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| | <p>FILE DESCRIPTION</p> <p>Personal Data Act (523/99) 10 and 24 §</p> <p>Drafted on 12 May 2017</p> |
| 1. Registrar | <p>Seinäjoki University of Applied Sciences Data Administration</p> <p>Postal address: PL 412 60101 Seinäjoki</p> <p>Street address: Kampusranta 11 60320 Seinäjoki</p> <p>Telephone: 020 1243000</p> <p>Email: jelppari@epedu.fi</p> |
| 2. Person in charge of registers and/or contact person | <p>Asmo Myllyaho</p> <p>Service Architect asmo.myllyaho@seamk.fi 040 830 4262</p> |
| 3. Title of register | <p>The title of the Register is "Seinäjoen ammattikorkeakoulun alumnilomakkeen henkilötietojen kerääminen" (‘Collection of the personal data of the Alumni Form of Seinäjoki University of Applied Sciences’)</p> |
| 4. Aim of the processing of personal data / purpose of use of the register | <p>The form is used to collect information on people interested in alumni activities. The information will be used for the maintenance of the Alumni Register and for internal information distribution and marketing by Seinäjoki University of Applied Sciences.</p> |
| 5. Data content of register | <ul style="list-style-type: none"> • Name • Email address • Telephone number • Postal address |
| 6. Regular data sources | <p>The data source is the information disclosed through an electronic form by the person themselves.</p> |
| 7. Regular disclosure of data and transmission of data outside the EU. | <p>The customer data of the Register are not disclosed outside Seinäjoki University of Applied Sciences.</p> |
| 8. Principles of the protection of the register | <p>The data in electronic format can only be accessed with user identifiers and passwords.</p> <p>The access rights to the Register are defined by the owner of the form. Also the main users of the program have access to the data. The access rights have been defined and are maintained by the E-form Service of Seinäjoki University of Applied Sciences, at https://lomake.seamk.fi/</p> |
| 9. Right of inspection and implementation of the right of inspection | <p>Everyone is entitled to check the data about themselves. The right of inspection is free of charge if used once a year (12 months) maximum. A request for inspection shall be submitted in writing, in the form of a</p> |

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| | <p>letter signed by the person themselves, or through a personal visit to the registrar.</p> <p>The letter is sent to the following address:</p> <p>Seinäjoen ammattikorkeakoulu Tietohallinto PL 412 60320 Seinäjoki</p> |
| 10. Correction of data and implementation of the correction of data | <p>Everyone is entitled to demand that erroneous data about them in the Register be corrected. A request for correction shall be submitted in writing, in the form of a letter signed by the person themselves, and sent to the address mentioned under Item 9.</p> |