

Privacy Notice – Training Register

This privacy notice is an AI-generated translation. The legally valid privacy notice is available in Finnish

Privacy Notice – Training Register

1. Controller and Contact Person

Controller

Industrial Union (Teollisuusliitto ry)

Business ID: 0201717-2

Contact for Data Protection Matters

Email: tietosuojavastaava@teollisuusliitto.fi

Tel: +358 20 774 001

Industrial Union / Data Protection Officer

P.O. Box 107, FI-00531 Helsinki, Finland

2. Categories of Data Subjects

This register contains personal data of individuals who have registered for training organised by the controller.

3. Purpose and Legal Basis for Processing

Personal data is processed to enable the smooth and safe organisation of training events and to facilitate communication between the controller and the data subject.

The legal bases for processing are:

- **Performance of a contract** between the controller and the data subject (Article 6(1)(b) GDPR)
- **Consent** of the data subject, where applicable (Article 6(1)(a) GDPR)
- **Compliance with legal obligations** of the controller (Article 6(1)(c) GDPR)
- **Legitimate interests** of the controller (Article 6(1)(f) GDPR)

4. Personal Data Processed in the Register

The register may contain the following personal data:

- Name
- Address
- Email address
- Telephone number
- Date of birth / personal identity code
- Gender
- Membership number
- Language

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- Special diets and allergies
- Medical conditions requiring medication
- Special needs related to participation (e.g. accessibility)
- Information on whether the person is a member of a local branch
- Local branch information
- Employer details
- Collective agreement sector
- Position (at workplace or in the union branch)
- Training participation details, such as:
 - Name and date of the training
 - Accommodation details (e.g. roommate preferences)
 - Travel arrangements (e.g. participation in shared transport)
 - Payment details (payer, payment amount, date of payment)
- Training history (previous courses completed)
- Notes made by the controller regarding the training
- Additional information voluntarily provided by the data subject (e.g. messages to the organisers)
- Information on willingness to transfer a specific study attainment to the **Koski** data system

5. Special Categories of Personal Data

The register may include special category data, such as health information.

Health-related information (e.g. allergies or conditions requiring medication) is collected solely to ensure the safe organisation of the training and to provide appropriate assistance if needed.

6. Personal Data Retention Period

Detailed data retention periods are specified in a separate data retention schedule.

7. Regular Sources of Information

Personal data is obtained directly from the data subject.

8. Rights of the Data Subject

The data subject has the following rights under the GDPR:

- **Right to be informed** about the processing of personal data

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- **Right of access** to personal data
- **Right to rectification** of inaccurate or incomplete data
- **Right to erasure** of personal data when:
 - processing is based on consent
 - erasure does not conflict with statutory obligations or the public interest
 - the data is no longer necessary for its original purpose
- **Right to withdraw consent** at any time
- **Right to object** insofar as the processing is based on consent
- **Right to data portability**, provided that:
 - the data has been supplied by the data subject
 - processing is based on consent
 - processing is automated
- **Right to restriction of processing**, for example in connection with direct marketing

Requests to exercise these rights must be submitted using the contact details listed in section 13 of this Privacy Notice.

The Industrial Union may request additional information to verify the requester's identity and may refuse a request on grounds permitted by applicable law. A data subject may exercise their rights once per year free of charge.

Members may view their own membership data through electronic self-service services.

Right to lodge a complaint

The data subject has the right to lodge a complaint with the competent supervisory authority (Office of the Data Protection Ombudsman in Finland) or with the supervisory authority of the EU Member State of their residence or workplace if they believe that their personal data has not been processed in accordance with applicable data protection legislation.

9. Transfers of Data Outside the EU/EEA

As a rule, personal data in this register is **not** transferred outside the EU/EEA.

If personal data is processed outside the EU/EEA, the Industrial Union ensures that such processing is carried out in compliance with applicable data protection legislation and based on appropriate safeguards. Personal data may be processed in cloud services located outside the EU/EEA, provided the service provider is committed to GDPR compliance.

10. Data Security

Digitally processed personal data is protected and stored in systems managed by the Industrial Union, with access restricted to individuals who require the data for their work duties. These users have personal usernames and passwords. Storing personal data on paper is avoided.

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Personal data sent outside the Union is encrypted. Workstations and storage media used for processing personal data are encrypted.

11. Contact Information

Requests regarding data subject rights, questions concerning this Privacy Notice and other enquiries may be submitted by email to:

tietosuojavastaava@teollisuusliitto.fi

Alternatively, the data subject may contact the Union personally or in writing at:

Data Protection Officer

Industrial Union (Teollisuusliitto ry)

P.O. Box 107, FI-00531 Helsinki

Tel. +358 20 774 001

12. Updates to This Privacy Notice

This Privacy Notice may be updated from time to time, for example due to legislative changes or clarifications.

Last updated: 10 December 2021