

Privacy Statement of Course Participant

This is a statement on the processing of personal data in accordance with the EU's General Data Protection Regulation (679/2016).

Controller

Toimihenkilöjärjestöjen Sivistysliitto ry
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Contact Information For Data Protection Matters

Data Protection Officer

Karri Koli
P. +358 45 220 7152
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Contact person in data protection matters:

Matti Järvinen
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matti.jarvinen@tjs-opintokeskus.fi

The data subject is encouraged to contact the above-mentioned contact person in all questions related to personal data and in situations related to the exercise of their rights.

The Basis and Purpose of the Processing of the Personal Data

The legal basis for the processing of the personal data is:

- Contractual relationship between the data subject and the controller
- Fulfilment of the controller's legal obligations

The purpose of the processing of the personal data is to collect participant and profile data from data subjects who have registered for and participated in training courses, occasions and events. The data is used for the organisation of training courses, occasions and events, as well as for statutory statistics keeping and evaluation, and as a documentation required for public funding.

The collection of the data is based on the Act on Liberal Adult Education (632/1998), under which the study centres must provide the authority handling the state funding with the necessary information on their operations and finances, in order to be granted the funding, as well as the Statistics Act (280/2004), under which the organisation organising the training is obliged to provide the Statistics Finland with individual personal data on their students, notwithstanding the provisions on security.

Regular Sources of the Personal Data

The processed personal data is regularly obtained from the following sources:

1. From the person themselves or
2. From the co-organiser of the study centre

Processed Personal Data

The controller only collects the personal data from the data subject that is relevant and necessary for the purposes described in this privacy statement.

The following data from the data subjects is processed:

- Personal data: First and last name, email address, mobile phone, background organisation
- Participant profile data: gender, year of birth, educational background, main activity, native language (This data is only processed as extensive aggregate data between TJS Study Centre and Statistics Finland.)
- Other information: billing information, special diet

Disclosure of the Personal Data

The personal data is not disclosed to third parties unless it is essential for the arrangement of training or for compliance with legal obligations. Thus, in exceptional cases, data may be disclosed, for example, to hotels or shipping companies as well as to authorities according to the requirements of law.

Storage Period of the Data

The controller processes personal data for as long as it is necessary to perform the purposes specified in this privacy statement or as required by law.

To the storage of training participant data, accounting legislation is applied, under which the minimum storage period of the documentation is six (6) years from the end of the calendar year concerning the organisation of the training.

Rights of the Data Subject

Right of access to personal data

The data subject has the right to request the rectification of inaccurate and incorrect personal data concerning the data subject. The data subject also has the right to have incomplete personal data completed by providing necessary supplementary information.

Right to erasure

The data subject has the right to request the erasure of personal data concerning him or her if:

- a. the personal data is no longer necessary in relation to the purposes for which they were collected; or
- b. the personal data have been unlawfully processed.

Right to restriction of processing

The data subject has the right to obtain a restriction of processing of the personal data concerning him or her if:

- a. the accuracy of the personal data is contested by the data subject;
- b. the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead; or
- c. the controller no longer needs the personal data for the original purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims.

Right to data portability

The data subject has the right to receive the personal data concerning him or her, which he or she has provided to the controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller.

Right to lodge a complaint with a supervisory authority

The national supervisory authority for personal data matters is the Office of the Data Protection Ombudsman, working under the Ministry of Justice. The data subject has the right to refer their matter to a supervisory authority if they consider that the processing of personal data concerning them is in breach of the applicable legislation.