

PRIVACY POLICY Personal Data Act (523/199) 10 and 24 Date of issue 31 May, 2018

Registrar

Smalser Oy, service company of the Association of Finnish Travel Agents Vilhonkatu 4 B, 00100 Helsinki 09 4133 3500, smal@smal.fi

Contact

Jenni Kemppainen Vilhonkatu 4 B, 00100 Helsinki 09 4133 3530, jenni.kemppainen@smal.fi

Name of registry

Finnish Travel Gala participant register

Purpose of personal data processing

Submitted personal data is used to organize Smalser Oy training courses and events, and to market similar future events. Participants may also be sent questionnaires or releases following the training or other events.

After a training and/or other event, the participated person's basic information (names, email address, and affiliated company/organisation) is 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)

Regular sources of information

Persons participating in training and/or another type of event submits the participants' personal data upon sign-up, with the express consent of themselves and other involved persons.

Regular destinations of disclosed data

Personal newsletter registry data is never transferred or relinquished to third parties.





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Transfer of data outside the EU or EEA

Personal newsletter registry data is never transferred or relinquished outside the European Union or the European Economic Area.

Registry security protocols

Manual register

No manual or physical newsletter register is maintained.

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 <u>smal@smal.fi</u>.

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 <u>smal@smal.fi</u>.

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 <u>smal@smal.fi</u>.

