

## EVENT REGISTER DESCRIPTION

### 1. Controller

Puunjalostusinsinöörit - Träförädlingsingenjörerna - Forest Products Engineers ry (PI)  
Metsänneidonkuja 4  
FI-02130 Espoo, Finland

### 2. Party in charge of matters concerning the register

Puunjalostusinsinöörit - Träförädlingsingenjörerna - Forest Products Engineers  
ry/Member services and data administration  
Metsänneidonkuja 4  
FI-02130 Espoo, Finland  
+358 40 132 6688, info@puunjalostusinsinööri.fi

### 3. Name of the register

The event registration register of Puunjalostusinsinöörit - Träförädlingsingenjörerna - Forest Products Engineers ry.

### 4. The purpose of the processing of personal data

The purpose of the processing of personal data is to collect data concerning registrations to events organised by PI. The contact details in the register shall be used, for example, for exchanging information, communications and arranging such practical matters concerning events as catering, transportation, invoicing, collecting feedback as well as for creating statistics.

A list of an event's participants may be shared among the participants and published on the PI member website. The contact details may also be used to market PI's other events and services.

### 5. The data content of the register

The following data may be collected for the purpose of registering to an event: Name, company, position, institution and year of beginning studies, email address, telephone address, invoicing information and other data given directly by the person to the association.

### 6. Regular sources of data

The data shall be retrieved directly from the regisTREE via the registration form, by email, by telephone or orally.

### 7. Regular transfers of data

The data may only be transferred outside the association without the regisTREE's explicit consent regarding each instance of transfer if the transfer of data is directly linked to the performance of matters concerning the arrangements of an event. Such cases include,

for example, transferring the data to parties cooperating with PI in arranging an event and transferring data concerning special diets to a catering service. Data concerning participation shall be stored in accounting and invoicing records and, whenever applicable, in a list of participants.

Only the data that are required to be transferred shall be transferred to third parties in an as anonymous form as possible.

Photos taken in an event may be used for marketing purposes by PI.

## **8. Transferring the data outside the EU or the European Economic Area**

The data shall not be transferred or copied outside the EU.

## **9. The principles of the protection of the register**

The register is protected from unauthorised access. The access credentials are administrated by an administrator appointed by PI. Usernames and passwords shall only be issued to PI employees. All persons processing the data in the member register are obliged to observe professional secrecy. The system is protected by technological measures.

The register service/website service is based on the Amazon AWS environment. The environment meets the criteria of several international certifications. More information on the security and valid certifications of the AWS environment can be found here:

<https://aws.amazon.com/compliance>. The technical administrator of the service is Avoine Oy. Avoine shall use only AWS services located within the EU to provide the service. The connections are SSL-encrypted, and the environment is protected by a firewall.

## **10. Data subjects' right to inspection**

Registrees shall have the right to inspect the data about them in the register. The request to inspection shall be addressed to the party in charge of matters concerning the register (cf. section 2).

## **11. Data rectification and right to prohibition**

Registrees shall have the right to request the rectification of inaccurate data and the right to be removed from the list of registrees. The controller shall rectify, erase or complete personal data in the register that is inaccurate, unnecessary, incomplete or obsolete regarding the purposes of processing upon the registree's request or on its own initiative. In order to have their data rectified, registrees must contact the party in charge of matters concerning the register (cf. section 2).

## **12. The duration of the processing**

Personal data shall be stored in the event register for as long as it is necessary for the purpose of processing.