

One Step Ahead ry Privacy Statement on the Processing of Personal Data: List of Members

Last updated: 15/02/2021 by Anita Mezza

1. Purpose of this document

This is a privacy statement made in compliance with the Personal Data Act (523/1999), Sections 10 and 24, and the European Union (EU)'s General Data Protection Regulation (GDPR).

The purpose of this document is to convey OSA ry's (henceforth "the Organisation") data protection principles in relation to the "List of Members" filing system held by the organisation.

This document must be updated annually when a new Board is elected.

2. Data controller

The data controller is One Step Ahead ry.

3. Contact person responsible for the filing system

Secretary: Anita Mezza, anita.mezza[at]helsinki.fi

4. Name of the filing system

One Step Ahead ry List of Members (henceforth "the filing system").

5. Legal basis and purpose for processing personal data

The GDPR-compliant legal basis for the processing of personal data is the legitimate interest of the data controller.

The purpose of the processing of personal data is to maintain the membership list and to maintain the contact details of members of the association as required by Section 11 of the Association Act (503/1989).

6. Personal data processed

The following data is stored in the filing system:

- Name
- Student number
- Email
- Student status (determined by membership of HYY, Student Union of the University of Helsinki)

7. Access to the filing system

The Board of the Organisation has access to the filing system. This includes the Chairperson, Vice-chairperson, Secretary, Treasurer, Events' Manager, Social Media Manager and Students' Advocate. Respectively, for 2021: Alexandra Biris, Mihaela Nyysönen, Anita Mezza, Natalia Stalchenko, Zoi Vasileiou, Inka Ahonen and presently unfilled position.

The Secretary is the primary responsible person for the filing system in 2021. The present board will lose access to the filing system on January 1st, 2022. It is the responsibility of the outgoing and incoming Secretaries to coordinate the handover.

7. Data life cycle

Data in the filing system is stored for the duration of one's membership in the Organisation. Every year, the data of previous members who do not renew their membership is deleted from the filing system.

8. Technical securing of data

Collected data is stored in password-protected Internet server (provided by Google Forms) and in the Organisation's communication platform of choice, also password-protected and only accessible to Board members.

9. Right of inspection, rectification and deletion

Anyone has the right to inspect, rectify or delete their personal data as stored in the filing system. Identification may be requested to proceed with inspection, rectification or deletion. Deletion of personal data from the filing system will result in termination of membership. All requests will be processed within a month of contacting the Organisation at [osarysome\[at\]gmail.com](mailto:osarysome[at]gmail.com).