

PRIVACY POLICY FOR THE MERCHANDISE SALE 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 6.2.2024)

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 Treasurer Timo Pihlajamäki Address PL 56 (Viikinkaari 9), 00014 HELSINGIN YLIOPISTO Other contact information taloudenhoitaja@biosfaari.org
3. Name of the register	Merchandise sale register of Biosfääri ry
4. Purpose of processing personal data	The purpose of processing personal data is to enable product sales and deliver products to the customer.
5. Data content of the register	The register contains the following information about the registered individuals: - Name - Address - Postal code and city - E-mail - Content of the order
6. Regular sources of data	The information is obtained from the registrant themselves when they fill out the order form.

7. Regular disclosures of data	Data may be disclosed to authorities in accordance with legal requirements. The names of registered individuals may be disclosed to event partners in certain special cases. Data 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.