

## Stakeholder register

### 1. Registrar

Turku Student Village Foundation (hereinafter referred to as TYS)  
business ID: 0142348-6  
Inspehtorinkatu 12A  
FI-20540 Turku  
Tel. +358 2 2750 200

### 2. Person responsible for register-related issues

Tuula Kanervisto/data protection officer  
Inspehtorinkatu 12A  
FI-20540 Turku  
Tel. +358 2 2750 200  
tietosuoja@tys.fi

### 3. Register name

Stakeholder register

### 4. Purpose of the processing of personal data

Personal data is primarily processed for the communication between TYS and its stakeholders and in the organisation of stakeholder events. Personal data may also be used for the implementation, maintenance, management and development of cooperation between TYS and its partners.

### 5. Register data content and regular data sources

The register contains data necessary for the implementation of the purpose of personal data, such as:

- name
- title/position
- employer
- contact details (address, telephone number, email address)
- registration and attendance for events
- newsletter subscriptions and other marketing preferences
- profiling information collected through cookies and other similar technologies

Photographs of the audience may be taken at stakeholder events. Unless otherwise agreed with the person concerned, the names of the persons appearing in the photographs shall not be recorded in the photograph. Photographs identifying persons shall not be used for marketing purposes without the consent of the persons concerned.



The data contained in the register is collected from the data subjects themselves in connection with meetings and other contact, for example. Data may also be collected from external sources, such as magazines and other publications, publicly available internet and other sources, and registers kept by external service providers

#### 6. Regular data disclosures

Data is not disclosed or transferred outside TYS for purposes other than to companies acting on an assignment and on its behalf when they perform tasks agreed with TYS, such as marketing or organizing events.

Photographs taken of the public at events organised by TYS can be used as illustrations for TYS publications within the limits permitted by law.

#### 7. Transfer of data outside the EU or the European Economic Area

As a general rule, data are not transferred outside the member states of the European Union or the European Economic Area.

#### 8. Principles of register protection

Personal data is processed in all situations with respect for privacy. In the protection of personal data, we comply with legislation and the regulations of the authorities, as well as the TYS's data security policy and data protection guidelines. Personal data may only be processed by persons authorised to do so on behalf of their duties.

Data contained in the electronic personal data register is adequately protected by technical and administrative measures. The data can only be accessed by TYS personnel representatives and partners who have been granted individual access to the system on the basis of their duties and who are bound by a confidentiality agreement.

Manually maintained materials are located in locked rooms, which are accessible only to designated persons.

We require our partners to whom the data is transferred or disclosed to process personal data in accordance with data protection requirements as well.

#### 9. Retention period of personal data

The stakeholder register shall be retained for as long as the person concerned is in the position for which they have been entered in the register. The deletion of data shall take place as soon as it is known that the person is no longer covered by the stakeholder register.

Data collected on a contractual basis may be retained for a period of 10 years from the end of the contractual relationship.

## 10. Data subject rights

A person has the right to obtain confirmation from the registrar that personal data concerning them are being processed or not being processed.

A person also has the right to check which personal data concerning them are stored in registers and to request the deletion or correction of personal data stored about them. The deletion request will be executed if possible within the legal retention periods and other obligations. In order to execute requests, the data subject must prove their identity.

A written request must be sent to the person in charge of register matters (contact details in section 11). The request may also be made in person with the registrar.

The data subject has

- Right to information on the processing of personal data

The registrar is obliged to provide the data subject with information on the processing of personal data. The data subject must be informed of, for example, for what purpose the data is used, where the data are disclosed and the period for which the data are stored. This privacy statement serves as an information document on the processing of personal data.

- Right of access

The data subject has the right to know whether their data has been stored in the register and to check what data concerning them is stored in the register. The inspection request must be submitted to the person in charge of register matters (contact details in section 11) and must be done in writing.

- Right to rectify data

The data subject has the right to request the rectification of inaccurate data or the correction of incomplete data by contacting the registrar.

- Right to the deletion of data

The data subject has the right to request the deletion of data if the processing of the data is not necessary for the purposes for which they were collected or otherwise processed, or where personal data have been unlawfully processed. However, the registrar may refuse to carry out the deletion on the grounds provided for by law or on the basis of the obligations and rights of the registrar. A written request must be sent to the person in charge of register matters (contact details in section 11).

- Right to restrict the processing of data

The data subject has the right to restrict the use of their data in certain situations. The data subject may dispute the accuracy of the personal data, in which case the processing shall be limited to the period during which the registrar is able to verify their correctness.

- Right to object the processing of data

The data subject may object to the processing in certain situations on grounds relating to their personal, particular situation.

- Right to transfer data from one system to another

The data subject has the right to have their personal data transferred to another registrar in a machine-readable form, if technically possible and secure.

- Right to prohibit direct marketing

The data subject has the right to prohibit the processing and disclosure of data concerning them for the purposes of direct advertising, remote selling and other direct marketing, as well as market research and opinion polling, by contacting the registrar.

- Right to lodge a complaint with a supervisory authority

The data subject has the right to lodge a complaint with the competent supervisory authority, the data protection ombudsman in Finland, if the data subject considers that their personal data has not been processed in accordance with the data protection legislation.

The website of the data protection ombudsman can be found at <http://www.tietosuoja.fi>.

TYS will respond to requests in accordance with the data protection regulation no later than within one month of the receipt of the request, unless there are reasonable grounds for responding to the request, when the response time may be a maximum of three months.

Exercise of the rights listed above is, in principle, free of charge. If the requests are manifestly unreasonable or disproportionate, or if they are repeatedly presented, we may charge a reasonable fee for the execution of the request or refuse to execute the request.

## 11. Contact details of the registrar and the data protection officer

In order to exercise the above rights, the data subject must lodge a request either in person or in writing to:

Turku Student Village Foundation  
Data protection officer  
Inspection and prohibition requests  
Inspehtorinkatu 12A  
FI-20540 Turku  
or by email: [tietosuoja@tys.fi](mailto:tietosuoja@tys.fi)