

## KOPIOSTO COMMUNICATIONS PRIVACY POLICY STATEMENT

The purpose of this privacy policy statement is to provide data subjects with the information required by the information obligation of the EU General Data Protection Regulation (2016/679).

Date of creation 24 May 2018.

### 1. Controller

Kopiosto ry (0414755-2) Hietaniemenkatu 2, FI-00100 Helsinki  
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Contact person in matters concerning the registry  
Maria Bregenhøj  
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Contact person in matters concerning data protection  
Sami Kokljuschkin  
Hietaniemenkatu 2, FI-00100 Helsinki  
+358 (0)9 431 521, sami.kokljuschkin@kopiosto.fi

### 2. Name of the registry

Kopiosto communications registry

### 3. Data subjects

Representatives of Kopiosto's stakeholders, such as the following:

- Kopiosto's representatives
- Staff of the member organisations of Kopiosto and comparable persons
- Kopiosto's partners
- Kopiosto's employees
- Kopiosto's former employees
- Members of parliament and their assistants
- Parliament staff
- Ministries' officials and other staff

### 4. The purposes of the processing of personal data and the legal basis for the processing

The personal data shall only be processed for strictly defined purposes. The personal data recorded in this registry shall be used to send invitations to events organised by Kopiosto and for official communications.

The processing of the data subject's personal data is based on the legitimate interest of the controller. If the data subject so wishes, they

may request the deletion of their personal data by email at [viestinta@kopiosto.fi](mailto:viestinta@kopiosto.fi).

The personal data shall not be used for the purposes of direct marketing, telemarketing, market research, opinion polls, maintaining a public register or genealogical research.

## 5. Data content of the registry

The registry may contain personal data such as first name, last name, title and/or position in the organisation, postal address, email address and telephone number. In addition to these, the registry may contain invitation and attendance data regarding events organised by Kopiosto and related catering information, such as special diets.

## 6. The retention period of the personal data

The personal data shall be stored indefinitely. The necessity of storing personal data shall be assessed annually and any unnecessary data deleted. Data on special diets provided by the data subject in connection with events shall be deleted after the event.

## 7. The rights of a data subject

Data subjects shall have the right to inspect any personal data on them stored in the registry and request the controller to rectify or complete any inaccurate or incomplete data.

Data subjects shall have the right to have any personal data on them removed from the registry. However, this shall not apply to such personal data that are necessary for performing the purposes of this privacy policy statement as defined by the controller or personal data the storage of which is required by law.

Data subjects shall have the right to object or restrict the processing of their personal data by the controller if the data subject considers this to violate the data protection law or occur without the authorisation to process certain personal data.

Data subjects shall have the right to receive the personal data submitted to the controller in a structured, commonly used and machine-readable format. Data subjects shall have the right to transfer these data to another controller if the legal basis of the processing of personal data is a consent or an agreement and the data are processed automatically.

If a data subject is of the opinion that the controller has processed personal data on them in violation of the data protection law, the data subject shall have the right to lodge a complaint with the competent supervisory authority (Office of the Data Protection Ombudsman).

Data subjects may exercise the rights defined in this chapter personally in the controller's premises or by sending a letter signed in person to the contact person defined in chapter 1.

## 8. Regular sources of information

The data recorded in the registry are obtained from the data subjects themselves, from bodies representing them or from internet sources, such as the organisation's website.

## 9. Transfers of personal data to third parties and the processors of personal data

Kopiosto shall not transfer the personal data of data subjects to third parties. Access to the personal data in the Kopiosto communications registry is restricted to only those employees who require access due to their tasks.

The controller may outsource the processing of personal data to a third party in part, in which case contractual agreements shall ensure that the processing of personal data is performed appropriately and in compliance with the current data protection law.

## 10. Transfers of personal data outside the EU or EEA

Kopiosto shall not transfer the personal data outside the EU or the European Economic Area.

## 11. Automated decision-making and profiling

Kopiosto shall not use the personal data for the purposes of automated decision-making or profiling.

## 12. Registry protection principles

The data stored in the registry shall always be processed confidentially and in compliance with the current data protection law.

Data stored in the registry in electronic form shall be stored in the controller's systems that are secured from unauthorised access by means of firewalls, access control systems and other technical measures. Access to the personal data in the registry is restricted to only those employees and administrators who require access due to their tasks. The employees of the controller shall be bound by a commitment to observe confidentiality concerning the personal data. The systems are located in locked premises within the European Economic Area that are inaccessible for unauthorised persons.

## 13. Amendments to the privacy policy statement

Kopiosto reserves the right to amend this privacy policy statement. Any changes will be announced on the Kopiosto website.