



Register Description
Data Protection Act (1050/2018)

1 Data Controller	Name SYKLI Environmental College Address Kaartokatu 2, 11100 Riihimäki, Finland Phone +358 50 529 6428 Email info@sykli.fi Internet www.sykli.fi
2 Contact Person for Registry Matters	Jari Heiskanen jari.heiskanen@sykli.fi
3 Name of the Register	Sharepoint
4 Purpose of Processing Personal Data	Personal data is processed for monitoring the progress of students' achievements in training courses and for managing customer relationships.
5 Content of the Register	Customer company contact information: - Name and other contact details. Contact information for customer company representatives: - Name, title, address, phone number, email address. Information on the contact between the customer and Sykli, progress of studies. An individual has the right to refuse the processing of their data for direct advertising or other marketing purposes.
6 Regular Information Sources	Personal contacts of Sykli's staff, Sykli's student administration system
7 Regular Disclosures of Information	Information from the register is not disclosed to third parties.
8 Transfer of Data Outside the EU or EEA	Information is not disclosed.
9 Principles of Register Protection	a) Manual material <ul style="list-style-type: none"> • does not exist b) Information processed by data processing <ul style="list-style-type: none"> • The register is protected by a username, password, and firewall. • Only those designated for the task are allowed to process the user register. • Users of the register are obligated to maintain confidentiality.
10 Date and Author of the Register Description	Date: 27.1.2021 Author: Jari Heiskanen



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Instructions for Completing the Register Description

Read the instructions before filling out 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 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, a customer register, a 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.