

PRIVACY POLICY

Created 28.2.2018

Updated 7.2.2022

1 Data controller	Name Suomen teknisen viestinnän yhdistys ry
	Address c/o Pia Karasjärvi, Putousrinne 1 C 17 01600 VANTAA
	Other contact information (for example, phone during office hours, e-mail) info@stvy.fi
2 Person in charge of and acting as contact person for register matters	Name Pia Karasjärvi
	Address Putousrinne 1 C 17 01600 VANTAA
	Other contact information (for example, phone during office hours, e-mail) info@stvy.fi
3 Name of the register	Membership Register of Finnish Technical Communication Society
4 Purpose for maintaining the register	<p>We process personal data is based on the legitimate interests pursued by the controller.</p> <p>Personal data is processed only to manage the activities related to the society membership.</p> <p>With the Membership Register, the society</p> <ol style="list-style-type: none">1) Lists who are members in the society2) Sends invoices in the correct membership group to the members. <p>Personal data is processed by the treasurer of the society and the contact person for register matters.</p>
5 Personal data contained in the register	<p>The following personal data is included in the register:</p> <ul style="list-style-type: none">- First name, last name- E-mail- Postal address (street address, postal code, city, country)- Billing address (street address, postal code, city, country, electronic invoice information)- Language- Wished invoicing format- Membership group- Data on whether the membership fee has been paid
6 Regular sources of information	<p>Personal data is collected directly from the members using the registration form as they register as members.</p> <p>The treasurer checks the society bank account if the membership fees have been paid.</p>
7 Disclosure of data	Finnish Technical Communication Society does not disclose personal data contained in the register.

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8 Transferring data outside EU or EEA	The e-mails sent from the Membership Register are sent through servers based in the United States.
9 Register protection	<p>A Manual -</p> <p>B Computerized The data is stored in an electronic membership register service (FloMembers membership register / service provider Flo Apps Oy).</p> <p>The register fulfils the GDPR requirements and the system performance is monitored throughout the day.</p> <p>The personal data in the Membership Register is secured by:</p> <ol style="list-style-type: none">1. Using SSL encryption for network activity.2. Encrypting all passwords.3. Saving all critical operations in system logs.4. Saving each client's data in a separate database. <p>The FloMembers Membership Register is backed up automatically.</p> <p>Membership Register is access controlled and can be used only by using a personal username and password.</p> <p>The personal data in the register is not data that must be kept secret.</p>
10 Right to inspection	<p>Every society member has the right to inspect their data in the Membership Register.</p> <p>To inspect the data, do one of the following:</p> <ol style="list-style-type: none">1) Log in to FloMembers using the login link sent to you by the service.2) Send an e-mail to info@stvy.fi and ask for a new login link to the register.3) Send an e-mail to info@stvy.fi and ask the contact person to change this data for them.
11 Right to correction	<p>Every society member has the right to correct their data in the Membership Register.</p> <p>To correct the data, do one of the following:</p> <ol style="list-style-type: none">1) Log in to FloMembers using the login link sent to you by the service.2) Send an e-mail to info@stvy.fi and ask for a new login link to the register.3) Send an e-mail to info@stvy.fi and ask the contact person to change this data for them.

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12 Right to be forgotten	<p>Every society member can ask to be removed from the register. If certain grounds, as specified in the General Data Protection Regulation, apply, personal data are to be removed. In some cases, the legitimate interests or compliance with legal obligation may prevent the removal of certain personal data.</p> <p>Do the following:</p> <ol style="list-style-type: none">1) Send an e-mail to info@stvy.fi and ask the contact person to delete the data.
13 Storing personal data	<p>The personal data in the Membership Register is saved as long as a person is a member of the society.</p>
14 Complaints to the supervisory authority	<p>Finnish Technical Communication Society aims to solve all differences together with the data subject, but the data subject has the right to complain to the supervisory authority.</p>
15 Other information and right regarding personal data	<p>The personal data is not used for direct marketing or telemarketing, market or opinion surveys, vital records or genealogy.</p> <p>The personal data is not used for automated decision making or profiling.</p>