

## Privacy policy – Candidate register

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

### 1. Controller

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

### 2. Person in charge of register

Development Manager Annika Ojelma  
PL 69  
02151 Espoo  
tel. +358 50 520 9434

### 3. Name of register

Candidate register for the Representative Council elections of Aalto University Student Union

### 4. Purpose and legal basis of the processing of personal data

The legal basis for the register is compliance with a statutory obligation under section 46 of the Universities Act 558/2009. Personal data is used for organising the Student Union's Representative Council elections.

### 5. Data content of the register

The register contains the following data about data subjects:

- Full name of the person
- Social security number
- Student number
- Address, zip code, city
- Phone number
- Email address
- Proxy of electoral alliance and one's deputy
- Electoral alliance
- Electoral coalition

### 6. Regular sources of data

The data in the register is collected from the data subject themselves or their proxy.

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

The data in the register will not be disclosed or stored outside the EU or the EEA.

#### 8. Disclosure of information to third parties

The name, candidate number, membership of an electoral alliance and coalition as well as the e-mail address of the candidate will be delivered to the National Union of University Students in Finland SYL for the creation of an election compass. If a candidate does not want their data to be disclosed to SYL and included in the election compass, the candidate must notify the student union by the end of the nomination of candidates at [vaalit@ayy.fi](mailto:vaalit@ayy.fi) or by written notification by mail.

#### 9. Principles of registry protection

The register data is collected using forms filled in by data subjects, which are stored appropriately. The forms are handled by the customer service personnel receiving the forms and the employees responsible for organising the elections. The employees form a candidate register of registered candidates, which is approved by AYY's Central Election Committee. Candidate forms and electoral alliance and electoral coalition agreements are stored for the term of the elected Representative Council.

Access to the database containing register data is restricted by both online technology and personal usernames and passwords. A limited number of paid employees of the student union have access rights to the register.

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

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

The request can be made electronically to [rekisterit@ayy.fi](mailto:rekisterit@ayy.fi).

AYY's data protection officer can be reached at [tietosuojavastaava@ayy.fi](mailto:tietosuojavastaava@ayy.fi).

#### 11. Right to appeal to a supervisory authority

Every data subject has the right to appeal to a supervisory authority if the controller has not complied with the applicable data protection regulation in their operations.

#### 12. Retention period of personal data

Personal data is stored until the election of the next Representative Council.