

# Privacy Policy – Registration for the event

Created: 7.9.2018

Last updated: 29.9.2021, 16.10.2023

## 1. Data controller

Save the Children Finland (Business ID: 0116788-1) Address: P.O. Box 95, 00601 Helsinki

Street address: Koskelantie 38, 00610 Helsinki

Phone: 010 843 5000

## 2. Contact person for register matters

Save the Children Finland's Data Protection Officer :

Maria Haarajoki, Lawyer

maria.haarajoki(at)pelastakalapset.fi

tel: 010 843 5000

## 3. Name of the register

Registration for the event

## 4. Legal basis for processing personal data

The participant to the event (data subject) gives consent to the storage and processing of their personal data (name, e-mail address, telephone number, employer, special diet) when registering for the event, providing their personal data, for example, via Webropol form, e-mail or Forms.

## **5. Purpose of use of personal data**

Collecting the contact information of Save the Children participants in events for the purpose of informing about the event, inviting them to the event, organising the event and collecting feedback.

## **6. Personal data processed**

Data subject's name, email address, phone number, employer, special diet

## **7. Regular sources of information**

From the data subject himself

## **8. Protection and security of personal data**

The information contained in the register is treated confidentially. The electronically processed register data is appropriately protected from outsiders by firewalls and other technical protection measures. The databases and their backups are located in locked premises and the data can only be accessed by certain pre-designated persons. Manual material is stored in locked premises.

The register is used only by those persons of the controller or companies acting on its behalf whose job description includes its use. Persons belonging to the controller's organisation have a personal username and password for the register. Users are bound by professional secrecy.

## **9. Regular disclosures and transfers of personal data and whether we transfer data outside the EU or EEA**

Personal data is not regularly disclosed. Data is not transferred outside the EU or EEA.

## **10. Retention period of personal data**

We use the data as long as it is required for the organizing the event and feedback, and at the maximum of one year from the date of disclosure.

## **11. Rights of the data subject**

The data subject has the right at any time, in accordance with applicable data protection legislation:

- i. be informed of the processing of their personal data
- ii. access their own data and check the personal data processed by Save the Children;
- iii. request the rectification and completion of inaccurate and incorrect personal data;
- iv. request the erasure of their personal data if there are legal grounds for doing so;
- v. withdraw their consent and object to the processing of their personal data insofar as the processing of personal data is based on the consent of the data subject;
- vi. receive their personal data in machine-readable format and transfer such data to another controller to the extent that Save the Children processes such personal data on the basis of the data subject's consent and the processing is carried out by automated means;
- vii. demand restriction of processing of personal data
- viii. complain to the supervisory authority
  - every data subject has the right to lodge a complaint with the relevant supervisory authority or with the supervisory authority of the Member State of the European Union where the data subject has his or her place of residence or place of work, if the data subject considers that his or her personal data have not been processed in accordance with the applicable privacy policy.

## **12. Automated decision-making and profiling**

No automated decision-making or profiling is carried out.

### **13. Contacts**

All contacts and requests concerning this policy must be made in writing or in person to the contact person named in section two (2). The data subject may also contact us personally or in writing at the address below:

- Pelastakaa Lapset ry - Save the Children Finland
- Koskelantie 38, 00610 Helsinki, Finland

The data subject must be prepared to prove their identity with a photo ID.

### **14. Changes to the Privacy Policy**

This privacy policy may be updated from time to time, for example when legislation changes. We recommend that you visit our website regularly and take note of any changes in the policy.