

Privacy policy of Helix ry

The purpose of this document is to provide information about Helix ry's (Helix) privacy policy to those functionaries of the Association, who maintain and deal with the person registers in possession of the Association.

Following registers are currently in possession of the Association:

- Membership register
- Event registrations register
- Merchandise sale register
- Alumni register

This document and the privacy policies of the abovesaid registers must be updated annually always after the Board and the functionaries are renamed, at the latest on 31st of January. The register manager is in charge for the update of the registers, privacy policies. In the absence of register manager, the Vice Chairperson of the Association is in charge of the update. The Chairperson is in charge of updating all usernames, passwords and access rights to databases and accounts. Altogether, the Chairperson and the Vice Chairperson are responsible for the data privacy and its maintenance.

In the end of term, register manager(s) are responsible for transfer of access rights of the registers and databases to the future managers. Additionally, they are responsible for the removal of their access rights (or requesting their access rights to be removed) and deletion of downloaded version of the registers.

Access to the Registers

Limiting access rights is in major role in preventing issues with data privacy. Access rights should be limited only to those who need them for essential operation of the Association. For example, usernames and passwords need not to be shared to all of the Board members nor functionaries in the beginning term, but solely to the person

responsible. The person responsible of the registers is the acting Vice Chairperson without a separate decree.

Correspondingly, the access rights should be removed from the former Board and functionaries, if the need for the access to register(s) is not apparent in person's prospective role.

Removal of access rights must be done at the latest on 31st of January. Register manager or, in their absence, the Vice Chairperson is in charge of the process.

Lifetime of the Information

The information in the register(s) must be stored until it no more serves its purpose. The Membership register will naturally contain the necessary information of all current official, endorsement and honorary members of Helix ry; the personal information will be removed from the register when a member resigns or is dismissed.

In the case of event registration registers, the information must be removed when they no longer serve apparent event-in-question-related purpose. For sits, this time period usually means approximately a fortnight, until all the related matters have been handled and fees have been collected. Nevertheless, so-called anonymous data of the participants might be collected. Anonymous data contains information such as number of participants, diets and other information not linked to register data. This kind of data will be stored in a separate register.

Technical details of data protection

Technical implementation of data protection is important along with the control of access rights.

Currently, all the registers of the Association are stored either in a password-protected file (Membership register, Merchandise sale register) or on a secure web-based server (Event registration registers).

Personal information about diets will be saved on event registration registers. In this context, diet is considered to be ordinary information and allergies to be sensitive personal information. Legislative demands on data privacy regarding sensitive personal information are notably stricter.

Individual's right to request and correct their information

Any individual has the right to request the information collected about themselves by Helix ry. In practice this means the information in the Membership register and possible event registrations. Because of the low amount of information collected to the Membership and Event registration registers, prompt retrieval of the information will not be difficult to fulfill. The information must be delivered primarily in the same format as the request came in, meaning an email will be replied with information in an electronic form. Reasonable time for processing the request is one (1) month.

If necessary, the requester might be required to prove their identity.

Analogously, any individual has the right to request correction of their personal information. Reasonable time for processing the request of correction is one (1) month.

This document is not an official translation.

The Association reserves the rights to make modifications to this translation.