

## **PRIVACY POLICY DESCRIPTION FOR MEMBERSHIP REGISTRY**

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### **Registry holder**

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

### **Contact person**

Membership Secretary Päivi Kukkakorpi, [info@suomi-seura.fi](mailto:info@suomi-seura.fi), +358-9-684 1210

### **Registry's name**

The Finland Society's membership, association and interest group registry as well as the Finland Bridge magazine's address registry.

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

Personal information is processed for maintaining contact with members, membership billing, mailing the membership magazine, for providing information about our activities and interest promotion work, sending electronic newsletters, and making enquiries (Article 6 section 1 b).

Some of the associations involved in the FEP activities are not members of the Finland Society. Information on expatriate organizations is processed to provide information on the FEP's interest promotion work, to maintain contacts and organize meetings.

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

Individual member's/association's or interest group's name, address, email address, phone number, year of birth/foundation, gender, language of transaction, direct marketing ban, joining date and style, membership applicant, type of membership, price list, billing and payment information, magazine's language supplement, medals given out by the Finland Society to individual members.

For associations, also website, number of members and contact information for officials, book donations and Finnish flag donations to membership organizations, as well as the date of ratifying the FEP's bylaws or resigning from the FEP, years of participating in the FEP sessions.

### **Standard sources of information**

Information is acquired from members/associations directly by phone, letter or email, through our website or online store or from our local representatives overseas. The information on a gift membership is acquired from the person paying for the bill. For associations, information is updated also on internet, based on information on associations' websites, for instance.

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

Kehätieto Oy (in Finland), who maintains the member registry program, has an access to the database to be able to solve problem situations.

The printing house PunaMusta/Post Group (Tampere) is in charge of mailing the membership magazines in Finland. Tamtronic Oy/E-log handles postage the magazines overseas for Partners Oy (Tampere); address data is processed in Germany.

As for product orders by our members, the Petri Mahlberg firm (Helsinki), who is charge of the product brokerage, checks the customer's contact information from the membership secretary to ensure that the products are delivered to the right address as needed.

Addresses of individual communities are given out to members moving overseas, for instance.

Lists of contact persons of associations involved in the FEP activities are submitted regionally to eight Deputy Speakers (Australia, the United States, Canada, Sweden, Italy, Belgium, Estonia, Sweden ) and their personal deputies (Australia, United States, Canada, Sweden, Greece, Germany, Russia, Sweden), who represent their own regions overseas, to maintain communication.

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

The Finland Society has local representatives overseas (Australia, Switzerland and the United States). They collect membership fees in their own countries and report them to the society. Membership information is exchanged to attend to membership issues (EU General Data Protection Regulation, article 49, part 1 b).

We exchange information with two representatives from Australia by email, while with the representative from Switzerland we exchange information through Google Sheets/Excel files. Our US representative has a username to our membership registry covering the US members, as well as the right to handle their information and billing.

We send the FEP Deputy Speakers and their personal deputies in Australia, Canada, Russia and the United States Excel files by email, containing contact information for the FEP associations in those regions for communications essential to interest promotion work.

### **Storage time of information**

Members/member associations who have resigned are marked passive (no mail, no contacts), and after two years of resignation (for statistical reasons), the information is deleted from the final registry in regular drive maintenance.

Discontinued associations are marked with the discontinuation date.

The registry holder deletes other outdated information by her own initiative when there is no longer need to process the information.

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

A Manual material

Stored in a locked space.

#### B Computer-processed information

Registry information is stored appropriately, thoroughly and confidentially.

The Finland Society staff members and our United States representative each have their own username and password for the membership registry. The staff members have various user rights: right to read and edit the information as well as to bill and delete.

The membership registry is run with a protected internet connection (SSL).

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

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

Registered persons have a right to check their stored personal information and to receive copies of it. The inspection request must be done in writing and addressed to the registry's contact person.

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

In case registered persons request to have their personal details corrected, the registry holder will correct or complement their personal information held 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.

In this case the Finland Society does not need to remove the persons' information from the membership registry but mark it with a marketing ban. This way the registry holder will be better aware of the ban than if the persons' information was completely removed from the registry.

A ban request must be addressed to the registry's contact person.

Resigned members are marked as resigned and passive (no mail, no contacts) and they are removed two years after the resignation (for statistical reasons), and permanently deleted in regular drive maintenance.

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

Subscribers can cancel the Electronic Newsletter anytime through the link found at the end of each newsletter or through an electronic form on the Finland Society's website at <http://uutiskirje.suomi-seura.fi/> or by sending an email to [info@suomi-seura.fi](mailto:info@suomi-seura.fi).