



1. The register holder	<p>Name: The Student Union of the University of Lapland, LYY</p> <hr/> <p>Address: Ahkiomaantie 23 B, 96300 Rovaniemi</p>
2. The contact person of issues related to the register	<p>Secretary General sub. Heljä Kärnä paasihteeri@lyy.fi 040 578 4207</p>
3. The name of the register	<p>The Event Declaration of the University of Lapland Student Union</p>
4. The legal basis and the purpose of handling personal information	<p>The Student Union of the University of Lapland, LYY, organizes free time activities and educational events and keeps contact with the student associations. LYY can also produce polls or inquiries. The purpose of dealing with the personal information is to enable the execution of all the plans for the event.</p> <p>Based on the EU's general data protection regulation the legal basis to handle personal information is an approval of the registered member.</p>
5. The informational content of the register	<p>LYY collects data for event production and education purposes but only in a practical, appropriate and relevant extent. Only for the reason just mentioned, LYY can gather the following information:</p> <ul style="list-style-type: none"> - Name - Email - Phone number - Food allergies and special diets - Field of education - Organization or association of representation
6. The regular sources of information	<p>In event and education production the regular source of information is the information the registered member offer themselves.</p>
7. Releasing or transferring or potentially preserving information outside the EU or ETA-areas	<p>The data isn't regularly released to other parties. The personal information can however be released with the member's specific and individualized permission to third parties for membership administrative purposes. For example, when the enrollment of a member needs to be verified to another student union. The register information will be released only when it is absolutely necessary to take care of the membership itself.</p> <p>The data can be saved into a cloud service that saves the information outside the EU or ETA-areas. The registration information will only be released to third countries if the commission has decided that the country in question meets a certain level of privacy policy. To be able to release any information the registered member must give their explicit and unambiguous approval for the transfer of the data or there has to be another legal basis for the transfer. The currently effective law must be followed in the process of handling personal information.</p>



<p>8. The principles of protecting the register</p>	<p>1. Processing the data</p> <ul style="list-style-type: none"> - The privacy of the students is taken care of in processing the collected information. - The process is done with diligence and by following the ideas of transparency, legality and reasonability mentioned in the EU's general data protection regulation (EU 2016/679) Chapter II Section 5. - The information will only be collected for actions defined in section 4 of this document and will not be handled later on for any purpose incompatible with it. - The personal data can be handled for other purposes with the explicit and unambiguous consent given by the registered person themselves. - The data processing is confidential and it is only done by the people within the student union whose work or role requires data processing. <p>2. The accuracy and preservation of the information</p> <ul style="list-style-type: none"> - The personal data is accurate - The information is preserved only until the event or the activity ends or an operation within the event ends. - The information will be destroyed immediately once there is no longer a justification for preserving the data and the event has ended. - Only the parties organizing the activity and the staff of the student union will deal with the data.
<p>9. The right to inspect one's own data and demand changes to the preserved information</p>	<p>A student has the right to inspect the information in the register that affects them. The request to use the right must be made personally with a hand-signed document to the student union's office. The request has to be made individually and the student must explain what information they ask to be changed and what kind of data it should be replaced with. The student cannot demand the data to be removed or restrict the data processing without giving up their right to attend to the event in question. .</p>