

# Privacy Statement – Membership Register

This is a register and data protection statement according to the EU General Data Protection Regulation (GDPR).

*Date of preparation 24<sup>th</sup> of May 2018. Last change has been made on 4<sup>th</sup> of September 2023.*

## 1. Registrar

*Vuorimieskilta ry (VK)  
Kemistintie 1 D 2, 02150 Espoo*

## 2. The contact person responsible for the register

*Secretary Teemu Vuorela  
hallitus(at)vuorimieskilta.fi*

## 3. Registry name

*Member register of Vuorimieskilta ry*

## 4. Legal basis and purpose of personal data processing

*According to the EU's General Data Protection Regulation, the legal basis for processing personal data is compliance with a statutory obligation, which is also a legitimate interest of the controller of the register. The purpose of processing personal data is to maintain the membership register required by § 11 of the Associations Act (503/1989), and to maintain the contact information of members of the association.*

## 5. Data content of the register

*The following information is stored in the register:*

- *Full name*
- *Hometown*
- *Email address*
- *AYY membership*
- *Belonging to e-mail lists*

*The register does not store the information of people who are not part of the association, and these are deleted if the membership is terminated.*

## 6. Regular sources of information

*The information to be recorded in the register can be obtained via Google Forms, by e-mail or in writing at events. Vuorimieskilta's Google account is a paid business account running under G-suite, whose services Google Forms and Google Drive fall within the scope of the Privacy Shield data protection regulation.*

## 7. Disclosure and transfer of data outside the EU or EEA

*Information is not disclosed to other parties. Information will not be transferred or stored outside the European Union or the European Economic Area.*

## 8. Principles of registry protection

*Care is taken when processing information in the register. Information is only stored in electronic form on a reliable third-party Internet server in Google Drive that complies with the EU data protection legislation. The registry is encrypted with VK's own encryption keys. The information cannot be read by anyone other than VK's responsible persons.*

## 9. The right of inspection and the right to demand correction of information

*Every person in the register has the right to check their information stored in the register and demand the correction of any incorrect information or the completion of incomplete information. If a person wants to check the information stored about them or demand correction, the request must be sent in writing to the controller. If necessary, the registrar may ask the requester to prove his identity. The controller responds to the requester within the time stipulated in the EU data protection regulation (generally within a month).*

## 10. Data retention period of the register

*Only the information of those persons who are members of Vuorimieskilta ry is stored in the register. The information of persons who have resigned or been expelled from the guild will be removed from the register within a reasonable time, but no later than one month after the decision to resign or expel.*