

# Library's client register

## Jussi Kärki

Title of register	Library's client register	
Contact person	Jussi Kärki Head of Library Services	jussi.karki@samk.fi +358 44 710 3051
Cause for handling	Handling necessary to complete agreement	
Purpose of handling	<ul style="list-style-type: none"> <li>To manage a client relationship</li> <li>Statistics</li> </ul>	
Groups of registered	Library's clients	
Information groups	<b>Information group</b>	<b>Storage time</b>
	First and last name(s)	the client's custom
	Social security number	the client's custom
	Address	the client's custom
	Phone	the client's custom
	Email	the client's custom
	Number of library card	the client's custom
	Password of library card (PIN-code)	the client's custom
	Information on material borrowed by client	until next borrowing of material
	Information on material bookings	the client's custom
	Information on payments	the client's custom
	Information on borrowing bans	the ban's time
	Statistics group for statistics	the client's custom
	Client group for defining borrowing rights	the client's custom
	Validity of client information	5 yrs from last borrowing
	Notifications	as long as necessary
Saving time and saving person	the client's custom	
Quantitative registers of borrowings	the client's custom	
Information sources	<ul style="list-style-type: none"> <li>Students' contact information included in student registers</li> <li>Information given by client</li> <li>Information saved in library's operation</li> <li>Information saved by personnel</li> </ul>	
Groups of receivers	<ul style="list-style-type: none"> <li>Information is transferred from the library's client register to library's Finna client network, when the client signs in the service.</li> <li>Information is transferred from the client register to Finna client network and Paytrail Plc, when the client pays the network fee in Finna.</li> <li>Person and payment information can be given to a collecting company.</li> <li>Lyngsoe Systems Oy ja Mikro-Väylä Oy, library automation</li> </ul>	
Data transfer outside EU/ETA	Data is not disclosed outside EU/ETA	
Automatic decision-making	No automatic decision-making	
Profiling	No profiling of registered	