

# Privacy policy

## *–alumni register*

This register is in accordance with the EU General Data Protection Regulation (GDPR).

### 1. Registrar

Helix ry  
Student association of biochemistry, microbiology, and cell and molecular biology  
at the University of Helsinki.  
PL 56 (Viikinkaari 9)  
00014 University of Helsinki  
[helix-hal@helsinki.fi](mailto:helix-hal@helsinki.fi)

### 2. Contact information for registry related matters

Vice Chairperson Sanna Tervo  
[varapuheenjohtaja@helix-ry.fi](mailto:varapuheenjohtaja@helix-ry.fi)

### 3. Name of the register

Alumni register of Helix ry

### 4. Purpose of processing personal information

According to EU's general privacy protection regulation, the legal basis for processing personal data is the register holders' legal interest.

Purpose of processing personal information is to keep a list of the Association's former official members who have graduated in the university (alumni). The information is used to contact alumni in matters regarding Association's activity or university's teaching.

## **5. The registers' information content**

Register contains the following information of registrees

- Name
- Email
- Starting year of studies
- Possible position(s) as a functionaire in Helix ry during official membership and the term of office of this position.

## **6. Storage period of personal information**

Information is stored in the registers with people's consent. People can leave the register whenever they want to by informing the registrar. People in the register are requested every five (5) years for confirmation that they want to remain in the register for another five (5) years from the year from the year of requesting this confirmation. If they don't answer the request or they answer it negatively, their information is deleted from the register immediately.

## **7. Regular source of information**

Information that will be saved to the register is obtained from people joining the register and from already registered people with a www-form.

## **8. Regular disclosure of information**

Information can be handed over to the authorities in legal cases. Helix ry does not hand over information to third parties nor outside the European Union or European Economic Area.

## **9. The principles of register protection**

Register information is only stored electronically. Information is stored only electronically in reliable and under EUs Privacy Protection Act on third-party internet servers. Registers server hardware is maintained according to good maintenance practices. Register usage is instructed.

Access to database containing register information is limited with network technology, personal usernames and personal passwords. Chairperson, Vice Chairperson and Treasurer have access to the register. A limited group of the student association functionaries are responsible for maintaining the register and therefore have administrative rights to the register.

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.



## 10. Right of inspection

Registrees have, according to Finnish Personal Data Act, the right to inspect their information for free once a year. The registree who wants to inspect information related themselves, has to present a written and signed or in other way verified request to the contact person responsible of the register.

## 11. Right to demand the correction of information

Register holder corrects information according to Finnish Personal Data Act 29§. Requests for correcting information have to be addressed to the contact person responsible of the register.

## 12. Other rights related to handling personal data

The registree has a right, according to Finnish Personal Data Act 30§, to deny the usage of their personal information.

**This document is not an official translation.**

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