

FILE DESCRIPTION

PURPOSE OF PROCESSING

KiVa School® is an anti-bullying action plan developed at the University of Turku. The programme includes learning materials, a survey, mobile games and instructions. In addition to Finland, it is also used in many other countries. The data stored on the site is used to maintain and develop the services.

FOUNDATIONS FOR PROCESSING

The legal basis for the collection of personal data is a customer relationship.

CONTACT PERSON

KiVa School programme, Department of Psychology and Speech-Language Pathology, 20014
University of Turku
kivakoulu@utu.fi
kiva@kivaprogram.net

CATEGORIES OF PERSONAL DATA

KiVa schools register for the service on their own and the names, telephone numbers and e-mail addresses of the head teachers, contact persons and possible KiVa team members are stored. When students log in as users of KiVa games, their user information is stored in the service. KiVa Game 2: name information, KiVa Street: name information and e-mail address. When signing up for the KiVa days, the contact details and invoicing information of the enrollees are collected.

The information on the website's contact form (name information and e-mail address of the sender) and partner form (name information of the sender, e-mail address, name information of the organisation/company) are also stored in the service. The licensing partners of the KiVa School programme use the site to collect the contact details of those interested in the programme (name and e-mail of the sender and name information of the school).

The contact details of schools that have not used the programme for five years are removed from the service annually as regards the personal data of the head teachers, KiVa team and contact persons. If an individual user has not logged into the service in five years, the personal data (name and possible e-mail address) of that user is removed from the service. The contact details and invoicing information

collected in connection with the KiVa days are removed from the service 18 months after the end of the training.

The personal data obtained through the general contact form on the website is stored for ten years. The data received through partner forms and the contact details collected by licensing partners are not removed from the service at regular intervals.

Using the service generates log entries used for the purpose of ensuring the information security of the service, technical development of the service and detecting, preventing and investigating faults (Information Society Code (917/2014), Sections 138, 141 and 144). The logs are stored for the time needed for these purposes and will not be used for any other purpose.

RIGHT OF ACCESS, RIGHT OF RECTIFICATION, RIGHT OF ERASURE, RIGHT OF RESTRICTION, RIGHT TO OBJECT

Users logged into the service have the right to request from the controller access to and rectification or erasure of their personal data or restriction of processing the data and to object to processing.

RIGHT OF APPEAL TO A SUPERVISORY AUTHORITY

A logged-in user has the right to lodge a complaint with a supervisory authority.

UTU DATA PROTECTION OFFICER

Contact details of the data protection officer of the University of Turku via e-mail: dpo@utu.fi