

## **Loimu Membership Register**

This Privacy Statement (hereinafter referred to as the “Privacy Statement”) describes how Loimu collects, processes and discloses personal data for its membership register purposes in managing memberships and performing member services. Regarding our register, we comply with the EU Regulation 2016/679 of the European Parliament and of the Council (General Data Protection Regulation, GDPR) and Section 10 of the Finnish Personal Data Act 523/1999.

### **Data controller**

Union of Professionals in Natural, Environmental and Forestry Sciences Loimu  
Mikonkatu 8 A 8th floor  
P.O. Box FI-00100 Helsinki, Finland  
Telephone +358 9 6226 6850  
Business ID: 0202153-4

Data Protection Officer: Pekka Ihalainen  
Mikonkatu 8 A 8th floor  
P.O. Box FI-00100  
Helsinki, Finland  
[tietosuojavastaava@loimu.fi](mailto:tietosuojavastaava@loimu.fi)

### **Name of the register**

The membership register of the Union of Professionals in Natural, Environmental and Forestry Sciences Loimu

### **Purposes and legal basis for processing personal data**

Personal data is collected and processed for creating a membership, charging membership fees and carrying out the purpose of the union. The processing of personal data is based on a membership relationship between the Union and the member.

Primarily, personal data is processed for managing membership relations, implementing advocacy work and performing member services. Data is also used for informing members about current matters, member services and benefits, compiling statistics on members’ positioning in working life and sending surveys in order to better implement advocacy work. In addition, data collected is used for tracking and developing the activities and services provided by the union. Furthermore, necessary segmentations/groupings are carried out based on data provided by members in order to develop communications and membership services.

The processing of personal data is based on the legal obligation of associations to maintain a register of their members and on the legitimate interest to offer and market services.

## **Data content of the register**

The Loimu membership register includes the following:

- **basic information:** name, personal identification number, address, email address, phone number, previous amalgamation union, membership type, ordering the membership calendar and card, membership of an unemployment fund, restrictions, previous division membership, employer, employer's address, occupation, work phone number, previous employer, interest in acting as a mentor, course number;
- **education:** degree, major, institution, graduation date;
- **membership fee:** fees, payment event and method, reason for payment, employer collection;
- **organisational activities:** confidential posts, sub-organisation memberships, badges of merit/honourable mentions;
- **contacts:** date of the membership contact, theme, contact type, description and respondent;
- **course history:** participations in trainings.

## **Collection of personal data and regular data sources**

Personal data may be collected in different ways. Data submitted by members themselves is saved in the membership register. Data is also obtained from other sources, such as from the Population Register Centre, the Unemployment Fund for Higher Educated Employees (ERKO) and member associations. Furthermore, personal data may be collected, saved and updated from address services or from other data controllers' registers providing similar services.

## **Regular information disclosures**

Personal data may be disclosed to third parties:

- to the extent permitted and required by law, such as for submitting membership fee data to tax authorities annually for taxation purposes;
- to negotiation organisations (JUKO and YTN) and to shop stewards or elected employee representatives of these organisations in representation of interests;
- to the Unemployment Fund for Higher Educated Employees (ERKO) for unemployment security purposes;
- to the mutual insurance company Turva for implementing group insurance and to If Insurance Company for taking care of the existing insurance portfolio;
- to Danske Bank for member benefit purposes;
- to cooperation partners when they process personal data for performing member services and benefits according to the mandate received from Loimu — Loimu keeps records of the cooperation partners' privacy policies;
- to the union's own member associations;
- in order to implement members' Nordic guest membership agreement, to the following affiliate organisations: Naturvetareförbundet (Sweden), Dansk Magisterforening (Denmark) and Naturviterforbundet (Norway);
- with the consent of the member, to contractual partners for providing member benefits; and
- when disclosing personal data is necessary in order to execute rights, to protect safety, investigate misuse or respond to requests by authorities.

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## **Data transfers outside the EU or the EEA**

Personal data may be transferred outside the EU or the EEA whenever the cooperation partner in charge of the matter is located outside these areas or is using a service provider who is located outside these areas in executing its operations. In these cases, Loimu will ensure the appropriate safeguards for protecting the rights and freedoms of data subjects in accordance with the applicable data protection legislation, such as the General Data Protection Regulation of the EU (679/2016).

## **Retention of personal data**

### **a. Data stored in information systems**

Personal data is securely stored in the membership register system of the union with access restricted to those union employees who have registered to the system and to the representative of the information system provider for administrative purposes. The persons entitled to use the system have their own individual username and password combinations.

To the extent necessary, data may be used by the Unemployment Fund for Higher Educated Employees (ERKO) for the purposes of its own members and by the persons acting in member associations for the purposes of their members. The register data is saved in a server that is protected by a so-called firewall. The information system is provided by Avoine Oy, and all data is stored in the server of Avoine Oy's subcontractor.

### **b. Manual paper-based register**

The paper-based register material is stored in a locked location. Only employees working for the union are entitled to use the material. Member lists compiled annually are stored permanently.

### **c. Protecting personal data**

Personal data is protected against external use. Personal data to be transferred outside the union is encrypted. All persons using the register conclude a Processor's Non-Disclosure and User Agreement with Loimu.

### **d. Retention of data**

Data is retained only for as long as necessary for the fulfilment of the purpose. Other material related to the membership register, excluding the material to be stored permanently, will be destroyed in a controlled manner after five (5) years, which is the data retention period in accordance with the union's archive policy, have elapsed from the termination of the membership.

## **Rights of the data subject**

Under Section 26 of the Finnish Personal Data Act, members have the right to inspect the data contained in the register concerning them and, upon request, obtain a copy of such data. Members are entitled to request rectification, updating or deletion of their personal data. However, some of the personal data contained in the register cannot be deleted due to the necessary purposes of the Loimu membership register or due to statutory obligations to retain data.

Members themselves may inspect their basic information in the section "Selaa omia tietoja" (View my data) of the members' intranet of Loimu.

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Members have, to the extent of applicable law, the right to object to and restrict certain processing of their personal data.

To the extent that the processing of personal data is based on the member's consent, the member has the right to withdraw such consent at any time. In case there is no other legal basis for the processing, data will no longer be processed after the member has withdrawn consent.

Members are entitled to contact the Data Protection Ombudsman in matters related to the processing of personal data. The contact details of the Data Protection Ombudsman are available on the website <https://tietosuoja.fi/en/home>.

### **Data rectification and contacting**

On its own initiative or at the request of the data subject, the data controller shall, without undue delay, rectify or erase any erroneous, unnecessary, incomplete or obsolete personal data as regards the purpose of the processing. You may exercise your right by sending your request to [tietosuojavastaava@loimu.fi](mailto:tietosuojavastaava@loimu.fi).

Members themselves may correct their basic information in the section "Muokkaa omia tietoja" (Edit my data) of the members' intranet of Loimu.

### **Changes to the Privacy Statement**

Loimu reserves the right to change this Privacy Statement. The latest version is always available on the website of Loimu <https://www.loimu.fi/en>.

### **Data Protection Officer**

Loimu shall designate a person responsible for data protection matters to monitor that the processing of personal data complies with the GDPR, to serve as a data protection legislation expert and to support the data controller and processors of personal data to the necessary extent. Where appropriate, the task can be outsourced to an external service provider.