

Data Protection Policy of Äänenkannattajat

The purpose of this document is to convey Äänenkannattajat's data protection principles to those persons in the association who maintain or process personal data files in possession.

The association currently has the following filing systems in its possession:

- List of members for each academic term to collect the membership fees
- List of members for each academic term to order choir t-shirts
- List of members for Spring term to collect the participations to the choir camp
- Sign-up registers for events such as Welcome Fair and Opening Carnival

This document and the privacy statements of the filing systems mentioned above are updated annually when the Board and officials have changed.

Access to the filing systems

Given the description of the filing systems, the persons who have permissions to read and edit the filing systems are the **treasurer** and the **community manager**. In addition, the **mailing list manager** is the only person with permissions to edit the mailing list of the association. Occasional and temporary permissions might be given to other board members in case some duties are conducted in a group rather than singularly, e.g. preparation of documents for the HYY grant application. Please note that also the auditor is given read permissions of the filing systems but only for the ones of the academic year to be checked.

Data life cycle

Sign-up registers are deleted once the mail address of the registered people have been added to the mailing list of the association, i.e. within four weeks from the event.

Instead, the list of members are kept for the whole academic year till the submission of the HYY grant application the following academic year. Indeed the list of members and the associated information, i.e. money given to the association, are used by the auditor to check the amounts declared in the official documents and when statistics on the association members are required in the HYY grant application, i.e. number of members, number of HYY subscribers. Please note that the data disclosed to HYY only consist of number of choir members, number of HYY members, and cumulative financial statistics.

Technical securing of data protection

Currently, the association's electronic filing systems are stored on Internet servers of a third party that complies with the EU's General Data Protection Regulation (Google Drive). In particular, the documents are stored in treasurer's and community manager's personal electronic folders and they are put into the committee shared folder with the remaining members only in case of common duties as mentioned above. Access to the data is restricted with a password. Paper filing systems are stored in treasurer's home place.

A person's right of inspection and right to request rectification

Private persons have the right to inspect the personal data concerning themselves stored by Äänenkannattajat. In practice, this refers to the data in the list of members and sign-up registers.

Because we only store very little personal data in the list of members, a quick search from both the list of members and the event sign-up register is not difficult to conduct. The data must primarily be disclosed in the same format in which the request was received. For instance, emails should be answered with electronic data disclosure. A reasonable time for processing the request is one month.

If necessary, the person with the data request may be asked to prove their identity.

The data subjects further have the right to request rectification of their data. A reasonable time for processing a rectification request is also one month.