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Privacy Policy – Register for applying for a position

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@sahkoinsinoorikilta.fi

3. Name of the register

Aalto University Electrical Engineering Guild's register of applicants for official positions.

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 wish to serve on the board or as officials of Aalto University's Guild of Electrical Engineering in the following year, and to maintain the contact details of these persons for the purpose of contacting them.

5. Data content of the register

The following data is stored in the register:

- Full name
- Email
- Phone number
- Nickname from the Telegram messaging app

- Date on which the person was added to the register
- Positions the person is interested in applying for in the following year.
- A short introduction written by the person about themselves

6. Regular sources of information

The information stored in the register is obtained from members who wish to serve on the board or as officials of Aalto University's Guild of Electrical Engineering via online forms.

7. Disclosure 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. Data is stored only in electronic form on reliable third-party internet servers that comply with EU data protection legislation. Access to the data is restricted to the responsible persons at the Guild.

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 request within the time limit specified in the EU Data Protection Regulation (usually within one month).

10. Retention period of the data in the register

The register only stores the data of persons who have applied to become a member of the guild's board or an official for the following year. The data in the register is destroyed each year within one month of Aalto University's Guild of Electrical Engineering selecting the board and officials for the following year.