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Privacy Policy – Guild Official Register

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

1. Register 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@sahkoinsinoorikilta.fi

3. Name of the register

Official 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 the register of officials is to maintain the contact details of the guild's officials.

5. Data content of the register

The following data is stored in the register:

- Full name
- Email
- Nickname from the Telegram messaging app
- Position
- Committee

6. Regular sources of data

The data stored in the register is obtained by requesting it from the persons elected as officials.

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

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

8. Principles of register protection

The register is handled with care. The 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 ensures 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 General Data Protection Regulation (usually within one month).

10. Retention period of data in the register

The register only stores data on persons who are officials of Aalto University's Guild of Electrical Engineering. The data of officials will be removed from the register within a reasonable time, at the latest one month after the end of their term of office. In special circumstances, the data of a data subject may be kept in the register for a longer period. In such cases, the data subject will be informed of the reason for the extension.