

<p>1 Controller</p>	<p>Name, address and other contact details (e.g. telephone number during office hours or email address)</p> <p>The Union of Professional Engineers in Finland Ratakartijankatu 2, 00520 Helsinki asiakaspalvelu@ilry.fi Telephone service on weekdays from 9 a.m. to 4 p.m., tel. +358 (0)201 801 801 (EUR 0.084/min)</p>						
<p>2 Contact person in matters concerning the file</p>	<p>Name, address and other contact details (e.g. telephone number during office hours or email address)</p> <table border="0"> <tr> <td>Service Manager</td> <td>Data Protection Officer</td> </tr> <tr> <td>Jarkko Ursin</td> <td>Tuomas Oksanen</td> </tr> <tr> <td>jarkko.ursin@ilry.fi</td> <td>tuomas.oksanen@ilry.fi</td> </tr> </table>	Service Manager	Data Protection Officer	Jarkko Ursin	Tuomas Oksanen	jarkko.ursin@ilry.fi	tuomas.oksanen@ilry.fi
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<p>3 Name of the file</p>	<p>Membership register of the Union of Professional Engineers in Finland The membership register consists of the membership information system, data stored in the customer relationship management system (CRM, including marketing automation) related to the processing of membership, including the membership register data, and the history of the member's dealings with the Union.</p>						
<p>4 Purpose of processing personal data</p>	<p>Member organisations of the Union of Professional Engineers in Finland and their member associations have entrusted the maintenance of the membership list that is compliant with the Associations Act to the Union of Professional Engineers in Finland.</p> <p>The purpose of the membership register (membership information system) of the member organisations and their member associations maintained by the Union of Professional Engineers in Finland is to relay membership benefits and services to the personal members of said organisations and to carry out the collection of membership fees from individual members and to support educational, professional and labour market-related lobbying.</p>						
<p>5 Data content of the file</p>	<p>Individual members of the member associations of the Union of Professional Engineers in Finland and their member associations, union delegates participating in the lobbying for their interests, shop stewards, contact persons and other persons participating in lobbying and persons who have terminated their membership, as well as members of partners who receive services.</p> <p>The following information is recorded about the individual members of the member organisations of the Union of Professional Engineers in Finland and their member associations:</p> <ul style="list-style-type: none"> • name and personal identity code • address, e-mail address, telephone numbers • information about studies and qualifications obtained • employer, branch, title, position, employment history • duties in organisations and as an elected representative • honours and honorary titles • communications with the member and their contents, including written messages • areas of specialisation • magazine subscriptions, membership card, other membership benefits • memberships in the Union community of the Union of Professional Engineers in Finland • membership fee information. 						

	<p>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.</p> <p>The following information is stored for union delegates, shop stewards, contact persons and others participating in lobbying:</p> <ul style="list-style-type: none"> • name and personal identity code • address, e-mail address, telephone numbers • employer, branch, title, position, employment history • duties in organisations and as an elected representative, honours, honorary titles • information about participation in organisational training
<p>6 Regular data sources</p>	<p>The information recorded in the membership information system is mainly provided by the person joining the register, either electronically or by using a paper form. The member notifies the Union of changes either electronically or by using a paper form. Member organisations may also notify the Union 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.</p> <p>Changes of address are obtained as file transfers from Itella at regular intervals. In some cases, members may notify the Union of changes by calling the Union's customer service. If a member is transferring from another union, information may be obtained from the other union based on the authorisation given by the member.</p>
<p>7 Regular disclosure of data</p>	<p>For regular disclosure, the Board of the Union of Professional Engineers in Finland confirms, at regular intervals, the document concerning the membership register data subject to disclosure. The contents of the currently valid document concerning membership register data subject to disclosure are as follows:</p> <p>The Union of Professional Engineers in Finland discloses personal data in the central register of individual members based on assignments of the member organisations as follows:</p> <ul style="list-style-type: none"> -to the member organisation, concerning its own individual members (a named person) -to the KOKO the unemployment fund based on membership in the fund -to AKAVA, the Federation of Professional and Managerial Staff (YTN), the Negotiation Organisation for Public Sector Professionals (JUKO) and The Confederation of Employees in Technical and Basic Service Professions (KTN) for the purposes of communications and lobbying -to the Unemployment Fund for Entrepreneurs and the Self-Employed or to KOKO the unemployment fund based on membership of the fund -to keskinäinen vakuutusyhtiö Turva for checking the validity of the union, organisation and legal protection and liability insurance -to selected printing houses for the mailing of the Insinööri-lehti magazine -to a mailing company for the sending of membership fee payment 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, board members and other key persons in the member organisation to other

	<p>member organisations and, if separately decided, to others requesting such information</p> <ul style="list-style-type: none"> -to the Finnish Tax Administration for the right of tax deduction based on membership fees -If separately decided, for scientific research purposes. <p>If an individual member has consented to the disclosure of their personal data, the Union may also, based on a decision, disclose information:</p> <ul style="list-style-type: none"> -to insurance companies that have signed a cooperation agreement with the Union or one of its member organisations for the mailing of offers concerning membership benefit insurances or the checking of the validity of an insurance included in a membership benefit -to other parties mentioned in the membership benefit agreements for the making of offers -to parties offering further, supplementary or maintenance training for the mailing of information, educational and application materials when such training supports the maintenance or development of the competence of the members
<p>8 Disclosure of data outside the EU or the EEA</p>	<p>Data is not disclosed outside the European Union or the European Economic Area.</p>
<p>9 The principles of data file protection</p>	<p>A Manual materials 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. The archived documents are located in a locked archive room with restricted access.</p> <p>B Electronically-processed data Personal data can only be modified by persons employed by the Union of Professional Engineers in Finland or by the member themselves using the member view or, with restrictions, by the member organisations and their member associations in connection with their own members.</p> <p>Personal data may be accessed as follows: each individual member may access their own data and member organisations, member associations may access the data of their individual members and of those holding positions in other member organisations, and elected representatives may access the employment relationship data of the individual members represented by them (the personal identity code will not be shown). The remote connection to the file has been protected by means of information technology, and access control is ensured with a firewall and the regulation of logins derived from the membership register in real time.</p>
<p>10 Right of access</p>	<p>As a general rule, each member shall have the right to access the data concerning them stored in the membership register. The data 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. The member may use the model form prepared by the Office of the Data Protection Ombudsman.</p>

11 Right to request rectification of data	Members may request in writing the rectification of inaccurate data in the membership register. The member can also rectify inaccurate basic information in the member view.
12 Other rights concerning the processing of personal data	The data subject has the right to prohibit the processing of their personal data for the purposes of direct advertising, distance selling, other direct marketing, market research and opinion surveys, as well as for public registers or genealogical research. In order to impose this prohibition, the data subject shall notify the customer service of the Union of Professional Engineers in Finland in writing or impose the prohibition themselves through the member view.