HAMK
Hämeen ammatti-
korkeakoulu

REGIONAL UNIVERSITY NETWORK
EUROPEAN UNIVERSITY

Short check list for processing personal data

1. I shall process personal data carefully. I shall be particularly careful when processing sensitive (e.g. health-related) personal data.
2. I shall follow the instructions on the processing of personal data.
3. I shall only process personal data required by my job tasks.
4. I shall delete unnecessary personal information. I shall take personal data on paper to a data security bin to be destroyed.
5. I shall lock my computer when I leave it. I shall lock my office door when I exit.
6. I shall process personal data so that they cannot be accessed by third parties. I shall not discuss personal data with others. I shall use secure printing.
7. In the development of activities, I will take data protection issues into account from the start.
8. I shall ask for advice where necessary.
9. I shall report suspicious situations related to the processing of personal data.
10. The data protection officer is Kari Kataja. The data protection officer (and their deputy) is available at tietosuojavastaava@hamk.fi and through Helpdesk.