

Registrar

Association of Finnish Travel Agents
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Contact

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Name of register

Membership register

Purpose of personal data processing

The membership register is composed of the personal data of the staff of AFTA's member organisations and other representatives, and that of the association's honorary members. Submitted personal data is used in the association's regular operations. Personal data in the membership registry is used for release information, the marketing of events organized by AFTA and its service company Smalser Oy, administrative measures, and the execution of other measures salient to other persons in the register.

The personal data of registered persons is stored until the person is no longer a member or representative of the association's organisations. In such cases the person's basic information (names, email address, and affiliated company/organisation) is transferred to the newsletter register, where they are stored for five years unless the registered person chooses to delete their personal data.

Register information contents

- First and last name
- Mobile telephone number
- Email address
- Affiliated company/organisation
- Other personally submitted information (such as special diets, social security number, etc.)

Regular sources of information

Member organisation representatives submit their personal data with the express consent of themselves and other person's employed in the organisation.



Regular destinations of disclosed data

Submitted personal data may be transferred to affiliates or authorities salient to AFTA's regular operations. Personal data is never transferred or relinquished to third parties.

Transfer of data outside the EU or EEA

Personal data may be transferred or relinquished outside the European Union or the European Economic Area as required. Personal data is never transferred or relinquished to third parties.

Registry security protocols

Manual register

The membership register is maintained as manual registration documents for administrative purposes. These are stored in locked safes and only designated persons are allowed access to the data.

IT-stored data

The newsletter registry data is stored and maintained using software intended for this use. The AFTA staff sign into such systems using personal usernames and passwords.

Right of inspection

Registered persons retain the right to inspect the data stored in the newsletter register. Requests for access are to be sent to the address smal@smal.fi.

Requests for personal data access are free of charge once a year. A reasonable fee may accrue for further requests to cover administrative costs.

Right to demand correction to personal data

Registered persons retain the right to demand corrections to erroneous data stored in the newsletter register. Requests for corrections are to be sent to the address smal@smal.fi.

Other rights pertaining to personal data

Registered persons retain the right to request the deletion of their personal data in the newsletter register. Requests for deletion are to be sent to the address smal@smal.fi.

Essential information may not be deleted if continued membership is desired.

