

PRIVACY POLICY DESCRIPTION FOR PERSONAL INFORMATION IN INFORMATION SERVICES

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Registry holder

Finland Society, Mariankatu 8, FI-00170 Helsinki, info@suomi-seura.fi, +358-9-684 1210

Contact person

General counseling: Head of Information Services Hanne Selin, +358-9-6841 2137

Senior and pension counseling: Senior Citizens' Advisor Helena Balash, +358-9-6841 2134

Registry's name

Customer registry of the Finland Society's Information Services

Purpose of processing personal information

Guidance, counseling and management of affairs of Information Services customers.
Organizing information events and lectures.

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

General counseling: names, phone numbers, mailing and email addresses of the information service customers and well as of those participating in events.

Senior and pension counseling: customers' names, mailing and email addresses, phone numbers, social security numbers in Finland and other countries, tax numbers, tax information, bank account numbers, bank statements, information recorded on pension applications and reclamation processes, official correspondence in Finland/other countries.

Standard sources of information

Information is obtained from customers by phone, mail, email or during personal visits. Contact information for nursing homes and organizations offering services to elderly expatriates is acquired online.

Groups to which the information is submitted:

Information is not submitted to outsiders

Information is used for handling official matters in Finland and other countries only with a power of attorney provided by the information service customer.

Transfer of the information outside the EU or EEA

Information is not passed on outside the European Union (EU) or European Economic Area (EEA).

Storage time of the information

In senior citizens' counseling 5-6 years; in general counseling as long as there is a justified need to store the information.

Description of technical and organizational security measures

A Manual material

Stored in a locked space.

B Computer-processed information

Registry's information is stored appropriately, meticulously and confidentially.

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

Registered persons' right for inspection

Registered persons have a 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 corrects or complements this information in the registry.

Other rights concerning processing personal information

Registered persons have a right to forbid the registry holder 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.