

Registrar:

The Student Union of Haaga-Helia - Helga (Business ID: 2075366-7), helga.fi

Contact Person in Matters Relating to the Register:

Anna Laurila
anna.laurila@helga.fi
045 850 4280

Data protection officer:

Anna Laurila
anna.laurila@helga.fi
045 850 4280

Name of the registry:

Registry for Helga alumni

Purpose for processing personal data:

The student union alumni' data is used for communication between current and former actors, the development of activities, and the sending of event invitations and other information.

Register information content:

Name
E-mail address
Student union positions of trust
Responsibilities and titles for positions of trust in the student union

Data storage period:

The data shall be stored for a maximum of five (5) years from the date of the information. A request for the renewal of the data will be sent to the data subject before the data is deleted.

Regularly used information sources:

The students give their information with an online form.

Regular disclosure of data:

The information will not be disclosed.

Transfer of data outside the EU or EEA:

Information will not be released or transferred outside the EU or the European Economic Area (EEA). Some data is processed in Google's cloud services, so data may be migrated to the EU / EEA area outside. Google is part of Privacy Shield.

Rekisterin suojauksen periaatteet:

The registry is digital.

Only student union employees and appointed elected representatives have the right to use the alumni register. Each user has their own personal username and password, which are required when logging in. In addition, other necessary organisational security measures are used.

Checking and updating of data:

The registrar rectifies, removes or supplements any unauthorized, unnecessary, defective or obsolete personal data contained in the register for the purpose of processing on its own initiative or at the request of a registered person. The data subject should contact the person in charge of the registry to correct the information.

When specifically requested, the registered person has the opportunity to access the data stored in the register.

Other rights concerning the processing of personal data:

The registered person has the right to transparency about the processing of personal data, to be forgotten, to transfer data from the system to another, to limit or forbid the processing of information and to submit a complaint to the supervisory authority.

Additionally, the student may also change their permission for the processing of part of his/her data at any time.

Supervisory authority's contact information:

Office of the Data Protection Ombudsman

Visiting address: Ratapihantie 9, 6th floor FI-00520 Helsinki

Postal address: P.O. Box 800, FI-00521 Helsinki

Switchboard: +358 (0)29 56 66700

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