

PRIVACY POLICY FOR THE EVENT REGISTRATION REGISTER OF BIOSFÄÄRI RY

General Data Protection Regulation of the European Union (GDPR) 2016/679

Data Protection Act of Finland (5.12.2018)

Date of drafting: 19.6.2023 (updated 7.4.2025)

1. Registrar	Name Biosfääri ry, Biosfären rf The Faculty Organization of the Faculty of Biological and Environmental Sciences at the University of Helsinki Address PL 56 (Viikinkaari 9), 00014 HELSINGIN YLIOPISTO Other contact information hallitus@biosfaari.org
2. Contact person for matters concerning the register	Name Event coordinator Tuuli Hämäläinen Address PL 56 (Viikinkaari 9), 00014 HELSINGIN YLIOPISTO Other contact information tapahtumavastaavat@biosfaari.org
3. Name of the register	Event registration register of Biosfääri ry
4. Purpose of processing personal data	Personal data is collected to identify event participants, for communication purposes, to plan the catering of the organization's events, and to ensure the well-being of the participants.
5. Data content of the register	The event registry of Biosfääri collects the participant's first and last name, phone number, email address, student organization membership, special dietary information, and any event-specific additional information. The registry data is deleted once the event has been held and billing has been completed, no later than two months after the event. Information about individuals who do not attend the event is not retained in the registry; their data is deleted if participation is canceled.
6. Regular sources of data	The information for the registry is obtained from the individual themselves when they fill out the participation form on a web-based platform. If a person provides Biosfääri ry with someone else's information, the provider must have the consent of the individual whose information is being provided.

7. Regular disclosures of data	The registry information is disclosed to the event coordinators on the board of Biosfääri ry, who organize events based on the provided data. The number of event participants is reported to the Student Union of the University of Helsinki upon request. Additionally, information may be disclosed to authorities in legally mandated cases. The names of the registered participants may be shared with event partners in certain special cases. Information is not disclosed to other third parties.
8 Transfer of data outside the EU or EEA	Data is not transferred outside the EU or EEA.
9. Principles of register protection	The register is protected with care. The register holder ensures that access to the register is restricted to relevant persons. Personal data is stored only in electronic form in a reliable third-party internet service provider that complies with EU data protection legislation. The server hardware of the register is maintained according to the practices of the third party. The use of the register is instructed. Access to the database containing register information is restricted both by network technology and by personal user IDs and passwords. The access rights to the register are held by the personnel organizing the event. Maintenance rights to the register are held by a limited group of personnel responsible for system maintenance. At the end of their term, the register maintainers are obliged to transfer the access rights to the registers to their successors and to appropriately remove their own access rights (or request their removal).
10. Right of inspection	The individual in the register has the right to inspect their data free of charge once a year. Anyone who wishes to inspect the data concerning themselves must submit a written request to the register holder. The register holder may, if necessary, request the requester to prove their identity. The register holder will respond to the individual within the timeframe specified in the EU General Data Protection Regulation (approximately one month).
11. Right to demand correction of data	The registrar corrects the data in accordance with Article 5 of the EU General Data Protection Regulation 2016/679. Requests for correction of data should be addressed to the contact person responsible for register matters.
12. Other rights related to the processing of personal data	The data subject has the right to object to the processing of their personal data in accordance with Article 7 of the EU General Data Protection Regulation 2016/679.
13. Data retention period of the register	The register contains only data about supporting members. If the membership is terminated due to unpaid membership fees or any other reason, the information is deleted immediately after the termination of the membership.