

PRIVACY STATEMENT

Personal Data Act (523/1999), sections 10 and 24

Read the instructions before filling in the description of the file Use an attachment

Prepared on
21 March, 2014

1a Controller	Name The Union of Professional Engineers in Finland (IL ry)
	Address Ratavartijankatu 2, 00520 Helsinki
	Other contact information (such as phone number during office hours, e-mail address) asiakaspalvelu@ilry.fi Telephone service on weekdays 9–16, tel. +358 201 801 801.
2 Contact person in matters regarding the file	Name Paula Utriainen
	Address Ratavartijankatu 2, 00520 Helsinki
	Other contact information (such as phone number during office hours, e-mail address) asiakaspalvelu @ilry.fi Phone during office hours +358 201 801 801
3 Name of file	Membership register of the Union of Professional Engineers in Finland The member register consists of the membership information system, information stored in the customer relationship management (CRM) system related to the processing of membership, including the membership register information and processing history of the member.
4 Purpose of the processing of personal data	Member organisations of the Union of Professional Engineers in Finland and their member associations have assigned the maintenance of the membership list to the Union of Professional Engineers in Finland in accordance with the Associations Act. The purpose of the personal file (membership information system) of the membership organisations and their member associations maintained by the Union of Professional Engineers in Finland is also to relay membership benefits and services to the personal members of the said organisations and to take care of the collection of membership fees from personal members and to support educational, professional and labour market-related lobbying.
5 Information contained in the file	Personal members of the member associations of the Union of Professional Engineers in Finland and their member associations, elected representatives participating in the lobbying for their interests, shop stewards, contact persons and other persons participating in the lobbying, persons who have terminated their membership and persons who have completed a Bachelor's degree in Engineering in Finland. The following information is registered for the personal members of the member organisations of the Union of Professional Engineers in Finland and their member associations: <ul style="list-style-type: none">• name and social security number• address, e-mail address, phone numbers• information about studies and degrees taken• employer, location, title, position, work history• duties in organisations and as elected representative• honours and honorary titles• information about participation in membership training• areas of special competence• papers and magazines ordered, membership card, other membership benefits• memberships in the union community of the Union of Professional Engineers in Finland• membership fee information. The above information is retained for those who have terminated their membership or who have been dismissed, but it is not updated or disclosed further. The following information is stored for elected representatives, shop stewards, contact persons and others participating in lobbying: <ul style="list-style-type: none">• name and social security number

6 Regular sources of information	<p>The information registered in the membership information system is mainly obtained from the person joining as a member themselves, either electronically or in paper form. The member gives notifications of changes themselves, either electronically or in paper form. Also member organisations may make notifications of changes in the member's basic information (such as e-mail address, employer) based on what the members have reported to the member organisation themselves.</p> <p>Changes of address are obtained as file transfers from Itella at regular intervals. In some cases, the member may contact our customer service by e-mail to notify about changes. If a member is transferring from another union, information may be obtained from the other union based on the authorisation of the member.</p>
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<p>7 Regular destinations of disclosed data</p>	<p>In terms of regular disclosures, the Board of the Union of Professional Engineers in Finland confirms the document of data disclosed from the personal file at regular intervals. The contents of the currently valid document of data disclosed from the personal file is as follows:</p> <p>The Union of Professional Engineers in Finland discloses personal data from the central register of personal members by assignment of the member organisations as follows:</p> <ul style="list-style-type: none"> - to the member organisation, concerning its own personal members (a named person) - to the IAET unemployment fund and the JATT unemployment fund based on membership in the fund - to AKAVA ry, the Federation of Professional and Managerial Staff (YTN), Julkisalan koulutettujen neuvottelujärjestö JUKO ry and Tekniikan ja Peruspalveluiden neuvottelujärjestö KTN ry for the provision of information and lobbying - to the Unemployment Fund for Entrepreneurs and the Self-Employed (IAT) based on membership in the fund - to Talentum Oyj for the mailing of membership magazines and other membership benefits - to If for the checking of validity of the union, organisation as well as legal protection and liability insurance - to selected printers for the mailing of the Insinööri-lehti magazine - to a mailing company for the sending of membership fee forms and other mail from the Union - to a plastic card company for the printing/sending of the membership card - information concerning the member organisation's chairperson, secretary, members of the board and other key persons of the member organisation to other member organisations and, when so decided, to others requesting such information - to the tax administration for the right of tax deduction of membership fees - when so decided, for scientific research purposes. <p>If a personal member has not refused the disclosure of their information (prohibition of direct marketing), the Union may also, based on a decision, disclose information:</p> <ul style="list-style-type: none"> - to insurance companies which have concluded a co-operation agreement with the Union or its membership organisation for the mailing of offers concerning membership benefit insurances or the checking of the validity of an insurance included in a membership benefit
<p>8 Disclosure of data outside the EU or the</p>	<p>Data is not disclosed outside the European Union or the European Economic Area.</p>
<p>9 Description of the principles in accordance to which the data file has been secured</p>	<p><small>A Manual materials</small></p> <p>Personal data stored in the manual materials (archives) may only be viewed by persons employed by the Union of Professional Engineers in Finland and by representatives of member organisations.</p> <p>The archived documents are located in a locked archive room with restricted access.</p> <p><small>B Electronically processed data</small></p> <p>Personal data can only be changed by persons employed by the Union of Professional Engineers in Finland or the member themselves using the member view or persons appointed by a member organisation using the member organisation view.</p> <p>Personal data may be viewed as follows: each personal member may view their own information, member organisations may view the data of their personal members and of those holding organisational positions in other member organisations, and elected representatives may view the employment relationship data of their employer; the social security number is not shown. The remote connection to the file has been protected by means of information technology measures, and</p>

<p>10 Right of inspection</p>	<p>As a general rule, each member shall have the right to inspect the information concerning them stored in the personal file. The information is provided in writing upon request. The membership view allows the member to inspect the basic information registered themselves.</p> <p>The member shall present the inspection request to the controller directly. If the member so chooses, they can use the form template prepared by the Office of the Data Protection Ombudsman.</p>
<p>11 Right to require rectification of data</p>	<p>A member may request in writing that incorrect information included in the member file be rectified. The member can also rectify incorrect basic information in the member view.</p>
<p>12 Other rights concerning the processing of personal data</p>	<p>A data subject has the right to prohibit the controller to process personal data for purposes of direct advertising, distance selling, other direct marketing, market research, opinion polls, public registers or genealogical research (Personal Data Act, section 30).</p> <p>For this prohibition to enter into force, the data subject shall notify the customer service of the Union of Professional Engineers in Finland in writing or enter the prohibition into force themselves through the member view.</p>