

Privacy Notice – Membership Register

This is a register and privacy notice in accordance with the General Data Protection Regulation (GDPR) of the European Union.

Date of Creation: 28th February 2021

Latest Revision: 20th October 2023

1. Data Controller

Sähköinsinööri ry (Electrical Engineering Guild)
P.O. Box 4500
90014 University of Oulu Finland

2. Contact Person for the Register

Secretary of the Electrical Engineering Guild Carla Kleemola
Email: [sihteeri\(at\)sik.fi](mailto:sihteeri(at)sik.fi)

3. Register Name

Membership Register of the Electrical Engineering Guild

4. Legal Basis and Purpose of Personal Data Processing

The legal basis for the processing of personal data in accordance with the General Data Protection Regulation of the European Union is the legitimate interest of the data controller. The purpose of processing personal data is to maintain the membership register required by the Association Act (503/1989), as well as to maintain the contact information of the members.

5. Data Content of the Register

The association processes the following information about its members:

- Name of the person
- Email address
- Place of residence
- Subscription to email lists
- Membership in the association (ordinary member/alumni member)
- Study program and year of enrollment

The data in the register will be deleted upon resignation.

6. Regular Data Sources

The information to be recorded in the register is obtained in writing from individuals who are members of the association.

7. Disclosure of Data and Transfer of Data Outside the EU or EEA

Data is not disclosed to other parties. Data is not transferred outside the European Union or the European Economic Area.

8. Data Protection Principles

The data in the register is processed by the Secretary of the Electrical Engineering Guild, moderators of email lists, operators, administrators, and membership inspectors at the guild's

meetings. The processing of the register is carried out with due diligence, and the information is kept properly protected on the guild's servers.

9. Right of Access and Right to Request Data Correction

Every individual listed in the register has the right to check the information stored in the register and to request correction of any incorrect information or completion of any incomplete information. If a person wishes to check the information stored about them or request a correction, the request must be sent in writing to the data controller. The data controller may, if necessary, request the requester to prove their identity. The data controller will respond to the individual within the time frame specified in the EU General Data Protection Regulation (usually within one month).

10. Data Retention Period

The register only contains the information of individuals who are either regular members or alumni members of the Electrical Engineering Guild. Information about individuals who have resigned or have been terminated from the association will be deleted from the register within a reasonable time, no later than one month after the decision to resign or terminate.