

## **PRIVACY POLICY DESCRIPTION FOR FINANCIAL ADMINISTRATION**

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### **Registry holder**

Finland Society, Mariankatu 8, FI-00170 Helsinki, [info@suomi-seura.fi](mailto:info@suomi-seura.fi), +358-9-684 1210

### **Contact person**

Administrative Secretary Sari Kujansuu, +358-9-6841 2126

### **Name of the registry**

The Finland Society's financial administration registry

### **Purpose of processing personal information**

Personal information is processed for paying wages and other payments, bills and grants, as well as for billing products.

### **Description of the groups of registered persons and personal information groups, the registry's information content**

Name, social security number, address, email address, phone number, employment information, bank account number and tax cards of personnel and other earners of wages or pay.

Contact information and the billed products or billers and persons billed.

### **Standard sources of information**

Information is acquired from employees, billers, persons billed and our advertising sales representative.

### **Groups to which the information is submitted:**

Information is submitted to tax authorities, occupational health care, insurance companies and other legally designated bodies.

Payment information is transferred to recipient's bank. Bitmill Oy, the supplier of the financial administration software Exact, has access to process information remotely in problem situations. Otherwise information is not submitted to outsiders.

### **Transfer of the information outside the EU or EEA**

Information on employees and other earners of wages and payments is not passed on outside the European Union (EU) or European Economic Area (EEA).

Payment information is transferred to the recipient's bank. Otherwise information is not submitted to outsiders.

### **Storage time of the information**

Time period required by the Accounting Act.

### **Description of technical and organizational security measures**

A Manual material

Stored in a locked space.

B Computer-processed information

The financial administration software is in the accountant's personal computer and protected with usernames.

In addition to the accountant, Head of Information Services and the Petri Mahlberg firm, which is in charge of product brokerage, have access with their own usernames to bill our sales items.

The accountant and Executive Director have access with their usernames to the staff members' information in Microsoft Teams. In addition, the accountant has access to this information with her username in Microsoft OneDrive.

Data network and equipment are protected with a firewall and other necessary technical procedures.

### **Registered persons' right of inspection**

Registered persons have the right to check their personal information saved in the registry as well as to acquire copies of it. The monitoring request must be done in writing and addressed to the registry's contact person.

### **Right to demand corrections on the information**

If registered persons request their personal information to be corrected, the registry holder will correct or complement the personal information stored in the registry.

### **Other rights concerning processing personal information**

Registered persons have a right to forbid the Finland Society from processing their personal information for direct advertising, long-distance sales and other direct marketing as well as market research and polling, vital records and genealogy. The ban must be addressed to the registry's contact person.

The registry holder removes by its own initiative outdated information when there is no longer need to process the information.

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