose of processing.

A request for correction can be made in writing to the student union office or in person at the office, where identity verification is required.

If a correction request is refused, a written statement of refusal will be provided. The individual has the right to refer the matter to the Data Protection Ombudsman at: Office of the Data Protection Ombudsman, PO Box 315, 00181 HELSINKI, Finland.