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Privacy Policy – Event Registration Register

This is a register and privacy policy in accordance with the EU General Data Protection Regulation (GDPR).

1. Data controller

Aalto University's guild of Electrical Engineering

Maarintie 8, 02150 Espoo

2. Contact person responsible for the register

Head of technology, Aalto University's guild of Electrical Engineering

Simeon Pursiainen, admin@sahkoinsinsinoorikilta.fi

3. Name of the register

Event Registration Register of Aalto University's guild of Electrical Engineering.

4. Legal basis and purpose of processing personal data

The legal basis for processing personal data in accordance with the EU General Data Protection Regulation is the legitimate interest of the controller.

The purpose of processing personal data is to maintain a list of persons who have registered for events organized by Aalto University's guild of Electrical Engineering and thus facilitate the organization of events.

5. Data content of the register

Depending on the event, the following data is stored in the register:

- First and last name
- Email address
- Guild membership

- Phone number
- Special dietary requirements and beverage preferences
- Additional information specific to each event

6. Regular sources of information

The information stored in the register is obtained from online forms.

7. Disclosure and transfer of data outside the EU or EEA

Data will not be disclosed to other parties. Data will not be disclosed or stored outside the European Union or the European Economic Area.

8. Principles of register protection

The register will be handled with care. Data is stored only in electronic form on reliable third-party internet servers that comply with EU data protection legislation. The data cannot be read by anyone other than the persons responsible at Aalto University's guild of Electrical Engineering

The controller shall ensure that only relevant persons have access to the register.

9. Right of access and right to request correction of data

Every person included in the register has the right to check their data stored in the register and to request the correction of any incorrect data or the completion of any incomplete data. If a person wishes to check the information stored about them or request a correction, the request must be sent in writing to the controller. If necessary, the controller may ask the person making the request to prove their identity. The controller will respond to the customer within the time limit specified in the EU Data Protection Regulation (usually within one month).

10. Retention period of data in the register

Data will only be stored in the register for as long as necessary. In the context of a normal event, the data will be deleted no later than 6 months after the end of the event. If some of the data is still needed after this, for example for the collection of participation fees, the data will be deleted within the above-mentioned period for those persons for whom it is no longer necessary. If the data will be needed for longer than the above-mentioned period, this will always be indicated separately on the registration form.