

## KEY REGISTER

### 1. Controller

Tampere Student Housing Foundation, TOAS (business ID: 0155634-2)  
lidesaukio 1, FI-33100 Tampere  
Tel. +358 800 95560

### 2. Person in charge of the register

TOAS housing service director  
lidesaukio 1, FI-33100 Tampere  
Tel. +358 800 95560  
asuntotoimisto@toas.fi

### 3. Name of the register

Electronic and manual register of key use

### 4. Purpose of processing personal data

Data that describes who uses/borrows each key. Detection of crimes, vandalism and other misdemeanour in the properties owned by the controller.

### 5. Data content of the register

Data on the handover of keys.  
the name and address of the holder of the key as well as other possible contact data  
the dates of handing over and returning the key

Data on passage through the doors of properties  
key identifier data  
date and time

### 6. Regular data sources

Data collected from the data subject in connection with the handover of keys, passage data  
collected from the key card readers of the properties' doors.



## 7. Regular disclosure of data

Data shall generally not be disclosed outside of TOAS.

In the case of suspected criminal offences, the data may be disclosed to police or customs authorities.

## 8. Transfer of data outside of the EU or the EEA

The data shall not be disclosed outside of the EU member states' area or the European Economic Area.

## 9. Principles of register protection

Electronically processed data contained in the register shall be protected with firewalls, passwords and with other necessary technical measures that are generally acceptable in the field of data security at the time in question. Manually maintained materials are stored in facilities which can only be accessed by authorised persons.

The register can only be accessed with an individual access right granted to specified employees of the controller or employees of companies operating by order and behalf of the controller who have signed a non-disclosure agreement.

## 10. The right to inspect, prohibit and rectify

Under the Personal Data Act, the data subject shall have the right to inspect the data about them stored in the register. Inspection requests must be in writing and signed and sent to the person in charge of the register. The inspection request may also be made in person at the controller's office.

The data subject shall have the right to prohibit the processing and disclosure of their data for the purposes of direct advertising, distance sales, other direct marketing, market research and opinion polls by contacting the controller.

The data subject shall have the right to demand rectification of erroneous data by contacting the controller.

