

PRIVACY STATEMENT

Finnish legislation on personal data
(523/1999) 10 § and 24 §)

Date of issue

14th of May, 2018

1 Registrar	Name Societas Biochemica, Biophysica et Microbiologica Fenniae ry Place of residence Helsinki
2 Contact person	Name Terhi Maula Address Biochemistry, Arcanum, 20014 University of Turku Other contact details terhi.maula@abo.fi
3 Name of the register	Member register.
4 Purpose of personal data procession	The information stored in the member register of the Biobio Society is used only for the needs of the society to carry out the tasks defined in the statutes of the society. The addresses and e-mail addresses stored in the register are exploited by the society and its subdivisions to send out member circulars and to announce about upcoming events and other topical issues. In addition, personal data is processed outside the actual member register only in order for the society to perform essential functions, such as the annual membership fee invoicing. The society retains member register backups due to their historical value. The backups are not disclosed to external parties and the personal data stored in the backups is only processed for the inspection of data related to deceased members or related to persons who the society wishes to nominate for prizes granted by e.g. scientific communities.
5 Information content of the register	The members register contains the names and addresses of members. In addition, the following information is stored if provided: affiliation, e-mail address, degree and year of birth. Also data essential for managing the membership, such as year of accession and information related to invoicing, but which are not considered as personal data, are stored.
6 Regular data sources	Members will inform their personal data in writing either in a membership application form or in an e-mail application that contains the corresponding information. Other personal data than those informed by the members themselves are not stored in the register.
7 Regular data disclosures	The member register is not disclosed to external parties. Members have the right to request a list of the names and places of residence of all members

	registered in the member register if they wish to demand the executive committee to convene an extraordinary annual meeting in order to address a specific matter.
8 Transfer of data outside EU/EEA	If the essential functions of the society require data to be transferred the outside the EU or the EEA, e.g. via some service providers, the society uses only such service providers that follow the EU's privacy policy and regulations (GDPR).
9 Principles of data protection	<p>Manual material is stored in locked premises by the chairman and the secretary of the society.</p> <p>Electronic material is stored and processed by the society's secretary in the society's password-protected laptop computer. In addition, data is stored by the chairman and the secretary of the society in two external hard disks in locked premises. Backup-files are also stored in a protected internet server. The member register is administrated by the secretary of the society. In addition, the members of the executive committee of the society as well as the secretaries of the subdivisions of the society have the right to inspect the data stored in the member register.</p>
10 Right to inspection of data	Members are entitled to, at any time, be informed about their personal data stored in the member register. Requests should be addressed in written to the secretary of the society.
11 Right to demand data correction	Members are entitled to, at any time, request a correction to be made in their personal data. Requests should be addressed in written to the secretary of the society.
12 Other rights related to processing of data	Members are entitled to, at any time, claim their personal data to be transferred or deleted, and to oppose the procession of their personal data. However, it should be noted that deletion/opposing to the processing of data will result in cancellation of membership.