

Aalto University Electrical Engineering Guild's privacy policy

The purpose of this document is to provide information on the privacy principles of Aalto University's guild of Electrical Engineering (hereinafter referred to as the Guild) to those individuals within the association who maintain or process personal data registers held by the club. The Guild maintains the following personal registers:

- Member register
- Officer register
- Event registration register
- Officer application register
- Register of honors awarded

This document and the register descriptions of the aforementioned registers must be updated annually after each change in the board and officers, no later than January 31. The designated registry manager or, in their absence, the treasurer is responsible for updating the registries.

Access rights to data protection registries

Restricting access rights plays a significant role in preventing data protection issues. Access should be restricted to those persons who need it for the purposes of the guild's activities. For example, it is not advisable to distribute access codes to the entire board or all officials at the beginning of the term of office, but only to the person responsible for the register/contact person. Unless otherwise decided, the person responsible for the guild is always the acting treasurer.

Similarly, the rights of the old board and officials should be revoked immediately after the change of term, unless it is clear that the person in question will need access to the register in their new position.

Old accounts must be deleted by January 31 at the latest. The designated registry manager or, in their absence, the treasurer is responsible for updating the registry.

Data lifecycle

The information in the registries should only be kept for as long as it serves its purpose.

The membership register must, of course, contain the details of all current members of the association, and the information must be deleted when a member leaves the association. Further information can be found in the membership register's privacy policy.

The register of officials must contain the details of all current officials of the association, and the information must be deleted when the person is no longer an official of the association.

Further information can be found in the register's register and privacy statement.

In the case of the event registration register, the data must be deleted when it is no longer considered necessary for the event for which it was collected or for similar future events. Further information can be found in the event register's register and privacy statement.

Information on the lifecycle of other registers can also be found in the register and privacy statement for the register in question.

Technical assurance of data protection

In addition to access rights, the technical implementation of registers is important. The guild's registers are stored on third-party internet servers, strongly encrypted so that no one outside the association, including the service provider, has access to them.

A person's right to request and correct their data

Individuals have the right to request the guild to provide them with the personal data stored about them. In practice, this means data from the membership register and data from the event registration register that has not yet been deleted.

As we store very little information about individuals in our personal registers, it is not difficult to perform a quick search of the membership register and event register. It is possible to search and delete all data stored about a specific individual from the register maintenance systems.

The information must be provided primarily in the same format as the request was received, i.e., an email must be replied to with electronic data. The reasonable processing time for a request is one month.

If necessary, the requester may be asked to prove their identity.

Similarly, individuals have the right to request the correction of their data. Individuals are primarily responsible for keeping their own data up to date by notifying the register administrator of any changes. The reasonable processing time for data correction is also one month.