



Description of the file

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This is a description of the data file for Mediamasteri's virtual environment for learning and competence development in accordance with section 10 of the Personal Data Act (523/1999).

## **1. Controller**

Mediamasteri  
P.O. Box 82 (Uimalankatu 1)  
33101 TAMPERE, FINLAND  
Tel.: 010 281 8000  
www.mediamasteri.com  
info@mediamasteri.com

## **2. The person in charge and/or contact person**

Mikko Toriseva  
Mediamasteri  
P.O. Box 82 (Uimalankatu 1)  
33101 TAMPERE, FINLAND  
Tel. 010 281 8010  
mikko.toriseva@mediamasteri.com

## **3. Name of the register**

Mediamasteri's learning management system's (Maisteri LMS) user registry

## **4. The purpose for processing the personal data / the purpose for the use of a register**

For the provision of services in connection with a customer relationship.

## **5. Content of the register**

The register contains the following information about the customers/users:

- Name
- User name and password
- Country
- City/Town
- Email address
- Date of the first login
- Date of the latest login

Where LDAP integrations apply, the integration configuration is done so that the user's password is not saved in the system.

A registered user can add, edit or remove the following information:

- Password (Where LDAP integrations apply, the integration configuration is done so that the user's password is not saved in the system, which means that it cannot be removed or edited through the system.)



- First name (cannot be removed but can be edited)
- Last name (cannot be removed but can be edited)
- Email address (cannot be removed but can be edited)
- Email display
  - Allow only other course members to see my email address (default setting)
  - Hide my email address from everyone
  - Allow everyone to see my email address
- Email activated
  - This email address is enabled (default setting)
  - This email address is disabled
- Email format
  - HTML format (default setting)
  - Plain text format
- Email digest type
  - No digest (single email per forum post) (default setting)
  - Complete (daily email with full posts)
  - Subjects (daily email with subjects only)
- Forum auto-subscribe
  - Yes: when I post, subscribe me to that forum (default setting)
  - No: don't automatically subscribe me to forums
- Forum tracking
  - No: don't keep track of posts I have seen (default setting)
  - Yes: highlight new posts for me
- When editing text
  - Use HTML editor (Only IE 5.5 or newer) (default setting)
  - Use standard web forms
- AJAX and Javascript
  - No: Use basic web features (default setting)
  - Yes: Use advanced web features
- Screen reader
  - No (default setting)
  - Yes
- City/town (cannot be removed but can be edited)
- Select a country (Cannot be removed but can be edited)
- Time zone
  - (cannot be removed but can be edited)
- Preferred language
  - Suomi (fi) (default setting)
  - Another available language can be selected
- Description (free text field)
- Picture
  - Optional, a picture description can be included
- Interests
  - Free text field, where you can write a list of interests (optional)
- Web page (optional)
- ICQ number (optional)
- Skype ID (optional)
- AIM ID (optional)
- Yahoo ID (optional)
- MSN ID (optional)
- ID number (optional)
- Institution (optional)
- Department (optional)



- Phone number (optional)
- Mobile phone number (optional)
- Address (optional)

All data considered delicate is only processed with the user's consent.

## **6. Regular sources of information**

Personal data is collected:

- when user becomes a customer, signs up as a user, uses the services or has an appropriate contact with Mediamasteri
- from third parties within the limits of law for purposes stated in this privacy policy

## **7. Regular destinations (countries within the EU or outside of the European Economic Area) where disclosed and transferred data is sent.**

Data will not be disclosed in any way or form to anywhere.

## **8. The principles of data file securing**

The register is protected by a user name, password and firewall. Only selected people from the Mediamasteri have access to the user register. Those selected as users of the register are bound by confidentiality.

## **9. Inspection right**

The customer/user has the right to inspect the registered data concerning oneself and receive copies of it on request.

## **10. Corrections to data**

The customer/user has the right to request that incorrect information be corrected. Correction requests must be done in writing. The correction requests are sent to the person in charge of the register (see point 2).

## **11. Other rights**

According to section 30 of the Personal Data Act, the data subject has the right to prohibit the controller from processing personal data for purposes of direct advertising, distance selling, other direct marketing, market research, opinion polls, public registers or genealogical research.