

One Step Ahead ry Privacy Statement on the Processing of Personal Data: Event Sign-up Registers

Last updated: 18/02/2022 by Elena Liikanen

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 "Event Sign-Up Registers" 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: Elena Liikanen[at]helsinki.fi

4. Name of the filing system

One Step Ahead ry Event Sign-Up Register (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 effectively organise events.

6. Personal data processed

The following data is stored in the filing system:

- Name
- Email
- Organisation membership status
- Dietary restrictions (if applicable)
- Accessibility requirements (if applicable)
- Preferences for seating arrangements (if applicable)
- Access to the filing system

The Board of the Organisation has access to the filing system. This includes all the board members.

For 2022: Jamie Lee, Elena Liikanen, Laura Ramula, Sophie Lehner, Naike Gorr, Lena Reher and Aparna Shakkarwar.

7. Data life cycle

Data in the filing system is erased within one month of the event date.

8. Technical securing of data

Collected data is stored in password-protected Internet server (provided by Google Forms) and, if necessary, 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 data will imply that the person in question no longer wishes to attend the event. All requests will be processed within a month of contacting the Organisation at [osarysome\[at\]gmail.com](mailto:osarysome[at]gmail.com).