DESCRIPTION OF PROCESSING (DESCRIPTION OF FILE) **Drawn up on 3/3/2022**
Article 20 of the EU general Data Protetcion Regulations 2016/679

1 Controller	Name, address and other contact details (i.e., daytime telephone number and email address) Union of Professional Engineers in Finland (IL ry) Ratavartijankatu 2, 00520 Helsinki asiakaspalvelu@ilry.fi Telephone service weekdays 9 a.m. to 4 p.m., tel. +358 (0)201 801801 (8.4 cents per minute)
2 Contact person in matters concerning the file	Name, address and other contact details (i.e., daytime telephone number and email address) Regional and development manager Kalle Kiili kalle.kiili@ilry.fi Data protection officer Tuomas Oksanen tuomas.oksanen@ilry.fi
3 Name of the file	Personnel file for raffles and competitions.
4 Purpose of processing personal data	The organizer processes the entry data solely for the purpose of implementing the raffle and to deliver the prizes. Provided name and contact data is only used to select and announce the winner and to deliver the prize. Provided data will not be used or handed over for direct marketing purposes without separate, express permission.
5 Data content of the file	Person name and contact details.
6 Regular data sources	Provided by the data subject with their consent.
7 Regular disclosure of data	Contact details will only be used for the raffle. The data controller may send notices regarding the raffle.
8 Disclosure of data outside the EU and EEA	No disclosure.
9 The principles of data file protection	A Manual material File data is confidential. B Electronically processed material Security software on the data controller's computer devices, networks and servers.
10 Retention period	Data shall be deleted after the entry period. If a participant subscribes to the newsletter, they will be kept subscribed until they unsubscribe.
11 Rights of the data subject	The data subject may stop the use of their data by an email notice to the data controller. Notices shall be sent to asiakaspalvelu@ilry.fi.