

<b>1</b> <b>Data Controller</b>	Name Suomen ympäristöopisto SYKLI Oy  Address Kaartokatu 2, 11100 Riihimäki  Phone (+358) 764 200  Email info@sykli.fi  Internet www.sykli.fi
<b>2</b> <b>Contact Person for Registry Matters</b>	Outi Hallikainen
<b>3</b> <b>Name of the Register</b>	<b>Moodle</b> Learning Environment. The electronic teaching platform system used by SYKLI Environmental College.
<b>4</b> <b>Purpose of Processing Personal Data</b>	The Moodle environment is used for online teaching at SYKLI Environmental College.
<b>5</b> <b>Content of the Register</b>	The register contains the following information about users: name, username and password, country, city, email address, time of first login, time of last login. A registered user can add, change, or delete the following information: <ul style="list-style-type: none"> <li>• First name (cannot be deleted, but can be modified)</li> <li>• Last name (cannot be deleted, but can be modified)</li> <li>• Email address (cannot be deleted but can be modified) - display of email address.</li> </ul>
<b>6</b> <b>Regular Information Sources</b>	From the student administration system, the names of students and trainers are obtained, with which a personal user account is opened.
<b>7</b> <b>Regular Disclosures of Information</b>	Registry data is not disclosed to external parties.
<b>8</b> <b>Transfer of Data Outside the EU or EEA</b>	Information is not disclosed.
<b>9</b> <b>Principles of Register Protection</b>	Manual material: <ul style="list-style-type: none"> <li>• None Computer-processed data:</li> <li>• The register is protected with a username, password, and firewall.</li> <li>• Only those appointed to the task can access the user register. - The users of the register are under an obligation of confidentiality.</li> </ul>

<b>10</b> <b>Date and Author of the Register Description</b>	Date: 25.8.2022 Author: Kirsi Tuikkala-Kalminen
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### Instructions for Filling Out the Register Description

Read the filling instructions before completing the register description. Use the attachment if necessary.

1. The data controller refers to a person, community, or foundation for whose use the personal register is established and who has the right to decide on its use. For example, a company, authority, or association can be a data controller, not a specific department, employee, or IT service company maintaining the register technically.

If the data controller does not have a place of operation in the European Union but uses equipment located in Finland for processing personal data for purposes other than just transfer through this area, the data controller must appoint a representative in Finland. This representative, along with their contact information, is marked next to the name of the data controller in section 1.

2. The contact person can be approached with various inquiries concerning the processing of personal data.
3. The personal register is given a name that indicates the purpose of the register (for example, customer register, personnel management register).
4. The purpose of processing personal data explains for which task of the data controller the personal register is established. Personal data can be processed, for example, for managing a customer relationship, service relationship, or membership. This section can mention the legal provision on which the processing of personal data is based (e.g., Section 8 of the Personal Data Act or Chapter 4, or a provision of a special law). If the processing of personal data has been outsourced, it can be mentioned in this section.
5. The description includes the data or types of data that can be stored about the registered person. Identification information of the person is detailed (e.g., name, date of birth, and contact details). Otherwise, a description of data types or groups may suffice (e.g., information about services ordered by the customer, their delivery, and billing). The information can be grouped with subheadings.
6. Description of where the data stored in the register regularly comes from. Data can accumulate in the data controller's own operations, be obtained from the registered person themselves, or through transfers from other personal registers. If data is obtained through transfer from elsewhere, indicate on what basis the transfer occurs. The basis can be, for example, the registered person's consent or a statutory provision. The Personal Data Act does not require the reporting of regular data sources, but it is appropriate for the description of personal data processing.
7. Are personal data regularly disclosed? If data is disclosed, to whom it is disclosed. Also, explain what data is disclosed and on what basis the disclosure is made. The basis for disclosure can be the registered person's consent or a statutory provision. Disclosing information to a contractor in outsourcing situations of personal data processing is not considered disclosing personal data. Mention outsourcing in section 4 of the description.
8. Is personal data transferred outside the European Union or the European Economic Area?
9. Protection of manual material can be described, for example, by mentioning storage in a locked space. For computer-processed data, it is stated how the data is protected from external parties and how access rights within the organization are limited. Describe the general principles of protection. Do not disclose details that could compromise data security. It is also good to note whether the personal data stored in the register are deemed confidential.

10. Date of preparation of the register description and the name of the author.