

Drafted on 16 May 2018

## Privacy Policy – Member Register

Privacy policy in accordance with the EU General Data Protection Regulation 2016/679.

### 1. Controller of the register

Aalto University Student Union (AYY)  
PL 69  
02151 Espoo  
tel. +358 50 520 9400

### 2. Person in charge of the register

Tuulia Telin  
PL 69  
02151 Espoo  
tel. +358 50 520 9442  
e-mail. tuulia.telin (at) ayy.fi

### 3. Name of register

Registration form for Association Training 2023

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

The legal basis for the processing of personal data is the consent of the data subject.

The purpose of the processing of personal data is to organise information about the training for the participants.

### 5. Data content of register

The register contains the following personal data on registered persons:

- Name
- E-mail
- Name of the association
- Role in the association
- Theme training in which the person participates
- Need for interpretation into English
- Allergies/dietary restrictions

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## 6. Regular sources of data

Form: AYY:n Yhdistyskoulutus 2023 /AYY Association Training 2023

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

The data in this register is not disclosed or stored outside the EU or the EEA.

## 8. Disclosure of data to third parties

The registry data is not disclosed to third parties.

## 9. Registry protection principles

The register is located in AYY's own register and is stored in accordance with good data management practices. Access to this registry is restricted to personal user accounts. Only AYY's nominated employees and nominated members of the board have access to the register data.

## 10. Right of inspection and right to request correction of data

Every data subject has the right to inspect their own data stored in the register and to request the correction or supplementation of any incorrect data. If a person wishes to inspect the data stored about the person or wishes to request correction, the request must be sent in writing to the controller of the register. If necessary, the controller may ask the person to prove one's identity. In general, the controller of the register will respond to the request within one month at the latest.

## 11. The right to appeal to the supervisory authority

Any data subject has the right to lodge a complaint with the supervisory authority if the controller has not complied with the applicable data protection regulations.

## 12. Retention period of personal data

The data will be stored until 31 December 2023.