

Access control register - privacy policy

Creation date	17.9.2019
Data controller	Jarmo Sundin Lehtimäentie 19 358 400 560555 jarmo.sundin@scanlink.uk
Contact person in matters related to the filing system	Jarmo Sundin Lehtimäentie 19 358 400 560555 jarmo.sundin@scanlink.uk
Name of filing system	Access control register
Purpose of personal data processing	Personnel access and (working hours, if combined) monitoring.
Data content of filing system	Person's first and last name Number of access pass Unit Premises in which office is located Access pass validity permanent/temporary Access permission group Working hours monitoring group
Regular data sources	System contact persons for units Access grant applications Clock-ins at working hour recorders
Regular disclosure of data	For the part of working hour monitoring, realisation and deviation reports to supervisors by month of by wage period. Data in the filing system will not be disclosed to third parties unless disclosure is required for the maintenance of employee relations of the payment of wages.
Transferring data outside the EU or the EEA	Data in the filing system will not be transferred outside the EU or the EEA.
Filing system's principles of protection A: Manual material	Manual materials are stored in locked premises.
Filing system's principles of protection B: Electronically processed functions	Username and password are required for data processing.
Right of access	The data subject has the right to check what data has been stored about him or her in the filing system. A request for data access must be given in writing by contacting the company's customer service or the filing system's contact person either in Finnish or English. The request for data access must be signed.
Cookies	
Right to rectification	Taking into account the purposes of processing, any data stored in the filing system that is inaccurate, unnecessary, incomplete, or outdated

	<p>must be erased or rectified.</p> <p>A written request for rectification, signed by hand, should be sent to the company's customer service or the personal data filing system's administrator.</p> <p>The request should specify what information should be rectified and on what grounds. Rectification shall be carried out without delay.</p> <p>Notification of rectification will be sent to the party who provided the inaccurate data or to whom the data were disclosed.</p> <p>If a request for rectification is denied, the responsible person of the filing system will provide a written document stating the grounds for the denial of the request for rectification. The data subject concerned may then pass the matter along to the Data Protection Ombudsman.</p>
Other rights related to the processing of personal data	<p>The data subject has the right to prohibit the disclosure of processing of personal data for the purposes of direct marketing or other marketing, the right to demand the anonymization of data where applicable, as well as the right to be completely forgotten after employment is terminated.</p>