

Privacy policy

Combined privacy policy and information document. Personal Data Act (523/1999), sections 10 and 24.

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1. Controller

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

2. Contact person for matters concerning the register

Antti Ilmavirta, Executive Director
firstname.lastname@ayy.fi
02151 Espoo
tel. +358 50 520 9415

3. Name of register

Applications for AYY volunteer positions

4. The purpose of processing personal data

The purpose of processing personal data is to register applications.

5. Data content of register

The register contains the following types of data on data subjects:

- Name
- Email address
- Phone number
- Telegram nick
- School and degree programme at Aalto University
- Previous experience in AYY volunteering
- The first year of studies
- Applied position
- Grounds and application

6. Retention period for personal data

Personal data is stored for the duration of the application process.

7. Regular sources of data

The data is obtained from the data subjects themselves when they fill in the form.

8. Regular disclosures of data

Data is disclosed to AYY's operators responsible for recruitment corresponding to the position being filled. In public call for applications, the data is published excluding email address and telephone number.

Data may be disclosed to authorities in statutory cases. AYY does not disclose data to other third parties.

Data is not disclosed to countries outside the European Union or the European Economic Area.

9. Principles of register security

The registry data is stored in electronic format only. In transfers over the internet, the data is protected by SSL or SSH technology. The server hardware of the register is maintained according to good maintenance practices.

The use of the register is guided.

Access to the database containing registry data is restricted both by online technology and personal usernames and passwords.

Access to the register is granted to student union operators participating in the application process.

The administration rights of the register are limited to a group of hired employees of the student union whose responsibilities include system administration.

10. Right of inspection

In accordance with the Personal Data Act, data subjects have the right to inspect their data without compensation once a year. Data subjects wishing to inspect the data concerning themselves must submit a written and personally signed, or similarly certified request, to the contact person responsible for the register.

11. Right to rectification

The controller rectifies the data in accordance with section 29 of the Personal Data Act. Requests for the rectification of data must be addressed to the contact person in charge of the register.

12. Other rights of data subjects in the processing of personal data

The data subject has the right to prohibit the use of their personal data in accordance with section 30 of the Personal Data Act.