



March 30th, 2023

## Data Guild ry Data Protection Policy

The purpose of this document is to convey information about the data protection policy of Data Guild ry (DG) to the members of the guild who maintain and handle the registers the guild has.

Creation date: May 7th, 2019

Latest update: March 30th, 2023

The guild currently has the following registers:

- Membership register
- Event signup register
- Code of Conduct violations register

This document and the privacy statements of the registers listed above must always be updated yearly, no later than January 31st, as the board and other officials change. The person responsible for the update is the secretary or the chairperson if the secretary is unavailable.

### Access rights to the data protection registers

Restricting access rights plays a significant role in preventing data protection policy related problems. The access should be restricted only to the persons who have the need for it in terms of the activities of the guild.

For example, the rights should not be distributed to the whole board or all officials at the beginning of their term, but rather only to the person in charge of the register. The person in charge in the guild is always, without a separate decision, the current secretary. Similarly, the rights of the old board and officials should be removed as soon as the term changes, unless it is clear that the person in question will need access to the register in their new role.

Removing the old rights should be done no later than January 31st. The person responsible for the update is the secretary or the chairperson if the secretary is unavailable.

### Information lifecycle

The information in the registers should be stored only as long as it serves its purpose.

The membership register should naturally contain the information of all current members of the guild, and the information will be deleted as soon as the member leaves the association. More information can be found in the privacy statement of the membership register.

In the event registration register, the information must be deleted at the point when it can no longer be considered necessary for the event for which the information was collected, or for future similar events. More information can be found in the privacy statement of the event signup register.

### **Technical assurance of data protection**

Along with user rights, the technical implementation of registers is important. The registers are stored in a cloud service provided by a third party, strongly encrypted so that no person outside the association, including the service provider, does not have access to them.

### **The right of an individual to request and correct their information**

An individual has the right to request the personal data stored on him by DG. In practice, this means information from the member register, as well as the information from the event signup register that is not yet deleted.

Since we only store very little information about people in the member register, it is not difficult to perform a quick search in both the member register and the event signup register.

The information should primarily be handed over in the same format as the request came in, for example an email should be answered with an electronic reply containing the information. A reasonable processing time for the request is one month. If necessary, the requester may be asked to prove their identity.

Correspondingly, individuals have the right to request correction of their data. The person is primarily obliged to ensure that their own information is up-to-date by notifying the administrator of the register of any changes. The reasonable processing time for data correction is also one month.