

Registrar:

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

Contact Person in Matters Relating to the Register:

Julia Tuuri
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045 110 8943

Data protection officer:

tietosuoja@helga.fi

Name of the registry:

Registry for event enrollment of Helga

Purpose for processing personal data:

The Student Union maintains the registry for event enrollments.

The gathered personal data is used for Haaga-Helia UAS student union Helga's event production, as in organizing an event and gathering information to improve them.

The Registered allows their information to be processed.

The gathered information concerning the Registered allergies and other health related data is handled with extra care.

Register information content:

Name
Email address
Phone number
Name of organization
Title and area of expertise
Billing address
State of health and illness
Allergies and special dietary requirements

Data storage period:

The data is stored only for as long as it is needed for organizing the event or for a year max.

Regularly used information sources:

The students give their information with an online form.

Regular disclosure of data:

Needed parts of the gathered data is shared with to the restaurant or catering company, so that it is possible to serve a meal that fits the Registered allergies and/or special dietary.

Parts of the gathered data might also be shared with facet involved with the event organizing to insure that the event runs smoothly.

Gathered data that is shared with the previously named facets are protected with a password.

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.

Principles of registry protection:

The registry is digital.

Contact information chosen by the student are publicly available on Helga's website. Only the student union's designated employees and those in a position of trust, and the employees and trusted persons of organisations contracted by the student union, or associated with it, will have the right to use the Haaga-Helia Student Event enrollment-registry.

Other necessary organisational security methods are also employed.

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 student 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

E-mail: tietosuoja(at)om.fi