

PRIVACY POLICY DESCRIPTION FOR THE NEWSLETTER

Compilation date: 11 May 2018

Registry holder

Finland Society, Mariankatu 8, FI-00170 Helsinki, info@suomi-seura.fi, +358-9-684 1210

Contact person

Membership Secretary Päivi Kukkakorpi, +358-9-6841 2129

Name of the registry

The Finland Society's newsletter registry

Purpose of processing personal information

The newsletter registry's information will be used for sending an electronic newsletter as well as on membership and marketing communication, enquiries, service development and statistic purposes.

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

Name, email address, subscription and cancellation information.

Standard sources of information

Those who have subscribed to the newsletter through the subscription form on our website or in our online shop, as well as those who have joined as members, are added to the Finland Society's electronic Newsletter receiver list.

Groups to which the information is submitted:

Information is not submitted to outsiders, except when required by Finnish officials.

Transfer of the information outside the EU or EEA

Information is not passed on outside the European Union (EU) or European Economic Area (EEA).

Storage time of the information

As long as the customer requests the newsletter.

Description of technical and organizational security measures

A Manual material

There is no manual material of the registry.

B Computer-processed information

The information is located in the servers of the Newsletter's service provider, Koodiviidakko Oy, protected by outsiders. Koodiviidakko's key persons have access to the database in order to solve problem situations.

Access rights to the registry require a user code and password. Access rights are given to a Finland Society staff member and connected to his or her position and duties. Each user has his or her own personal codes.

Registered persons' right of inspection

Registered persons have a right to check their personal information saved in the registry as well as to acquire copies of it. The monitoring request must be done in writing and addressed to the registry's contact person.

Right to demand corrections on the information

If registered persons request their personal information to be corrected, the registry holder will correct or complement the personal information stored in the registry.

Other rights concerning processing personal information

One can cancel the subscription of the Newsletter anytime through a link provided in the end of each issue of the Newsletter, by using an electronic form on the Finland Society's home page at <http://uutiskirje.suomi-seura.fi/> or by contacting the society by email, info@suomi-seura.fi.

Registered persons have a right to forbid the Finland Society from processing their personal information for marketing purposes. In this case the Finland Society does not have to delete the person's information from the membership registry but adds a marketing ban to the information. In this way, the ban is clearer than if the person's information was deleted from the membership registry entirely. The ban must be addressed to the registry's contact person.