

1. Registrar

Centria University of Applied Sciences
Talonpojankatu 2, 67100 Kokkola
+358 6 868 0200

2. Person in charge and contact person for register related matters

Person in charge: Hanna-Riina Aho, Information Services Manager, +358 44 725 0061
Contact person: Tomi Virtanen, Information Specialist, + 358 40 808 6616

3. Data Protection Officer Contact information

Centria University of Applied Sciences, Data Protection Officer
Talonpojankatu 2, 67100 Kokkola
tietosuojaavastaava@centria.fi
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4. Name of the register

CENTRIA LIBRARY'S PATRON REGISTER

5. Purpose of processing personal data

The Library's patron register gathers one record for each patron. The register contains information about loans, requests, fines and the loan rights of a patron. The register is also used for statistical purposes.

The register maintenance and use are based on Centria University of Applied Sciences' degree and governance regulations as on the UAS legislation:

- University of Applied Sciences Act (A932/2014)
- Decree on the UAS legislation of the Council of State (A1129/2014, in Finnish)
- Decree on the central application service of higher education of the Council of State (A293/2014, in Finnish)
- Act on national study and degree register (L884/2017, in Finnish)
- Act on the financial aid to students (L65/1994, in Finnish)
- Decree on the financial aid to students (A260/1994, in Finnish)
- Personal Data Act (A523/1999)
- Act on the Openness of Government Activities (A621/1999)
- Administrative Procedure Act (A434/2003)
- Administrative Judicial Procedure Act (A586/1996)
- Decree on the publicity of action and good data management practice of the authority (A1030/1999, in Finnish)

6. Register Data Content

The register contains the following information:

- Name
- Identity number
- Customer number
- Address
- Email address
- Phone number
- Patron group (Patron/Staff)
- Patron Statistical Categories

7. Law ful information sources

The patron will provide his/her personal data when filling in the library card application for upon registration to the library. The personal data is verified. The patron is responsible for informing about changes in their personal data.

8. Law ful data transfers

No data is transferred to third parties.

9. Data transfer outside the EU and ETA

No data is transferred outside the EU and ETA.

10. Registry protection principles

The system database is running on a server in Espoo maintained by IT Center for Science (CSC). The server is kept in a secured and monitored room. The system is only used on client workstation. Access is permitted from restricted ip addresses only.

A patron only has access to his/her own information. They will not get to know, who has borrowed or requested the item in question. The library staff has confidentiality requirement.

The library card application forms are deleted after adding the patron information in database.

11. Right of inspection

Each one has a right to see and check their personal information in the register according to Personal Data Act 26 §.

Each registered customer can ask the library staff to show them and check their personal information.

12. Right to demand correction

According to Personal Data Act 29 § the registrar is obliged to correct, delete or complete the faulty, unnecessary, inadequate or outdated information contained within the register without groundless delay either spontaneously or on demand of the registered customer.

Any registered customer can ask the library staff to correct their personal information.