

## Privacy Policy of Vuorimieskilta ry

*The purpose of this document is to convey information about the data protection principles of Vuorimieskilta ry (VK) to the guild members.*

*The guild currently holds the following registers:*

- *Membership Register*
- *Event Registration Register*
- *Photo Register*
- *Code of Conduct Register*

*In addition to these registers, information may also be found in historical documents, such as histories, and data may be collected during guild meetings for the purpose of minutes. This document and the register descriptions of the mentioned registers will be updated as needed and whenever there is a change in the council and officials, no later than January 31. The responsibility for updates lies with the current board.*

### Access Rights to Data Protection Registers

*Access rights are limited to individuals who have a need for it in connection with the guild's activities. The responsible person for guild registers is the acting secretary without a separate decision, except for the Code of Conduct Register, where the responsible person is the chairman. Rights are revoked from the old board immediately after the change of term, unless it is clear that the person will need access to the register in their new term of office. The removal of old rights is done no later than January 31. The responsibility for updates lies with the current council.*

### Data Lifecycle

*Information in the registers is kept only as long as it serves its purpose. In the Membership Register, the information of all current members of the guild is deleted when a member is confirmed to have resigned. In the case of the Event Registration Register, information is deleted when it is no longer considered necessary for the specific event for which the information was collected. Generally, information in the Photo Register is kept permanently. Personal oral and written warnings under the Code of Conduct are kept for one year, restrictions on participating in guild tasks or events for two years, and decisions of expulsion are kept permanently.*

## Technical Assurance of Data Protection

*The responsibility for maintaining the guild's Membership Register lies with the treasurer, and the register is separately protected by a password. Information in the Event Registration Register is stored only in electronic form on reliable third-party internet servers complying with EU data protection legislation, where access to information is restricted by a personal username and password. Photos in the Photo Register are stored on the guild's Flickr account. Each register has its own personal username and password for data security. In addition, encrypted backups of the registers may be kept. Code of Conduct Register is stored as a physical folder in a locked space. Encrypted backups of the registers may be kept.*

## Individual's Right to Request and Modify Information

*An individual has the right to request the personal data stored about them by Vuorimieskilta ry. The information is primarily provided on the same platform as the request. The reasonable processing time for requests is one month. Requests should be sent to the respective contact persons for the registers. If necessary, the requester may be asked to prove their identity. Similarly, an individual has the right to request correction of their information. The individual primarily has the responsibility to ensure the accuracy and timeliness of their information by notifying the register administrator of any changes. The reasonable processing time for correcting and deleting personal information is one month. If an individual wishes to have images in which they appear removed, they must identify the images themselves and request their removal.*