

Register Description
 Data Protection Act (1050/2018)

1 Data Controller	Name Address Phone Email Internet	Suomen ympäristöopisto SYKLI Oy Kaartokatu 2, 11100 Riihimäki, Finland +358 50 529 6428 info@sykli.fi www.sykli.fi
2 Contact Person for Registry Matters	Mia Saukkonen	
3 Name of the Register	LianaMailer Newsletter Tool The system operates as a service: Liana Technologies, www.lianatech.fi/	
4 Purpose of Personal Data Processing	Personal data is processed for the marketing, sales, and communication of Sykli's services, as well as for managing customer relationships through the communication channels used by Sykli.	
5 Content of the Register	Customer Information: Name, title, address, phone number, email address. An individual has the right to refuse the processing of their data for direct advertising or other marketing purposes.	
6 Regular Data Sources	Customer Information Target Group Tool – Service, ProFinder B2B / Fonecta Oy, personal contacts of Sykli's staff, and from the registrant themselves.	
7 Regular Disclosures of Information	The information in the register is not disclosed to outsiders.	
8 Transfer of Data Outside the EU or EEA	Information is not disclosed.	
9 Principles of Register Protection	Computer-processed data: <ul style="list-style-type: none"> • The register is protected with a username, password, and firewall. • Only individuals appointed to the task have access to the user register. 	
10 Date and Author of the Register Description	Date: 24.3.2022 Author: Mia Saukkonen	

Register Description

Data Protection Act (1050/2018)

Instructions for Completing the Register Description

Read the instructions before filling out the register description. Use the annex if necessary.

1. The data controller refers to a person, entity, or foundation for whose use the personal register is established and who has the right to determine its use. The data controller can be, for example, a company, an authority, or an association, not a specific department, employee, or IT company technically maintaining the register.

If the data controller does not have a place of operation within the European Union, but uses equipment located in Finland for processing personal data for purposes other than just transfer through this area, the data controller must appoint a representative in Finland. This representative, along with their contact details, should be listed next to the data controller's name in section 1.

2. The contact person can be addressed with various inquiries concerning the processing of personal data.
3. The personal register is given a name that indicates its purpose of use (for example, customer register, personnel administration register).
4. The purpose of processing personal data explains for which task of the data controller the personal register has been established. Personal data may be processed, for example, for the management of a customer relationship, service relationship, or membership. This section can mention the legal provision on which the processing of personal data is based (e.g., Personal Data Act section 8 or chapter 4 or a provision of a special law). If the processing of personal data has been outsourced, this can be mentioned in this section.
5. The description includes the data or types of data that can be stored about the registrant. Personal identification information is detailed (e.g., name, date of birth, and contact details). Otherwise, a description of the types of data or groups may suffice (e.g., information about services ordered by the customer, their delivery, and invoicing). Data can be grouped using subheadings.
6. A description of where the data stored in the register regularly comes from. Data can accumulate in the data controller's own operations, be obtained from the registrant themselves, or as transfers from other personal registers. If data is obtained as a transfer from elsewhere, state the basis of the transfer. The basis could be, for example, the registrant's consent or a legal provision. The Personal Data Act does not require the notification of regular data sources, but it is appropriate for the description of personal data processing.
7. Are personal data regularly disclosed? If data is disclosed, to whom it is disclosed. Also, describe what data is disclosed and the basis for the disclosure. The basis for disclosure can be the registrant's consent or a legal provision. Providing information to the assignee in situations involving the outsourcing of personal data processing is not a disclosure of personal data. Mention outsourcing in section 4 of the description.
8. Are personal data transferred outside the European Union or the European Economic Area?
9. The protection of manual material can be described, for example, by mentioning storage in a locked space. For computer-processed data, it is stated how the data is protected from outsiders and how their use rights are limited within the organization. Describe the general principles of protection. Do not disclose details that could compromise data security. It is also good to note in this section if the personal data stored in the register is designated as confidential.
10. The date of preparation of the register description and the name of the author.