

CONGRESS HOTEL MAJVIK'S VIDEO SURVEILLANCE

General

The video surveillance equipment was acquired and installed mainly for the purposes of:

1. ensuring the personal safety of employees and customers
2. preventing or investigating situations that endanger safety or property

Video system

Description:

1. the necessary number of Full HD surveillance cameras has been installed at the site to monitor interior and exterior spaces
2. an analogue and digital camera network recorder, which enables an approx. two (2)-month event memory, is installed at the site
3. the site has the appropriate surveillance notices and register description

Use:

1. the installed equipment enables real-time image viewing and processing of filmed material
2. the safety of pool customers can be kept an eye on by way of monitors installed in the reception area and lobby bar
3. the TV monitor installed in the kitchen can only be used to oversee the flow of people through the hotel's main entrance
4. recorded image material is disclosed only for purposes detailed under the personal register description
5. a certificate of disclosure is made of the disclosed material
6. the system's main users are Tommi Pekkanen and Olli Kenttä

Disclosure of material

Proposal, for the practice of disclosing video surveillance material

1. to the authorities = through contact persons with a certificate of disclosure
2. in cooperation = to Majvik Oy's managing director through contact persons with a certificate of disclosure upon the request of the authorities. A copy of the certificate of disclosure is given to the safety representative
3. the safety representative has the right to inspect the recordings

	<p>REGISTER DESCRIPTION under the Personal Data Act Section 10 and the EU's General Data Protection Regulation 5/2018</p> <p><i>Meeting and Congress Hotel Majvik Oy's recording camera surveillance system</i></p>
DATA CONTROLLER	<p>Majvik Oy Majvikintie 1, Masala P.O Box 122 FI-02401 Kirkkonummi Telephone: +358 (0)9 295511 (switch)</p>
PERSON MANAGING REGISTER MATTERS	<p>Specialist Tommi Pekkanen 050 5905775 E-mail: t.pekkanen@majvik.fi</p> <p>Property manager: Kirkkonummen huolto On duty +358 (0)9 2219090</p>
REGISTER NAME	<p>Hotel Majvik's recording camera surveillance system.</p>
REGISTER'S PURPOSE	<p><i>The purpose of the camera surveillance is to protect property, prevent crime and assist in the investigation of crimes that have already taken place. In addition, the purpose of the surveillance is to ensure and increase the safety of customers and personnel.</i></p> <p><i>The employer also has the right to use the data contained in the register for substantiating the grounds for the termination of an employment contract in situations specified in section 17, subsection 2(1–3) of the Act on the Protection of Privacy in Working Life (759/2004), for investigating and substantiating harassment as referred to in the Act as equality between Women and Men (609/1986) or harassment and inappropriate conduct referred to in the Occupational Safety and Health Act (738/2002), as well as for investigating an occupational accident or other dangerous or threatening situation as referred to in the Occupational Safety and Health Act.</i></p> <p><i>The purpose of the General Data Protection Regulation that comes into force 05/2018 is to increase safety in activities concerning the processing of personal data, rights of the data subjects and obligations of data controllers.</i></p>

<i>TYPES OF DATA CONTAINED IN THE REGISTER</i>	<i>Image material filmed by cameras belonging to Majvik Oy's recording surveillance system in premises covered by Majvik Oy's camera surveillance, grounds, front doors of properties, parking lots and pathways.</i>
<i>REGULAR DISCLOSURE OF DATA</i>	<i>In cases of suspected crime, data can be disclosed to the police.</i>
<i>REGULAR DATA SOURCES</i>	<i>Image material transmitted by cameras belonging to Majvik Oy's recording surveillance system.</i>
<i>DATA DISCLOSURE OUTSIDE THE EU OR THE EEA</i>	<i>Is not disclosed.</i>
<i>REGISTER PROTECTION PRINCIPLES</i>	<i>1. Analogue and digital material is stored in the recorder in digital form. The register on the hard disk is protected with a password. Register data is retained for a maximum period of 90 days, depending on the capacity of the recorder, unless there is specific reason to retain the data for a longer period in order to achieve the purpose of the camera surveillance. Data is destroyed by recording new data on top of it. Data use takes place by browsing the data on the hard disk on a connected computer.</i>
<i>INFORMING PERSONS TO BE RECORDED IN THE REGISTER</i>	<i>Persons who are being filmed are informed about the recording at the filming locations, and in front of them, with visible "Recording camera surveillance" type signs. In addition, the register description can be viewed upon request at the reception of Hotel Majvik.</i>