

DESCRIPTION OF FILE AND PRIVACY POLICY

This document comprises the description of file and the privacy policy of the Service Foundation for People with an Intellectual Disability in accordance with the Finnish Personal Data Act (sections 10 and 24) and the EU General Data Protection Regulation.

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1. Controller

The Service Foundation for People with an Intellectual Disability
Pinninkatu 51, FI-33100 Tampere, Finland
Tel. +358 (0)207 713 500 (operator)

Data Protection Officer Tuomas Lehtonen tuomas.lehtonen@kvps.fi.

2. Contact person responsible for the register

Petteri Kukkanieniemi, petteri.kukkanieniemi@kvps.fi, tel. +358 (0)207 713 549

3. Name of the register

Participant information register for events organized by the Service Foundation for People with an Intellectual Disability.

4. Grounds for maintaining the register and the purpose of personal data processing

Legal basis under the General Data Protection Regulation of Eu for the processing of personal data comprises the documented consent of the data subject, legitimate interest, agreement, and requirements based on law.

The purpose of the personal data processing is to ensure necessary communication with the data subjects, planning, organization, realization, and development of activities and events, collection of feedback, provision of information related to activities and events, sending of materials, and invoicing and other forms of payment traffic.

Supposed photographs will only be published with the consent of the data subjects. With regard to the personal data of data subjects who are minors, consent will also be obtained from their guardians.

The basis related to the collection of feedback is related to the development of our operations and to our duty to report on and evaluate our operation to, for example, our funder the Funding Centre for Social Welfare and Health Organisations (STEA). The feedback provided will not be connected to individual providers of feedback. The information will not be used for automated decision-making or profiling.

5. Data contents of the register

The data stored into the register is received from the registrations send to the Service Foundation for People with an Intellectual Disability during registration for events. This data includes the name of the person, position, company/organization, contact information (telephone number, email address, address), WWW addresses, IP address of the connection, handles/profiles on social media platforms, information pertaining to subscribed services and changes thereof, invoicing information, and other information pertaining to the customer relationship or partnership and subscribed services.

For travel and expenditure allowances as well as other payment traffic, the personal identity code and bank account information may also be collected in addition to the information mentioned above.

During activities and events, such information related to life situation and state of health that the data subject has considered necessary to provide (such as allergy and diet related information and information on requiring an assistant) may be collected with the consent of the data subjects.

The data is stored as a supporting document for reporting on the extent of operations and, under the Accounting Act section 10, for a maximum of six years from the end of the occasion or event.

6. Regular sources of data

The data stored into the register is received from our clients through messages sent via WWW forms, emails, by telephone, through social media platforms, from agreements, client meetings, and other events where the client discloses information pertaining to them.

7. Regular disclosure and transfer of data outside the EU or EEA

Data is not regularly disclosed to other parties. We may only disclose personal data for the purposes mentioned in this statement to partners included in our operation and events. In other cases, we may disclose data to third parties only insofar as it has been agreed on with the data subject.

We utilize subcontractors working on our behalf for the processing of personal data. Personal data is stored on a server managed and protected by external service providers to whom we have outsourced parts of our IT management. We have ensured the protection of your data by drawing up agreements pertaining to the processing of personal data with our subcontractors.

8. Principles of register protection

The register is handled with due care and the information processed by information systems is appropriately protected through technical and organizational means. Where register information is stored on an Internet server, the physical and digital data security of the equipment is ensured to an appropriate degree. The controller ensures that the stored data as well as access rights to the server and other information that is critical to the safety of the personal data are processed in a confidential manner and only by employees in whose job description it is included.

9. Right of access and right to request information rectification

Each data subject has the right to review the information pertaining to them stored in the register once per year without charge, and to request the rectification of potentially incorrect information or to supplement incomplete information. For requests regarding the access to and rectification of information, the data subject must present a written request, which is signed by the data subject or similarly certified to the contact person responsible for register-related matters. The controller will respond to the data subject within the time limit provided for by the EU General Data Protection Regulation (in principle, within one month). Further information regarding requests to access or rectify information is available from the Data Protection Officer tuomas.lehtonen@kvps.fi.

10. Other rights related to the processing of personal data

A data subject has the right to request the removal of personal data pertaining to them from the register (“the right to be forgotten”). Similarly, data subjects have the other rights provided for by the [EU General Data Protection Regulation](#) such as the right to restrict the processing of personal data in certain situations. The requests must include a written request, which is signed by the data subject or similarly certified and presented to the contact person responsible for register-related matters. The controller will respond to the data subject within the time limit provided for by the EU



General Data Protection Regulation (in principle, within one month). Further information regarding the deletion of personal data is available from the Data Protection Officer tuomas.lehtonen@kvps.fi.

11. Changes to the privacy policy

If changes are made to this policy, we will specify the changes within the policy with dates included. In case of substantial changes, we may also provide the related information through other means, such as by email or by publishing a notification of the change on our website. We recommend that you visit our website regularly and take any changes made to the policy into account.