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# Privacy policy

## – *Merchandise Sales*

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

### 1. Registrar

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

### 2. Contact information for registry related matters

Merchandise Coordinator Jonna Sallinen  
tuotevastaava@helix-ry.fi

### 3. Name of the register

*Merchandise sale register of Helix ry*

### 4. Purpose of processing personal information

The purpose of processing the personal information is to enable the fulfillment of customer's orders.

## 5. The registers' information content

Register contains following information on registrees:

- Name
- Address
- Postal code and city
- Email
- Telephone number
- Order information

## 6. Storage period of personal information

The information is stored for a period of one month after mailing or otherwise delivering the order from Helix ry to the customer. If payment is not carried out as agreed, the information will be stored for six (6) months from the day of receiving the order.

## 7. Regular source of information

Information that will be saved to the register is obtained from customers 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 stored only electronically in a secured database on internet servers of a third party under EUs Privacy Protection Act. Registers server hardware is maintained according to the third party's maintenance practices. Register usage is instructed.

Access to database containing register information is limited with network technology, personal usernames and personal passwords. The Association's Merchandise Coordinator 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, must 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 Article 5 of the EU General Data Protection Regulation 2016/679. Requests for correcting information must be addressed to the contact person responsible for the register.

## 12. Other rights related to handling personal data

The registree has the right to deny the usage of their personal data in accordance with Article 7 of the EU General Data Protection Regulation 2016/679.

