

DATE: 2018-01-01

## DESCRIPTION OF FILE

*A description of file pursuant to Personal Data Act (523/1999) Section 10*

### Registrar

Airport College International Oy  
WTC Helsinki Airport  
01530 Vantaa, Finland  
Business ID: FI25032009  
TEL. +358-50-392 7447  
Domicile: Helsinki, Finland

### Data file matters

The person responsible for data file matters (administrator): Mr. Ari Ketola,  
support@airportcollege.com

### Name of data file

AirportCollege.com training record.

### Basis of the data file

The data file is used for storing the details of completed trainings.

### Purpose of the data file

The system's database is used for maintaining information on the persons who have completed trainings.

### Data file contents

The data file contains following information: name of the training, training completion date and time, final test score, study time, person's email, persons first name and last name, person's date of birth, name of the company or group in which the person who completed the training is registered.

### Information disclosure

Airport College International Oy shall only disclose the information contained in the database to the specified training coordinators of the client company.

### **Transfer of data to this parties**

Airport College International Oy shall not transfer manually or automatically any personal data to third parties or third countries. Personal data is not used in any other use than maintaining information on the persons who have completed trainings and checking the training details by Airport College International Oy or the client company representative who has legal right to do so. Client companies may transfer course statistics of their personnel to their own training record systems when needed.

### **Deletion of information**

Information can be deleted from the system only by Airport College International Oy in accordance with client company's instructions and requirements, or according to governing laws of individual persons rights to require deletion of personal data.

### **Right to be notified of security breaches**

A notification of serious security breaches is sent to a person included in the data file without delay via e-mail in case when law requires to the person to be notified. The controller is under no obligation of send notifications of security breaches if the controller is able to prove in a satisfactory manner to the authorities that it has taken appropriate technical protection measures. The national information security authority of Finland will be informed of security breaches without undue delay (if possible, within 72 hours of detecting the breach).

### **Data file access and principles of security**

The data file access is technically restricted to only those employees of client company and Airport College International Oy who must have access to the data file to perform their work duties. Data file is stored in the European Union.