



March 27th, 2024

## Privacy statement – Code of Conduct violations register

This privacy statement complies with the EU General Data Protection Regulation (GDPR).  
Creation date: March 30th, 2023  
Latest update: March 27th, 2024

### 1 Controller of the register

Data Guild ry (DG)  
PL 69, 02151 Espoo

### 2 Person in charge of the register

Main Harassment Katsuya Kurosawa,  
katsuya.kurosawa@dataguild.fi

### 3 Name of the register

Code of Conduct violations register

### 4 Legal basis and the purpose of gathering personal information

The basis for gathering personal information, complying with the EU GDPR, is the legitimate interest of the controller of the register.

The purpose of processing personal data is to collect the necessary information required by the Code of Conduct.

### 5 Information in the register

The register will contain the following information:

- name
- contact information (phone number, email, or other similar)
- date of violation
- type of violation
- short description of the violation situation

The information in the register is stored for a year after the date of violation.

### 6 Regular sources of information

The information in the register comes from Harassment Contact Persons of the guild.

## **7 Handing over information and transferring information outside of the EU or the EEA**

The information in this register is not to be handed over to outside parties. The information is not to be handed over or stored outside the European Union or the European Economic Area.

## **8 Principles of protecting the register**

The register is handled carefully. The information is stored only in electronic format, in a trustworthy server operated by a third party, which complies with the EU GDPR. The information is only available to authorized persons of DG.

The controller of the register will ensure that access to the register is only limited to the appropriate individuals.

## **9 Right to check and request for corrections in the information**

Each member who is in the register has the right to check their information that has been saved in the register and demand for corrections if any information is incorrect or missing. If the person wishes to see the information the register has on them or requests for a correction, the request must be sent to the controller of the register in writing. The controller of the register can ask the sender of the request to verify their identity. The controller of the register will answer the requesting party within the time limit specified by the GDPR (primarily within one month).

## **10 Retention period of the information in the register**

The register shall contain information only of the people applicable as described by the Code of Conduct. The information will be held at most for a year. The information can also be held in the register for an extended period of time in special cases. In this case, the reason for the extension will be reported to the registered.