

Privacy Notice - Membership register of Aalto-yliopiston Arkkitehtikilta ry (The Guild of Architecture)

This privacy statement complies with the EU General Data Protection Regulation (GDPR).

Date of creation 3.5.2018. Latest update 18.1.2021

1. Controller of the register

Aalto-yliopiston Arkkitehtikilta ry (The Guild of Architecture)

Otakaari 1 X, 02150 Espoo

2. Person in charge of the register

Catrin Edlund

sihteeri(at) arkkitehtikilta.fi

3. Name of the register

Membership register of Aalto-yliopiston Arkkitehtikilta ry (The Guild of Architecture)

4. Legal basis and the purpose of gathering personal information

The legal basis for gathering personal information, complying with the EU GDPR, is the legitimate interest of the controller of the register.

The purpose of gathering personal information is the maintenance of a member register, required by the Associations Act (503/1989), and keeping the contact information of the members of the guild up to date.

5. Information in the register

The register will contain the following information:

- o Full Name
- o Hometown
- o Membership of AYY - Aalto University Student Union
- o Email address
- o Subscription of the mailing lists

The information in the register does not store information about non Guild members, and the information will be deleted immediately if the membership is terminated.

6. Regular sources of information

The information stored in the register is obtained from the members who have joined the association already by email application or by written application. In addition, information is also received from the Aalto University Student Union about the members who have paid the membership fee at the same time as the semester fee.

7. Handing over information and transferring information outside of the EU or the EEA

The information in this register is not to be handed over to outside parties without separate approval from the person intending to register. The information is not to be handed over or stored outside the European Union or the European Economic Area.

8. Principles of protecting the register

The register is handled carefully. The information is stored only in electronic format, in trustworthy servers operated by third parties (Google Drive), which complies with the EU GDPR. The information is only available to authorized persons of the Guild of Architecture ry. The controller of the register will ensure that access to the register is only limited to the appropriate individuals, such as other responsible organisers from other guilds or associations.

9. Right to check and request for corrections in the information

Each member who is in the register has the right to check their information that has been saved in the register and demand for corrections if any information is incorrect or missing. If the person wishes to see the information the register has on them or requests for a correction, the request must be sent to the controller of the register in writing. The controller of the register can ask the sender of the request to verify their identity or to specify the request. The controller of the register will answer the requesting party within the time limit specified by the GDPR (primarily within one month).

10. Retention period of the information in the register

Only the data of the members of the Guild of Architecture are stored in the register. The data of persons who have resigned or been expelled from the club shall be removed from the register within a reasonable time, not later than one month after the decision to resign or be expelled.