

Description of File which complies with the Personal Data Act (523/99) 10 § and 24 §

1. Controller	Name Häme University of Applied Sciences (HAMK) / Hämeen ammattikorkeakoulu Oy	
	Address PO Box 230 (Visamäentie 35 A), 13101 Hämeenlinna	
	Other contact information Tel. (03) 6461, E-mail: hamk@hamk.fi	
2. Person in Charge	Name Miikka Ruusunen	Phone 050 574 5005
3. Name of register	EXAM system and room / EXAM-tenttiakvaario	
4. Purpose of use of the register	<p>Planning, booking, completion, assessment and supervision of examinations to be completed in the examination room.</p> <p>Exams can be taken by the students of HAMK.</p> <p>The processing of personal data is based on an employment relationship or student status.</p> <p>In addition, system users agree to the terms and conditions and consent to their personal data being processed upon accessing the system.</p>	
5. Information content of the register	<p>When a person logs in a network environment the following information is fetched from the information system of home organization belonging to Haka identity federation</p> <ul style="list-style-type: none"> - Surname and forename - Email address - User ID - Student number or staff number - The user's access privileges to the system <p>Students' exam-related information</p> <ul style="list-style-type: none"> - Details of the study module and exam being examined - Details of the exam booking (time, place, computer station, possible booking cancellation and no-show) - Exam answers (retained 18 months after the exam) - Information on the assessment of exam answers and the grades - An email reminder of the exam bookings, possible booking cancellations and assessed exams for the student - Information from the access control of the premises (campus and exam room) - Video and audio supervision recordings 	

<p>6. Regular sources of data in the file</p>	<p>Institution's data systems through IdP Data input directly from the user in EXAM service. Access control of the premises Video and audio supervision recordings</p>
<p>7. Regular data disclosure</p>	<p>Information of the exam booking is sent to the responsible lecturer/staff member via email. Information of the all exam bookings (student's name, time and place) are transferred to access control system. Video and audio supervision recordings are offered automatically to the system administrators via separate surveillance system.</p>
<p>8. Transferring data to countries outside of EU or the European Economic Area</p>	<p>There are no outside recipients of Data Subjects' personal data.</p>
<p>9. Description of the principles in accordance to which the data file has been secured</p>	<p>A Manual content</p> <p>B Digital content</p> <p>Information is saved on the system. Each user has a personal user ID and password. Each user is assigned access only to the part of the file which he or she is required to access, either as a student to complete an exam, or as an employee during the employment relationship.</p> <p>Video and audio supervision recordings are offered to the system administrators, the responsible lecturer and the head of the degree programme.</p> <p>The data file is administered in accordance with HAMK's data protection policies and administrative rules.</p>