

## **Privacy Notice for Hanken's Video Surveillance and Access Control**

At Hanken, the protection of your personal data and privacy, as well as the responsible processing of your data, is of utmost priority.

This page describes the processing of personal data in connection to Hanken's video surveillance and access control. A general description of personal data processing at Hanken can be found [here](#).

### **1. Data Controller and Contact Information**

Data Controller: Hanken School of Economics (hereafter: Hanken)

Contact Information of the Data Controller: P.O. Box 479, 00101 Helsinki, Phone: +358 (0)29 431 331

Contact person for data processing inquiries: Anna-Charlotta Waselius, [anna-charlotta.waselius@hanken.fi](mailto:anna-charlotta.waselius@hanken.fi)

Contact Information for DPO: [dpo@hanken.fi](mailto:dpo@hanken.fi)

### **2. Why Does Hanken Process Your Personal Data?**

Hanken processes your personal data for the following purposes:

- To protect the university's premises and ensure the safety of students, staff, and visitors
- To prevent and support the investigation of, for example, crimes, accidents, or workplace accidents
- To control access and key permissions to buildings and specific areas for different user groups
- To enable the tracking of events and movement of individuals when necessary

### **3. What is the Legal Basis for Hanken's Processing of Your Personal Data?**

The processing of your personal data is based on Articles 6.1(c) (legal obligation), 6.1(f) (legitimate interest) and 6.1(b) (performance of contract). Hanken is required by law to ensure a safe environment for both students and staff.

### **4. What Personal Data is Collected and Processed at Hanken?**

Hanken only processes personal data that is necessary for the specific purpose for which it is collected. The personal data collected includes:

- Name
- Role
- Email address
- Student number
- Personal identification number
- Building and room number
- Granted keys and key tags
- Log data for keys and key tags
- Digital video recordings of the premises and of identifiable individuals within them

Your personal data is only processed by individuals employed by Hanken or working on its behalf, who have the right to process the data. Only those for whom the processing is necessary for their work responsibilities will process the data.

## **5. How Does Hanken Collect Your Personal Data?**

Data is collected from the following sources:

- Directly from you
- Surveillance cameras in Hanken's premises
- Key and key tag readers
- Systems for staff and study services

## **6. To Whom May Hanken Disclose Your Personal Data?**

Your personal data is transferred to the companies responsible for managing our key systems, which are contractually obligated to comply with the applicable provisions of the GDPR. If required, your personal data may be transferred to the police authority in connection with a criminal complaint or during the investigation of a crime or accident.

## **7. Transfer of your Personal Data to Third Countries**

Your personal data is not transferred to third countries outside the EU/EEA.

## **8. How Long Is Your Personal Data Stored?**

Personal data related to key permissions is deleted when the permissions expire and the key is returned.

Personal data and access logs from the key systems are stored for six months. Other log data collected in connection with visits, security incidents, special inspections, and vehicle movements may be stored for up to two years, depending on the purpose and system requirements.

Video recordings from surveillance cameras are stored for up to three months.

In the event of a crime or accident investigation, the data may be retained for a longer period.

## **9. Your rights under the GDPR**

### **9.1. Right of Access and Right to Rectification of Personal Data**

In accordance with the GDPR, you have the right to know what personal data Hanken processes about you. You also have the right to have inaccurate personal data rectified, without undue delay. If your personal data is incomplete, you have the right to have data completed, with regards to the purpose of the processing.

### **9.2. Right to Erasure and Withdrawal of Consent**

You have the right to request the erasure of your personal data if it is no longer needed for

the purpose for which it was collected or processed. However, this right does not apply if the processing is necessary for:

- Compliance with a legal obligation,
- The performance of a task carried out in the public interest or in the exercise of official authority vested in the controller,
- The establishment, exercise, or defence of legal claims, or
- Exercising the right of freedom of expression and information.

If the processing of your personal data is based on consent, you have the right to withdraw your consent. If there is no longer a legal basis for processing after withdrawal, your personal data will be deleted.

### **9.3. Right to Restriction of Processing**

You have the right to request the restriction of the processing of your personal data in certain situations. This applies if:

- You contest the accuracy of the personal data – during the period required to verify the data,
- The processing is unlawful, and you oppose the erasure of the personal data and instead request the restriction of its use, or
- Hanken no longer needs the personal data for the original purpose, but you need them to establish, exercise, or defend legal claims.

### **9.4. Right to Data Portability**

You have the right to receive your personal data that you have provided to Hanken or to have your personal data transmitted to another controller in certain cases.

### **9.5. Right to Object to Processing**

You have the right to object to the processing of your personal data if the processing is based on a public or legitimate interest.

### **9.6. Right Not to be Subject to Automated Decision-making**

You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you.

## **10. Exercising Your Rights**

To exercise your rights under the GDPR, you may contact Hanken's Data Protection Officer by email at: [dpo@hanken.fi](mailto:dpo@hanken.fi).

If you believe that the processing of your personal data violates the provisions of the GDPR, you have the right to file a complaint with the [Office of the Data Protection Ombudsman](#).

## **11. Right to be Informed of a Personal Data Breach**

If a personal data breach occurs that is likely to result in a high risk to your rights and freedoms, Hanken, as the data controller, is obliged to inform you of the incident without undue delay.