DESCRIPTION OF PROCESSING (DESCRIPTION OF FILE) **Drawn up on 25 April 2018**

Article 30 of the EU General Data Protection Regulation 2016/679

1 Controller	Name, address and other contact details (e.g. telephone number during office hours or email address) The Union of Professional Engineers in Finland (IL ry) Ratavartijankatu 2, 00520 Helsinki asiakaspalvelu@ilry.fi Telephone service on weekdays from 9 p.m. to 4 p.m., tel. +358 (0)201 801 801 (EUR 0.088/min)
2 Contact person in matters concerning the file	Name, address and other contact details (e.g. telephone number during office hours or email address) Director of Organisational Affairs Data Protection Officer Tommi Grönholm Tuomas Oksanen tommi.gronholm@ilry.fi tuomas.oksanen@ilry.fi
3 Name of the file	Event participant register
4 Purpose of processing personal data	Confirming the number of people taking part in the training and other kinds of events organised by the Union of Professional Engineers in Finland in order to organise the event and to ensure sufficient materials, facilities and catering. In addition, being able to contact those taking part in the event.
5 Data content of the file	The event information concerning the training and other events by the Union of Professional Engineers in Finland, as well as the information about event participants required for organising events (name, contact details, etc.).
6 Regular data sources	The data subject provides the data with their consent.
7 Regular disclosure of data	The YTN community.
8 Disclosure of data outside the EU or the EEA	The data will not be transferred outside the EU.
9 The principles of data file protection	A Manual materials Manual materials will be destroyed after each event. B Electronically-processed data Electronically-processed data is protected with the security software for the controller's computers, network and servers.