

Privacy policy and register description

This data protection statement is in accordance with the EU Data Protection Regulation 2016/679. The privacy policy was created on 29 September 2021. This notification will be given to the registered person when collecting personal data.

1. Controller and contact person responsible for the register

Name: Student Union of Tampere University (TREY)

Address: Korkeakoulunkatu 10, 33720 Tampere

E-mail address: toimisto@trey.fi

Contact person: Hilla Mäkinen

Title: member of the executive board (communications, brand, volunteers)

E-mail address: hilla.makinen@trey.fi

2. Name of the register

Student Union of Tampere University TREY's Sign up for anniversary celebration volunteering register.

3. Legal basis and purpose of processing personal information

The purpose of collecting and processing personal data of volunteers is to support the arrangements of TREY's third annual celebrations, as the success of annual celebrations requires the help of volunteers. The information is collected via sign up form that is aimed for TREY's members.

The EU's General Data Protection Regulation (Article 6) determines the legal basis for the use of personal information. The legal basis for TREY's Sign up for anniversary celebration volunteering register is a person's consent to processing their personal information.

The information will only be used for the purpose determined in the policy. If personal information is used for a different purpose than originally described, the registered person must be informed, and if necessary, their

consent to use the information in any way deviating from the original purpose must be obtained.

4. Information content of the register

TREY's Sign up for anniversary celebration volunteering register contains the following personal information:

- Name and contact details
- language of business
- relevant skills for the volunteering task, such as driver's licence

Any registree has the right to request the personal information to be deleted (point 10).

5. Regular sources of information

The information in the register is obtained from the registered persons themselves when they fill the sign-up form.

6. Regular disclosure of information to third-party operators

No personal information will be shared with third parties without additional consent.

7. Regular disclosure and transferring of information outside the EU or the EEA

As a rule, the information in the register will not be disclosed to any parties outside the EU or the EEA.

8. Storing period for the information

TREY's contact person who maintains the register (point 1) takes care of the disposal of the collected information within 4 months after the information is collected.

9. Principles of register protection

The register is in TREY's electronic system, to which only TREY's staff, or if necessary, the members of the Executive Board, have the requisite

usernames, passwords, and access rights. The personal information in the register will be handled only by selected employees and selected board members of TREY for the purpose determined in section three (3). The electronic system is located in TREY's offices, where physical access restrictions, such as locked doors, prevent unauthorised persons from gaining access to the register.

10. Registered person's rights

The registered person has the following rights regarding the processing of their personal information and can make requests concerning the use of that information by contacting TREY at: toimisto@trey.fi. As the controller, TREY has the right to ask the person requesting the information for proof of identification. The controller will answer the request as decreed in the EU's General Data Protection Regulation, usually within a month.

Right to review and request to correct registered information

Every registered person has a right to review their personal information stored in the register and request possible corrections to false information or to supplement incomplete information.

Right to oppose

A registered person can oppose the processing of their personal information, should they feel their personal information is not handled lawfully, or that TREY does not have the right to process their personal information.

Right to remove

The registered person has the right to ask for the removal of their personal information from the register (right to erasure).

Right to limit the use of personal data

The registered person has the right to request limiting the use of their personal information.

Right to appeal

Any registered person has the right to lodge a complaint with the supervisory authority if the controller has not complied with the applicable data protection rules. For further information on Finland's GDPR rules, please

refer to the Office of the Data Protection Ombudsman
(<https://tietosuoja.fi/en/home>)

This privacy statement has been updated 29.9.2021.